

To Judith, Ruth and Neil, with love from Dad.

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To the student

Do you use English in your work or in your studies? Maybe you are already working in business, perhaps in a finance department, or in a finance organization. Or perhaps you are a student doing a business studies course. If you need to improve your knowledge of finance and financial terms in English, this book will help you. You can check your knowledge of basic finance concepts, key words and essential expressions so that you can communicate more effectively and confidently in your work and for your studies.

There are eight sections in the book. The first section is an introduction to general finance terms and concepts. The remaining seven sections each cover a different area of finance from planning to looking after investments. The book covers not only managing company finances, but also other aspects such as personal investments and the wider international environment. You can either work through the book from beginning to end or select tests according to your interests and needs.

Many tests also have useful tips (advice) on language learning or further professional information. Read the tips: they offer important extra help.

Many different kinds of tests are used, including sentence transformation, gap-filling, word families, multiple choice, crosswords and short reading texts. There is a key at the back of the book so that you can check your answers; and a word list to help you revise key vocabulary.

Your vocabulary is an essential resource for effective communication. The more words you know, the more meanings you can express. This book will help you develop your specialist financial vocabulary still further. Using the tests you can check what you know and also learn new concepts and new words, all related to finance, in a clearly structured framework.

Simon Sweeney