

## BUSINESS BOOKLET - 3rd Year Basic

# 1) Numbers

### 1. Read this text and learn about the classification of numbers.

## Numerical Data

We all know that numbers are an important part of our lives. Now we are going to learn how to talk about numbers in charts, tables and graphs and how to differentiate the way we express decimals, fractions and percentages.

First, let's give numbers their complete names: *cardinal numbers*: 1, 2, 3, 4, 5, 6, 7, 8, 9 and so on; *ordinal numbers*: 1st (first), 2nd (second), 3rd (third), 4th (fourth), 67th (sixty-seventh), 95th (ninety-fifth) and so on; *even numbers*: the ones that can be divided by 2 such as 2, 4, 6, 8, 12; *odd numbers*: the ones not divisible by 2, such as 1, 3, 5, 7, 9, 27.

When speaking of *hundreds*, *thousands* and *millions*, we have to remember that there is a difference between British and American English; for example, in British English you use the word *and* between hundreds and tens.

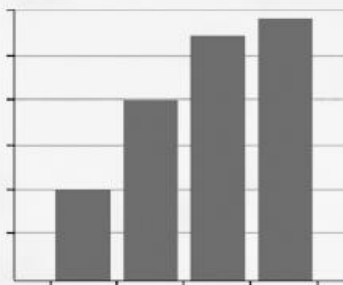
Thus, 759 is read: seven hundred and fifty-nine, 425 is read: four hundred and twenty-five, 1368 is read: one thousand, three hundred and sixty-eight. In American English you don't use the word *and*.

Another important difference is the word *billion*. In British English, a billion used to be twelve zeros after the number, that is to say: 1,000,000,000,000. In many countries we say that a billion is ten to the power of twelve ( $10^{12}$ ). But now, due to business transactions and globalisation in general, it is very common to think of billions in the American usage, that is, ten to the power of nine ( $10^9$ ), thus 12 billion is 12,000,000,000.

In some cases, it is easier to understand numerical information if it is given in a graphic representation, as in:



a pie chart



a bar graph

	%	\$
a	5	6
b	8	9

a table

### 2. Classify these numbers according to the categories given in the text.

a 8: cardinal

b 3rd: \_\_\_\_\_

c 2, 4, 6, 8: \_\_\_\_\_

d 3, 7, 9, 11: \_\_\_\_\_

e 1,000: \_\_\_\_\_

f 100: \_\_\_\_\_

g 2,000,000: \_\_\_\_\_

### 3. Use figures.

a Three hundred and four: \_\_\_\_\_

b Twenty-two thousand, eight hundred and eleven: \_\_\_\_\_

c Eight hundred and eighteen: \_\_\_\_\_

d Five thousand, seven hundred and sixteen: \_\_\_\_\_

e Four hundred and thirteen: \_\_\_\_\_

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4. Your teacher will draw something on the board. Guess what it is! Listen to her, she will give you some clues.

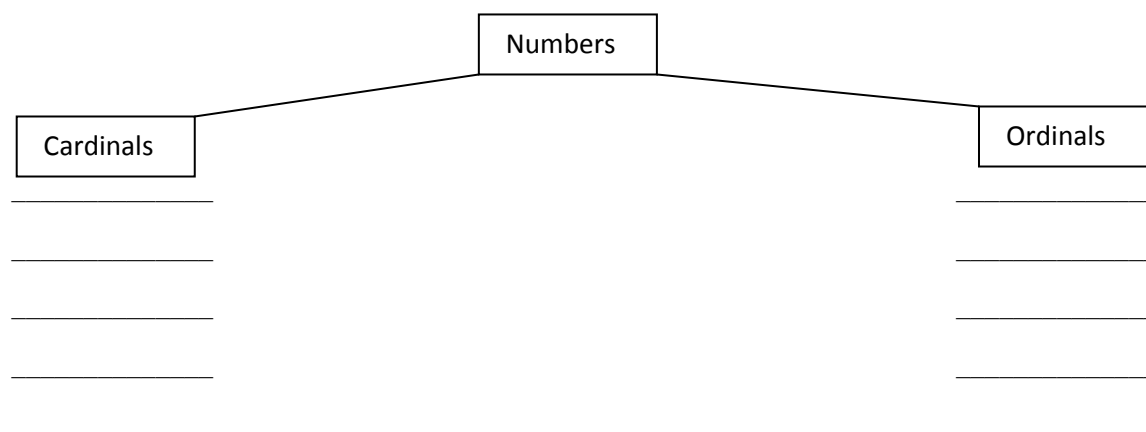
5. Let's play bingo!


6. Look at the chart and complete it with factual information.

### Facts & figures around the world

1. The population of Monaco is \_\_\_\_\_.
2. The population of Andorra is \_\_\_\_\_.
3. The population of San Marino is \_\_\_\_\_.
4. The population of Liechtenstein is \_\_\_\_\_.
5. Mount Kilimanjaro is \_\_\_\_\_ metres high.
6. Mount Everest is \_\_\_\_\_ metres high.
7. The Yangtze river is \_\_\_\_\_ kilometres long.
8. The Mississippi river is \_\_\_\_\_ kilometres long.
9. The Burj Khalifa building in Dubai is \_\_\_\_\_ high.
10. The CN Tower in Toronto is \_\_\_\_\_ feet high.
11. Shanghai is \_\_\_\_\_ kilometres from Buenos Aires.
12. Tokyo is \_\_\_\_\_ kilometres from Paris.

7. Numbers can be ordinals or cardinals. Read the sentences and complete the chart. When do we use each type?



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1. The twenty-ninth of February only comes once every four years.
2. When I go to high school, I will be fourteen.
3. I managed first place in the last race, despite a bad start.
4. My classroom is on the second floor.
5. Her telephone number is 5876220.
6. The telephone was invented in the 19<sup>th</sup> century.
7. First, Beat white sugar and 1 1/2 cups butter together in a bowl .
8. I've got 12 subjects at school.
9. This t-shirt costs \$400.

### Remember!

Cardinal			Ordinal	
1	One		1st	First
2	Two		2nd	Second
3	Three		3rd	Third
4	Four		4th	Fourth
5	Five		5th	Fifth
6	Six		6th	Sixth
7	Seven		7th	Seventh
8	Eight		8th	Eighth
9	Nine		9th	Ninth
10	Ten		10th	Tenth
11	Eleven		11th	Eleventh
12	Twelve		12th	Twelfth
13	Thirteen		13th	Thirteenth
14	Fourteen		14th	Fourteenth
15	Fifteen		15th	Fifteenth
16	Sixteen		16th	Sixteenth
17	Seventeen		17th	Seventeenth
18	Eighteen		18th	Eighteenth
19	Nineteen		19th	Nineteenth
20	Twenty		20th	Twentieth
21	Twenty one		21st	Twenty-first
22	Twenty two		22nd	Twenty-second
...				
30	Thirty		30th	Thirtieth

40	Forty		40th	Fortieth
50	Fifty		50th	Fiftieth
60	Sixty		60th	Sixtieth
70	Seventy		70th	Seventieth
80	Eighty		80th	Eightieth
90	Ninety		90th	Ninetieth
100	One hundred		100th	Hundredth



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**8. Let's play. Your teacher will tell you an important date, mime it or draw it, your classmates will need to guess it.**

**9. Now look at the following examples.**

### Percentages

55%     fifty-five per cent  
100%    a hundred per cent  
7%       seven per cent

### Fractions

1/7       a seventh/one seventh  
1/8       an eighth/one eighth  
2/3       two thirds  
3/10      three tenths

### Exceptions

1/2       a half / one half  
1/4       a quarter / one quarter

### Decimals

Before the point the number is read as usual, after the point each digit is read by separate

0.5       nought/zero point five  
0.03      nought/zero point nought three  
5.7       five point seven  
10.98    ten point nine eight

**10. Typical Mistakes with English Numbers. Find one mistake in each line.**

1.000.000	thirty five percent	the two of December
1,0000	thirtieth	the twenty century
1,25	ten thousands	two third
92th	seven millions	

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# 2) Banking

1. Read the passage and answer the question below.



Banks are places where people can keep their money.

Most people use banks to save money in their savings accounts and to pay money from their checking accounts. Today, when a person earns money from their job, their pay check is often electronically deposited into their savings or checking account. Then,

he or she can pay their bills by writing checks from their checking accounts or pay online where their bills are electronically connected to their bank accounts.

Banks also give loans to people. Banks use the money that their customers deposit to lend to people to buy new houses, cars, or to start businesses among other reasons.

The bank makes money from lending by charging interest. In other words, people have to pay back more than they borrowed. This amount depends on how risky the bank thinks the borrower is and how fast the loan is paid back among other things.

1. What are banks?

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2. How are people paid nowadays?

---

3. How are bills paid?

---

4. How do banks help people?

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### 2. Match the definitions to the words.

- |           |                   |  |
|-----------|-------------------|--|
| 1. _____  | mortgage          | (a) Money.   |
| 2. _____  | default           | (b) Stays the same over time.                            |
| 3. _____  | funds             | (c) Guarantee a loan for somebody else.                  |
| 4. _____  | variable          | (d) Money that you borrow on a credit card.              |
| 5. _____  | fixed             | (e) A check to see how well you can pay back a loan.     |
| 6. _____  | co-sign           | (f) The maximum you can borrow.                          |
| 7. _____  | cash advance      | (g) A loan to buy a house or property.                   |
| 8. _____  | credit rating     | (h) A bank account you use to save money.                |
| 9. _____  | credit evaluation | (i) Be able to pay for goods or pay back a loan.         |
| 10. _____ | credit limit      | (j) Changes over time.                                   |
| 11. _____ | annual            | (k) Not pay back a loan.                                 |
| 12. _____ | savings           | (l) The cost of borrowing money.                         |
| 13. _____ | chequing          | (m) An opinion on how well you can pay back a loan.      |
| 14. _____ | afford            | (n) Your income after you pay income taxes and expenses. |
| 15. _____ | interest          | (o) The basic interest rate that banks use.              |
| 16. _____ | net income        | (p) A bank account you use for day to day expenditures.  |
| 17. _____ | gross income      | (q) Yearly.  |
| 18. _____ | prime             | (r) Your income before you pay taxes.                    |

### 3. Ask another student these questions:

1. *Do you think banks are a good idea?*
2. *Do the banks in your country charge people a lot of money for their services?*
3. *Is it easy to get a credit card and spend a lot of money?*



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### 4. Do you know what words are being described here?

#### nouns

1. money in the form of coins or notes
2. a type of bank account that you can take money out of at any time
3. money that professional people receive for doing their job
4. a 'hole-in-the-wall' machine

#### verbs

1. to take money out of a bank account
2. to take out more money from a bank account than it contains
3. to send money from one bank account to another

### 5. Fill in the blanks with the vocabulary items listed above each text:

<b>limit</b>	<b>cash advance</b>	<b>debt</b>	<b>pay back</b>
<b>default</b>	<b>funds</b>	<b>purchase</b>	<b>interest</b>
			<b>afford</b>

#### Credit Cards

Credit cards are a convenient way to 1. \_\_\_\_ goods. They also come in handy when you have a shortage of 2. \_\_\_\_\_. If you need a little extra money for the weekend, you can take out a 3. \_\_\_\_\_.



In spite of these benefits, credit card 4. \_\_\_\_\_ can also cause serious problems for people. People spend more than they can 5. \_\_\_\_\_. And because of the high 6. \_\_\_\_\_ on money borrowed, the credit card debt becomes harder and harder to 7. \_\_\_\_\_. Eventually, some people are forced to 8. \_\_\_\_\_ on their payments. This is why credit card companies put a 9. \_\_\_\_\_ on the amount that people can borrow.



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<b>credit risk</b>	<b>mortgage</b>	<b>savings</b>	<b>credit evaluation</b>
<b>afford</b>	<b>co-sign</b>	<b>default</b>	

### Mortgages



Most people don't have enough in 1. \_\_\_\_\_ to purchase a house so they take out a house loan, which is called a 2. \_\_\_\_\_. Before you get a mortgage, the bank will do a thorough 3. \_\_\_\_\_ to make sure you can 4. \_\_\_\_\_ the loan. If the bank feels you are a 5. \_\_\_\_\_ they may ask you to find somebody else to 6. \_\_\_\_\_ your mortgage. This person will be responsible to pay your mortgage if you 7. \_\_\_\_\_.

## 3) Communication

### 1. Guess the words.



\_\_\_\_\_

### 2. What's the role of the new technologies in a global world?

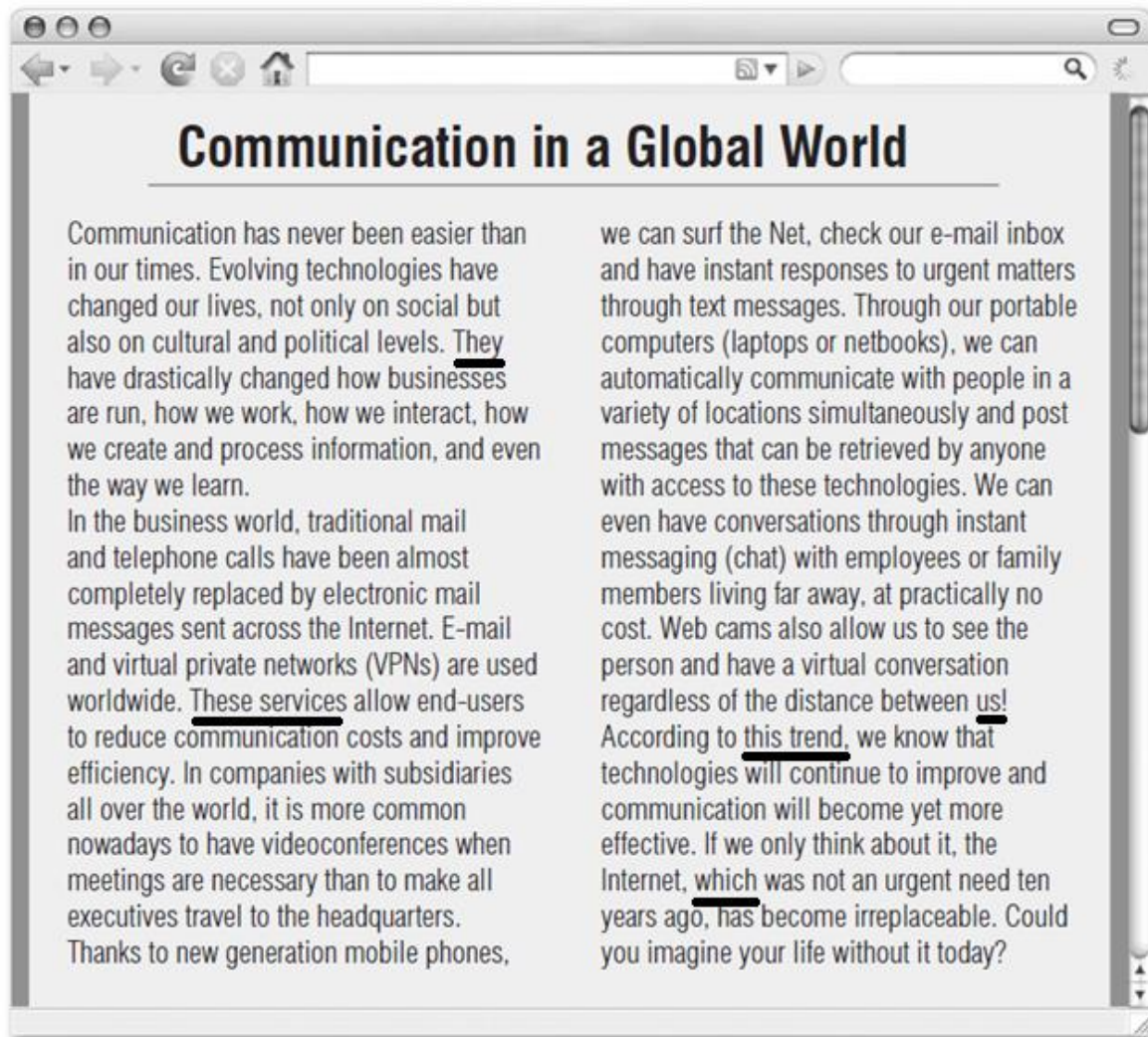


\_\_\_\_\_



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### 3. Read the text and label the pictures below with words from the reading passage.



**Communication in a Global World**

Communication has never been easier than in our times. Evolving technologies have changed our lives, not only on social but also on cultural and political levels. They have drastically changed how businesses are run, how we work, how we interact, how we create and process information, and even the way we learn.

In the business world, traditional mail and telephone calls have been almost completely replaced by electronic mail messages sent across the Internet. E-mail and virtual private networks (VPNs) are used worldwide. These services allow end-users to reduce communication costs and improve efficiency. In companies with subsidiaries all over the world, it is more common nowadays to have videoconferences when meetings are necessary than to make all executives travel to the headquarters. Thanks to new generation mobile phones,

we can surf the Net, check our e-mail inbox and have instant responses to urgent matters through text messages. Through our portable computers (laptops or netbooks), we can automatically communicate with people in a variety of locations simultaneously and post messages that can be retrieved by anyone with access to these technologies. We can even have conversations through instant messaging (chat) with employees or family members living far away, at practically no cost. Web cams also allow us to see the person and have a virtual conversation regardless of the distance between us! According to this trend, we know that technologies will continue to improve and communication will become yet more effective. If we only think about it, the Internet, which was not an urgent need ten years ago, has become irreplaceable. Could you imagine your life without it today?

### 4. Make questions about the text.

- a \_\_\_\_\_ ?  
Because they reduce costs and improve efficiency.
- b \_\_\_\_\_ ?  
They have drastically changed how businesses are run, how we work, how we interact, how we create and process information, and even the way we learn.
- c \_\_\_\_\_ ?  
We can surf the Net, check our e-mail inbox and have instant responses to urgent matters through text messages.



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d \_\_\_\_\_ ?

We can see the person and have a virtual conversation regardless of the distance between us.

e \_\_\_\_\_ ?

Because they can meet through video conferences to discuss business matters.

### 5. What do these words refer to?

- a. They (line 4) \_\_\_\_\_
- b. These services (line 14) \_\_\_\_\_
- c. us (line 35) \_\_\_\_\_
- d. this trend (line 36) \_\_\_\_\_
- e. which (line 40) \_\_\_\_\_

### 6. Find the English equivalent.

- a tecnologías en desarrollo: \_\_\_\_\_
- b navegar por Internet: \_\_\_\_\_
- c tendencia: \_\_\_\_\_
- d irremplazable: \_\_\_\_\_
- e sucursales: \_\_\_\_\_

### 7. Discuss these questions.

Which of all these technologies do you use at home?

What are the advantages you have found in them for school and study?

As we know, books are also being slowly replaced by new technologies.

Do you think this is positive? Why / why not?

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### 4) Budgets

#### Budgets

When we talk about finance and financial plans we have to answer these three fundamental questions:

- How much money are we going to spend?
- How much money are we going to receive?
- What benefits are we going to obtain?

Budgeting is the plan of operations that estimates how to get the money that is needed (income) and how it is going to be spent (expense) for a period of time in the future.

In an organisation, company or enterprise, budgeting is part of a financial plan and it is usually controlled by a financial committee. In a company, budgets forecast how much money will go to research, technology, human resources, marketing and advertising, taxes, salaries and what prospective income such business might get.

Schools, clubs and charity organisations also need to work out their budgets, and so do we at home. We plan our possible expenses according to our income.

In both big and small enterprises, finance and budgets try to make ends meet.



#### **1- Answer these questions.**

a- Which questions must be asked before we set a financial plan?

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b- What is budgeting?

---

c- Who usually controls budgets?

---

d- What do budgets and finance try to do?

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## BUSINESS BOOKLET - 3rd Year Basic

### 2- Match the following sentences.

- |   |                                       |
|---|---------------------------------------|
| a- Budgeting is always part of ....                             | 1- ...the money we earn.              |
| b- The term expense is referred to...                           | 2- ...the financial plan.             |
| c- We generally plan our expenses according to...               | 3- ...our income.                     |
| d- In order to work out a budget, companies need to estimate... | 4- ...the money we spend.             |
| e- The term income is referred to...                            | 5- ...how to get the money they need. |

### 3- Tick the right options.

- |   |   |
|---|---|
| <b>a</b> Financial plans involve...<br>...expenditure information. ____<br>...income information. ____<br>...the above plus earnings. ____                                | <b>e</b> Domestic budgeting...<br>...cannot help us to cope with bills on a regular income. ____<br>...must also allocate some money for emergencies. ____<br>...is only necessary to know how to spend the money. ____ |
| <b>b</b> Finance has to be stated in advance...<br>...to avoid prospective problems. ____<br>...to continue with carefree spending habits. ____<br>...to save money. ____ | <b>f</b> Before the bills come, ...<br>...it is better to put some money aside. ____<br>...it is possible to move and not pay. ____<br>...it is important to spend most of your salary. ____                            |
| <b>c</b> Budgeting is essential...<br>...to work out what annual commitments a company has. ____<br>...to go into university. ____<br>...to start small companies. ____   | <b>g</b> Bills can arrive all together; for that reason, ...<br>...some months are better than others. ____<br>...paying them can be quite difficult. ____<br>...you can burn them. ____                                |
| <b>d</b> Very popular and big sports clubs...<br>...don't have financial problems. ____<br>...have careless budgeting. ____<br>...state budgeting in advance. ____        |   |

### 4 Provide the English equivalent for the following words.

- |                             |                             |
|-----------------------------|-----------------------------|
| <b>a</b> ganancias: _____   | <b>d</b> pronosticar: _____ |
| <b>b</b> presupuesto: _____ | <b>e</b> calcular: _____    |
| <b>c</b> gastos: _____      |                             |

### 5 Prepare a budget for an end-of-the-year party at school. State types of Income and expenses.

Income	Expenses





## **English - 3rd Basic**

**First assignment: Unit 1 “NUMBERS”**

**Deadline: 1st week in April**

**Do the following activities from the 3rd Basic booklet:**

**Unit 1 “NUMBERS” (pages 1 to 4 )**

**Page 1: exercises 1,2 and 3**

**Page 2 and 3::exercises 6 and 7**

**Page 4: exercises 9 and 10**