

Banks accounts – Worksheet 1

1.1 Reading

I DEFINITION

A bank account is a **monetary account** with a **banking institution** recording the balance of money for a customer. Accounts can have a **positive balance** where the **bank holds money** on behalf of the customer or a **negative balance** where the **customer owes** the bank some money. Banks work out **statements of account** for their clients to inform them about the state of their account. There are two basic types of accounts: **deposit accounts** and **current accounts**.

II BANK OVERDRAFT

It occurs when **withdrawals** from a bank account **exceed** the **available balance**. This gives the account a negative balance and the bank is **providing credit**. The bank also offers a **credit limit** which the bank and client agree on when the account is being opened. If the amount of overdrawn money is **within** this **authorised** overdraft, an interest is **charged** at the **agreed** rate.

III INTERNET BANKING

Nowadays, bank clients prefer managing their bank account **via Internet banking** which allows them to **check the balance** of their account from home or by means of their mobile phone with an Internet connection. Clients can **check all incoming items** such as salary, payments from business partners, employers, members of family, etc. They can **arrange standing orders** or giro for regular payments (rent, insurance, or savings) or **money orders** for payments in Internet online shops. Banks provide a **system of security measures** in order to prevent unauthorised withdrawals.

1.2 Translate. Use Reading 1.1.

- 1 účet
- 2 zůstatek
- 3 trvalý příkaz
- 4 vklad
- 5 bank. instituce
- 6 bankomat.....
- 7 výpis z účtu
- 8 mínusový zůstatek.....
- 9 poplatek.....
- 10 výběr peněz
- 11 jednorázový příkaz.....
- 12 přečerpání účtu.....

1.3 Match the verbs.

*charge hold arrange exceed owe check work out
withdraw record provide*

- 1 zaznamenat.....
- 2 převýšit.....
- 3 zpracovat
- 4 účtovat
- 5 mít v držení
- 6 vybrat (peníze).....
- 7 zkontrolovat.....
- 8 dlužit.....
- 9 poskytnout.....
- 10 zřídit.....

1.4 Use the verbs from exercise 1.2 and 1.3 to translate these phrases.

- 1 zaznamenat platby
- 2 dlužit bance peníze.....
- 3 zpracovat výpis z účtu
- 4 zkontrolovat trvalý příkaz.....
- 5 převýšit zůstatek.....
- 6 držet vklady
- 7 účtovat poplatek.....
- 8 vybrat peníze z bankomatu.....
- 9 zřídit si účet.....
- 10 poskytnout výběr peněz.....

1.5 Translate.

- 1 Všechny finanční transakce jsou zaznamenány na výpisu z účtu.
- 2 Klient může vybrat peníze, kdykoliv chce.
- 3 Banka účtuje poplatky za vedení účtu.
- 4 Zákazník bance dluží peníze.
- 5 Banka zpracovává výpis z účtu, aby informovala klienta o stavu účtu.
- 6 Banky zpracovávají jednorázové i trvalé platební příkazy.
- 7 Bankovní účet zaznamenává zůstatek účtu.
- 8 Klienti banky mohou ovládat svůj účet rychleji a jednodušeji díky internetovému bankovníctví.

Bank accounts – Worksheet 2

2.1 Reading

DEPOSIT ACCOUNTS

I DEFINITION

Banks hold money **on behalf of** the **account holder**. Some banks **charge a fee** for this service, others pay the client interest on the deposited funds. The account holder **holds rights to the deposit**. The withdrawal of money **depends on** the **terms** of the account and the bank.

II TYPES

I.1 Savings account

It is an account which is maintained by a bank. It cannot be used directly as a method of payment, because **it is suitable for** saving money. Some savings accounts require funds to be kept on deposit for a **minimum length of time**. All financial transactions are **listed in** a bank statement. In order to withdraw money, the client has to **give notice** to the bank in advance. The bank **pays interest** to the client. It is also possible to open a savings account within your current account thanks to the online banking service. Both deposits and withdrawals can be managed within the application without having to give notice to the bank.

I.2 Term deposits

Clients cannot withdraw their money for a **certain term** or period of time. When the term is over, money can be withdrawn or held for another term. The longer the term, the better the interest. To **withdraw** some money, **it is necessary** to give notice to the bank.

- long-term deposits – have higher interest
- short-term deposits – have lower interest

2.2 Find the phrases in Reading 2.1.

1 vlastník účtu	9 minimální časový úsek
2 vypovědět (vklad).....	10 záviset na
3 účtovat poplatek.....	11 je nezbytné
4 mít práva ke vkladu	12 v zájmu klienta
5 vybrat peníze z bankomatu	13 určitá lhůta
6 platit úrok	14 být vhodný na
7 smluvní podmínky.....	15 používá se na
8 zapsat ve spoř. knížce.....	16 být k dispozici.....

2.3 Answer the following questions.

- 1 Have you ever had a savings account? Why yes/not?
- 2 How do you usually save money? Where do you keep it?
- 3 Have you or anybody in your family ever had a passbook? Why yes/not?
- 4 Do you have a) building savings? b) additional pension insurance? c) a term deposit?
- 5 What do you use your debit card for?
- 6 Why do you prefer Internet banking to meeting a bank clerk?
- 7 Do you shop online? Why yes/not?

Bank accounts – Worksheet 3

3.1 Reading

I CURRENT ACCOUNT

It is an account which enables clients to withdraw money whenever they want and in various ways (electronic payment, **money order**, ATM). All financial transactions are listed in a bank statement. On the credit side there are deposits, salaries, incomes of the account holder; on the debit side there are payments, **money transfers**, standing orders (for rent, electricity). They do not have high interest.

II CURRENT ACCOUNT PAYMENTS

- ~ cash money (banknotes)
- ~ cheque and money order (a paper promise to pay)
- ~ giro (funds transfer, direct deposit)
- ~ direct debit (pre-authorized debit)
- ~ **standing order** (automatic funds transfer)
- ~ debit or credit card (**cashless direct payment** at a store or merchant)

III ACCESS TO CURRENT ACCOUNTS

Current accounts can be accessed in a number of various ways:

- ~ **branch networks** – allow the clients to receive a wide offer of banking and financial services
- ~ **cash points (ATM)** – automated machines which are used to withdraw cash and check account balances
- ~ **Internet banking** – clients can use the bank's **secure website** to look at balances and statements, perform transactions and payments, etc.

IV CURRENT ACCOUNT COSTS

Banks charge a fee for processing financial transactions per item or on a monthly basis. Youths, students, senior citizens or highly valued customers do not pay fees for basic financial transactions and in some countries, **transaction fees** do not exist, but extremely high **lending rates** are the norm.

3.2 Find in the text.

- | | |
|-------------------------------|------------------------------|
| 1 síť poboček | 7 poplatek za platbu..... |
| 2 bezhotovostní placení | 8 bankomat..... |
| 3 chráněná web. stránka..... | 9 jednorázový příkaz |
| 4 elektronická platba | 10 inter. bankovníctví |
| 5 zápůjční sazba..... | 11 převod peněz |
| 6 trvalý příkaz..... | 12 přístup k účtu |

3.3 Translate.

- 1 Používám svůj účet, abych mohl provádět platby v internetových obchodech.
- 2 Založil jsem si běžný účet, aby mi zaměstnavatel mohl posílat výplatu.
- 3 Nikdy si nezaložím spořitelní knížku, protože je to zastaralý způsob, jak spořit peníze.
- 4 Vždy si vybírám všechny peníze a pak platím v hotovosti.
- 5 Nemám žádný spořicí účet, ale snažím se neutratit všechny peníze z běžného účtu a nějaké ušetřit.

3.4 Answer the following questions.

- 1 What do you use your current account for?
- 2 Do you prefer withdrawing money from ATMs or paying by card? Why?
- 3 What standing orders have you arranged in your account?
- 4 Have you ever had any trouble with Internet payments?
- 5 Do you save your electronic statement of account or do you print it out and keep it in a file?
- 6 What do you think about banks charging fees for various account services?