# English for Business

## level 3

# الإنجليزية للأعمال

## المستوى الثالث

أكاديمية إعمل بيزنس

E3MEL BUSINESS ACADEMY

# المحاضرة الأولى

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Presenting Visuals

## العروض المرئية

- As you will see from this graph ...
- I'd like to show you this chart on which you will see ...
- Let me draw your attention to this part of the graph.
- Let's look more closely at this month's figures.

- This figure refers to the sales in China only.
- This pie chart shows our share of the European market today.
- As you can see, our main competitor has an even bigger share.
- The bar chart represents sales in our Asian outlets.
- Here you can see a comparison between ...

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Presenting Visuals

## العروض المرئية

On the line graph you will note

على الرسم البياني الخطي، ستلاحظ ما يلي

- A strong upward trend in the sales of product A ...
  - Despite occasional fluctuations ...
  - With a slight drop during the holiday season ...
  - With occasional variations due to ...

- The overall performance of product B is good.
  - The initial surge in sales was followed by a period of slower growth in the second half of the year.
  - The instant success of the product was followed by a period of stability in the level of sales.

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Commenting Trends: التعليق على الاتجاهات

### Increases: الزيادة

- A slight/constant/marked/substantial/increase in sales
- An increase of about/roughly/approximately/in the region of … %
- A little over/above what we predicted
- The recovery/upturn began in (month)
- An overall increase in …
- An upward trend in the demand for …

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Commenting Trends: التعليق على الاتجاهات

### Increases: الزيادة

- Sales reached record levels
- Reached a peak in (month)
- A strong surge in the sales of ...
- By (month), the figure had risen to ...
- We predict that sales will soar in the coming year
- Over the next ... months

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Commenting Trends: التعليق على الاتجاهات

### Decreases: الانخفاض

- Just under our target
- Way below our expectations
- A slight / notable / significant decrease in ...
- The downturn began in (month)
- The situation began to deteriorate in (month)
- The number has continued to fall

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Commenting Trends: التعليق على الاتجاهات

### Fluctuations: تقلبات

- A slow start developed into steady progress in sales
- An initial upward trend was followed by ...
- We note slight fluctuations through the year
- Normal seasonal variations are the cause of occasional downward trends
- Sales have been (rather) irregular
- The level / the rate has been unstable since ...
- You will note a certain instability in the rate of ...

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Commenting Trends: التعليق على الاتجاهات

### Conclusions: الاستنتاجات

- We must focus our attention on ...
- What I suggest is ...
- There is a necessity for ...
- We need more ...
- We have no choice but to ...
- Appropriate measures must be taken

# الإحصاءات والرسوم البيانية
# Statistics, Graphs, Charts

## Commenting Trends:  التعليق على الاتجاهات

### Conclusions:  الاستنتاجات

- The only option we have is to ...
- These changes are inevitable.
- We will have to revise our estimation.
- The result / outcome will be ...
- I strongly recommend ...
- To conclude, I am happy
- I regret to announce that ...

# استثمارات - سوق الأوراق المالية
# Investments - Stock Market

| | |
|---|---|
| • Bid | • The price a buyer is willing to offer for shares in a company. |
| • Blue Chip Stocks | • Stocks of leading companies with a stable growth. |
| • Bond | • Certificate issued by companies and governments to their lenders. |
| • Capital | • Money and other property of companies used in transacting the business. |
| • Capital Stock | • All shares representing ownership of a company. |
| • Commodities | • Products such as agricultural products and natural resources (wood, oil and metals) that are traded on a separate, authorised commodities exchange. Chicago |

# استثمارات - سوق الأوراق المالية
# Investments - Stock Market

| | |
|---|---|
| • Dividend | • A portion of a company's earnings which is paid to the shareholders/ stockholders on a quarterly or annual basis. |
| • Equities | • Stocks and shares which represent a portion of the capital of a company. |
| • Futures | • Contracts to buy or sell securities at a future date. |
| • Insider | • A person who has access to inside info concerning the company. |
| • IPO | • Initial Public Offering - selling part of a company on the stock market. |
| • Issue | • Put into circulation a number of a company's shares for sale. |

# استثمارات - سوق الأوراق المالية
# Investments - Stock Market

| | |
|---|---|
| • Liabilities | • The debts and obligations of a company or an individual. |
| • Mortgage | • Agreement by which a bank lends money for the purchase of property, such as a house. The property is the security for the loan. |
| • Mutual Fund | • Savings fund that uses cash from a pool of savers to buy securities such as stock, bonds or real estate. |
| • Option | • The right to buy and sell certain securities at a specified price and period of time. |
| • Par Value | • Nominal face value. |
| • Portfolio | • Various types of securities held by an individual or institution. |

# استثمارات - سوق الأوراق المالية
# Investments - Stock Market

| | |
|---|---|
| • Securities | • Transferable certificates showing ownership of stocks, bonds, shares, options, etc. |
| • Share | • The capital of a company is divided into shares which entitle the owner, or shareholder, to a proportion of the profits. |
| • Share Certificate | • Certificate representing the number of shares owned by an investor. |
| • Shareholder | • Owner of shares. |
| • Speculator | • Someone who buys and sells stocks and shares in the hope of making a profit through changes in their value. |
| • Stock | • Shares (portion of the capital of a business company) held by an investor. |

# استثمارات - سوق الأوراق المالية
# Investments - Stock Market

| | |
|---|---|
| • Stockbroker | • A licensed professional who buys and sells stocks and shares for clients in exchange for a fee called a 'commission'. |
| • Stockholder | • Person who owns stocks and shares. |
| • Trader | • Investor who holds stocks and securities for a short time (minutes, hours or days) with the objective of making profit from short-term gains in the market. |
| • Trading Session | • Period during which the Stock Exchange is open for trading. |
| • Venture Capital | • Money raised by companies to finance new ventures in exchange for percentage ownership. |
| • Yield | • Return on investment shown as a percentage. |

# العروض التقديمية
# Presentations

| | |
|---|---|
| • Audience | • Group of listeners or spectators. |
| • Body Language | • Communication through facial expressions, body movements, etc. |
| • Chart | • Sheet of information in the form of a table, graph or diagram. |
| • Diagram | • Graphic representation of a situation e.g. the results of an action. |
| • Flip Chart | • Pad of large paper sheets on a stand for presenting information. |
| • Graph | • Diagram showing the relation between variable quantities. |
| • Guidelines | • Advice or instructions given in order to guide or direct an action. |

# العروض التقديمية
# Presentations

| | |
|---|---|
| • Handout | • Written info (report etc.) given to people at a presentation. |
| • Key Point | • Essential or main point. |
| • Marker | • Pen with felt tip used for writing on a whiteboard. |
| • Microphone | • Electrical instrument used to amplify the speaker's voice. |
| • Objective | • What one wants to achieve; one's aim |
| • Outline | • Brief description or presentation. |
| • Overhead Projector | • Device that projects a transparency onto a screen or wall. |
| • Overview | • Short presentation of the main points. |
| • Pointer | • Rod or stick used to indicate things on a map, screen, etc. |

# العروض التقديمية
# Presentations

| | |
|---|---|
| • Screen | • Flat, reflective blank surface on which films, slides, etc. are projected. |
| • Signposting Language | • Phrases used to help focus the audience's attention on different parts of a presentation. |
| • Slide | • Small photographic transparency. |
| • Summarize | • Make a summary of the essential points; sum up. |
| • Topic | • Subject of a discussion or talk. |
| • Transparency | • Image or information printed on transparent plastic or film. |
| • Visual Aids | • Aids such as charts, slides, etc. used at a presentation. |
| • Whiteboard | • Flat white board on which to write or draw with markers. |

# الاختصارات
# ABBREVIATIONS & ACRONYMS

- Abbreviation: a shortened form of a written word, phrase or name used in place of the whole, for example:  'Dr.' for Doctor, 'Mr.' for Mister, 'gym' for gymnastics, 'Tim' for Timothy.

- Acronym: A word which is formed from the first letters of other words, and which is  pronounced as a full word, for example:
- NATO (North Atlantic Treaty Organisation).
- NASA (National Aeronautics and Space Administration).

# الاختصارات
# ABBREVIATIONS & ACRONYMS

| | |
|---|---|
| • @ | • At (followed by an address) |
| • a/c | • Account |
| • Admin | • Administration, administrative |
| • ad/advert | • Advertisement |
| • AGM | • Annual general meeting |
| • a.m. | • Ante meridiem (before noon) |
| • p.m. | • Post meridiem (after noon) |
| • a/o | • Account of (on behalf of) |
| • AOB | • Any other business |
| • ASAP | • As soon as possible |
| • ATM | • Automated teller machine (cash dispenser) |

# الاختصارات
# ABBREVIATIONS & ACRONYMS

| | |
|---|---|
| • attn. | • For the attention of |
| • approx. | • Approximately |
| • A.V. | • Authorized version |
| • bcc | • Blind carbon copy |
| • cc | • Carbon copy (copy to one or more people) |
| • CEO | • Chief executive officer |
| • c/o | • Care of (on letters: at the address of) |
| • Co | • Company |
| • cm | • Centimeter |

# الاختصارات
# ABBREVIATIONS & ACRONYMS

| | |
|---|---|
| • COD | • Cash on delivery |
| • Dept. | • Department |
| • doc. | • Document |
| • e.g. | • Exempli gratia (for example) |
| • EGM | • Extraordinary general meeting |
| • ETA | • Estimated time of arrival |
| • etc. | • Et caetera (and so on) |
| • GDP | • Gross domestic product |

# الاختصارات
# ABBREVIATIONS & ACRONYMS

| | |
|---|---|
| • lab. | • Laboratory |
| • Ltd | • Limited (company) |
| • mo | • Month |
| • N/A | • Not applicable |
| • NB | • Nota bene (it is important to note) |
| • no. | • Number |
| • obs. | • Obsolete |
| • PA | • Personal assistant |
| • p.a. | • Per annum (per year) |
| • Plc | • Public limited company |

# الاختصارات
# ABBREVIATIONS & ACRONYMS

| | |
|---|---|
| • pls | • Please |
| • p.p. | • Per pro (used before signing in a person's absence) |
| • PR | • Public relations |
| • p.s. | • Post scriptum |
| • PTO | • Please turn over |
| • p.w. | • Per week |
| • qty | • Quantity |
| • R & D | • Research and development |

# الاختصارات
# ABBREVIATIONS & ACRONYMS

| | |
|---|---|
| • re / ref | • With reference to |
| • ROI | • Return on investment |
| • RSVP | • Répondez s'il vous plait (please reply) |
| • s.a.e. | • Stamped addressed envelope |
| • VAT | • Value added tax |
| • VIP | • Very important person |
| • vol | • Volume |
| • wkly | • Weekly |
| • yr | • Year |

# المقابلات – وصف نفسك
# Interviews – Describing Yourself

- I have worked for over six years as a waitress / teacher / in retail / in the paper industry…
- I am presently working for Brown and Thompson as a project manager.
- I am very interested in your company and this job.
- I’m really impressed by the quality of your products/services.
- I want to further my skills / my career in (accounting, marketing, events management…).

# المقابلات – وصف نفسك
# Interviews – Describing Yourself

- My biggest strength is that I perform well under pressure.
- I am capable of working without supervision.
- I’m used to working in a busy environment.

# المقابلات – وصف نفسك
# Interviews – Describing Yourself

- I’m trustworthy and able to handle confidential information / confidential matters.
- I’ve got good organisational skills.
- Paying attention to all the details of a project is important to me.
- I make sure that each task is completed according to schedule.
- I can handle multiple projects simultaneously. / I’m good at multitasking.
- I enjoy meeting and working with a lot of different people
- I like working in an international environment.
- I speak two foreign languages ( …… and …… )
- I want to take on more responsibility.

# المقابلات – وصف نفسك
# Interviews – Describing Yourself

- I’m hard-working and regularly sets firm goals for myself.
- I’m known for being able to solve problems quickly.
- I take time to evaluate difficult situations and decide the best way to deal with them.
- I have excellent computer skills / communication skills.
- Working in a team with a collaborative spirit is important to me.
- My ability to anticipate problems and explore alternative solutions has made me a good team leader.
- My experience in a similar field makes me a good match for this position.
- I feel my profile is a perfect fit for your team and I can contribute by…

# المحاضرة الثانية

# التسويق والمبيعات
# Marketing & Sales

| | |
|---|---|
| • After Sales Service | • Service that continues after the sale of a product (maintenance, etc.) |
| • Agent | • Person or company that acts for another and provides a specified service. |
| • B2B E-commerce | • Business to business e-commerce:<br>use of commercial networks, online product catalogues and other online resources to obtain better prices and reach new customers. |
| • B2C E-commerce | • Business to consumer e-commerce:<br>online sale of goods and services directly to consumers. |

# التسويق والمبيعات
# Marketing & Sales

| | |
|---|---|
| • Benchmarking | • Comparing one's products to those of competitors in order to improve quality and performance. |
| • Buyer | • 1) Any person who makes a purchase.<br>2) A person employed to choose and buy stock for a company. |
| • Cash Refund Offer | • Offer to pay back the purchase price of a product to customers who are not satisfied and send a "proof of purchase" to the manufacturer. |
| • Chain Store | • Two or more shops or outlets with the same owner. |
| • Client | • A person who buys services or advice from a lawyer, an accountant or other professional. |

# التسويق والمبيعات
# Marketing & Sales

| | |
|---|---|
| • Close | • Finalise or conclude a sale or deal. |
| • Convenience Store | • Small shop located near a residential area that opens long hours, seven days a week. |
| • Coupon | • A voucher offering a discount to customers. |
| • Deal | • A business transaction. |
| • Department Store | • A large shop or store that carries a wide variety of product lines. |
| • Discount | • A reduction in price. |
| • Extranet | • Network that connects a company with its suppliers and distributors. |

# التسويق والمبيعات
# Marketing & Sales

| | |
|---|---|
| • Follow-up | • Maintain contact after the sale to ensure customer satisfaction. |
| • Franchise | • Association between a manufacturer or wholesaler (franchiser) and an independent business person (franchisee) who buys the right to own and operate a unit in the franchise system. |
| • Guarantee | • A promise that the product will be repaired or replaced if faulty. |
| • Intranet | • A network that connects people to each other within a company. |
| • Market Leader | • The company with the largest market share in an industry. |

# التسويق والمبيعات
# Marketing & Sales

| | |
|---|---|
| • Mark Up | • Percentage of the price added to the cost to reach a selling price. |
| • Packaging | • Designing and producing the container or wrapper for a product. |
| • Product Line | • A group of products that are closely related. |
| • Prospect | • A potential customer. |
| • Representative | • A person who represents and sells for a company. |
| • Retail | • To sell in small quantities, directly to customers. |

# التسويق والمبيعات
# Marketing & Sales

| | |
|---|---|
| • Shopping Centre | • Group  or complex of shops with a common area for cars to park. |
| • Tele Marketing | • Using the telephone to market or sell directly to customers. |
| • Trade Fair | • An exhibition at which companies in a specific industry can show or demonstrate their products. |
| • Viral Marketing | • The Internet version of word-of-mouth marketing: email messages that customers pass on to friends. |
| • Wholesale | • To sell goods in large quantities at low prices to those buying for resale (e.g. a shop) or for business use. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • A.T.M. | • Automated Teller Machine; cash dispenser |
| • Banknote | • Piece of paper money. |
| • Bitcoin | • Digital currency which allows payments to be sent to another party without going through a financial institution. |
| • Borrow | • Obtain money which must be returned or reimbursed. |
| • Broke | • To have no money. |
| • Budget | • Amount of money available or needed for a specific use. |
| • Cash | • Coins or bank notes; not cheques, not credit. |
| • Cash Dispenser | • Automatic machine from which a bank customer can withdraw money. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • Cashier | • A person dealing with cash transactions in a bank, shop, etc. |
| • Cheque (US: Check) | • Written order, on a specially printed form, to a pay the stated amount from one's bank account. |
| • Coin | • A piece of metal, with an official stamp, used as money. |
| • Currency | • The money used in a country. |
| • Debt | • Money owed by one person to another |
| • Deposit | • A first instalment on a purchase. |
| • Donate | • Give money, especially to charity: make a donation. |
| • Exchange Rate (X Rate) | • The rate at which one currency can be exchanged for another. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • Fee | • A payment to a professional person (doctor, lawyer, etc.). |
| • Instalment | • A sum of money due as one of several equal payments to be made over an agreed period of time. |
| • Interest | • Money paid for borrowing or investing money. |
| • Invest | • To put money into a business, property, etc. in order to earn interest or profit. |
| • Legal Tender | • Currency that cannot legally be refused as payment. |
| • Lend | • Give or allow the use of money which must be returned, usually with interest. |
| • Loan | • Sum of money that is borrowed and is expected to be paid back with interest. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • Owe | • To be in debt to someone: to owe money to somebody. |
| • Petty Cash | • Small amount of cash kept available by a company or firm for everyday expenses. |
| • Receipt | • Written statement that money has been paid for something. |
| • Refund | • Pay back money received;; reimburse. |
| • Tip | • Small sum of money given to a waiter, taxi driver, etc. |
| • Withdraw | • Take money from a bank account. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • Agent | • Person or company that acts for another and provides a specified service. |
| • Agreement | • Arrangement between two or more people or companies. |
| • Bargain Price | • Reduced price. |
| • Bedrock Price | • Lowest possible price. |
| • Commitment | • Engagement or undertaking: to commit oneself. |
| • Compromise | • Each party gives up certain demands in order to reach an agreement. |
| • Condition | • A stipulation or requirement which must be fulfilled. |
| • Contract | • Written agreement between two or more parties. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • Counter-offer | • Offer made in response to an offer by the other party. |
| • Counter-productive | • Having the opposite effect to that intended. |
| • Deal | • A business transaction. |
| • Discount | • Reduction in price. |
| • Estimate | • Approximate calculation of the cost. |
| • Facilities | • Equipment (for example, parking facilities). |
| • Feasible | • Possible, something that can be done. |
| • Figure Out | • Find a solution; calculate or estimate the cost. |
| • Know-how | • Practical knowledge or skill. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • Joint Venture | • A way of entering a foreign market by joining with a foreign company to manufacture or market a product or service. |
| • Negotiate | • Discuss a business deal in order to reach an agreement. |
| • Point Out | • Draw attention to something (for example, the advantages of your proposal). |
| • Proposal | • Course of action, or plan, put forward for consideration: to make a proposal. |
| • Quote | • Give an estimated price (a quotation). |
| • Range | • A selection of products sold by a company. |
| • Rebate | • Reduction or discount. |

# المال – المفردات المالية
# Money - Finance

| | |
|---|---|
| • Supply | • Provide customers with goods or services. |
| • Supplier | • Person or company that supplies goods or services. |
| • Tender | • A written offer to execute work or supply goods at a fixed price. |
| • Turnkey | • Equipment ready for use or operation (for example, a plant or factory). |
| • Underestimate | • Make too low an estimate of something (cost, danger, difficulty). |
| • Work Out | • Calculate (the price of something); find a solution. |

# أفعال مركبة متعارف عليها في الأعمال التجارية
# Common Business Phrasal Verbs

| | |
|---|---|
| • Close Down<br>= to shut | • We have closed down the small local branches and created bigger regional offices.<br>• The factory closed down in the 1970's because it was too expensive to produce here. |
| • Fight Against<br>= to make an effort to stop something happening | • All the workers fought against the closure but the plant was no longer profitable.<br>• The unions have been fighting against the proposed changes as they think it will mean job losses. |
| • Go Back on Something<br>= to change an agreement | • We had come to an agreement but now she has gone back on it.<br>• The company promised to review the situation but went back on its word and didn't. |

# أفعال مركبة متعارف عليها في الأعمال التجارية
# Common Business Phrasal Verbs

| | |
|---|---|
| • Put Back<br>= to postpone, delay in time | • They promised to make a decision today but it has been put back until next week.<br>• My visit has been put back until a later date when it will be easier to plan. |
| • Fall Behind<br>= not risen as fast as, fail to do something as fast as required | • We have fallen behind schedule. It won't be completed on time.<br>• Our salaries have fallen behind the national average with the small increase we have had. |
| • Turn Down<br>= to refuse, not accept | • We offered a two per cent increase but it was turned down.<br>• We offered him a much higher salary but he turned it down and didn't join our team. |

# أفعال مركبة متعارف عليها في الأعمال التجارية
# Common Business Phrasal Verbs

| | |
|---|---|
| • Fill In For Someone<br>= to replace someone during an absence | • I need to brief the person who will be filling in for me while I am on maternity.<br>• I filled in for Jamie while he was on holiday. |
| • Back Someone Up<br>= to support or to help | • Whenever there is a dispute with someone in my team, my manager always backs me up.<br>• Nobody backed him up when he said he had been discriminated against. |
| • Work Out<br>= to calculate | • I don't know how much holiday I have left. I need to work it out.<br>• We need to work out how much this is really going to cost. |

# أفعال مركبة متعارف عليها في الأعمال التجارية
# Common Business Phrasal Verbs

| | |
|---|---|
| • Get On<br>= to have a good relationship | • I don't like my boss. We just don't get on.<br>• The atmosphere is terrible. He doesn't get on with his co-workers. |
| • Follow Up<br>= to find out more about or take further action on something | • Before we offer her the job, we need to follow up on her references.<br>• The training is followed up by regular refresher courses over a six-month period. |
| • Set Up<br>= to arrange for an activity or event to happen | • I'd like to discuss it further. Can we set up a meeting?<br>• I've set up interviews with the remaining three candidates. |

# أفعال مركبة متعارف عليها في الأعمال التجارية
# Common Business Phrasal Verbs

| | |
|---|---|
| • Make Up<br>= do or pay extra to cover a difference | • I'd like to leave early on Friday. I'll make up the time next week.<br>• There was an error in your expenses. We'll make up the difference next month. |
| • Hand In<br>= to give something | • He's leaving at the end of the month. He has handed in his resignation.<br>• I haven't handed my time sheet in yet. I must do it now. |
| • Work Out Your Notice<br>= to continue working through the period after you have resigned | • They asked him to leave immediately. He didn't have to work out his notice.<br>• He negotiated a deal so he didn't have to work out his notice and could leave sooner. |

# أفعال مركبة متعارف عليها في الأعمال التجارية
# Common Business Phrasal Verbs

| | |
|---|---|
| • Sort Out<br>= to resolve | • We don't know who is going to replace Mike. We have to sort it out soon.<br>• I have finally sorted out the error on the time sheets. |
| • Carry On<br>= to continue | • We still haven't found a suitable candidate. We'll have to carry on looking. |
| • Back Out<br>= to decide not to do something previously agreed | • They had agreed to do it but then backed out.<br>• He had accepted the post but backed out at the last minute so we're considering other candidates. |
| • Go With<br>= to adopt or support an idea or plan | • I think your idea is a good one. I think we should go with it.<br>• We're not really sure which agency to go with. We don't think any of them are really what we are really looking for. |

# المحاضرة الثالثة

# فهم المصطلحات المالية
# Understanding Financial Terms

Accidental damage: Damage to a person's possessions by accident, such as spilling paint on a carpet, that is covered by some home insurance policies

Account: A record of spending and income, provided by a bank, post office or building society

Accounting date: The last date of the period covered by an organization's annual accounts

Accumulation date: The date when income is reinvested in a unit trust, instead of being paid out to investors

Accumulation unit: A type of unit of income that a company reinvests in a unit trust instead of paying it out immediately to investors

# فهم المصطلحات المالية
# Understanding Financial Terms

Accurate figure: An exact reading from a meter to record how much gas or electricity a person has used

Actuary: An expert on pension scheme assets and debts, life expectancy and risk for insurance purposes

Acquisition: The buying of one company by another; also known as a takeover

Administration fee: An amount you pay for the time it takes staff to make changes to your financial product or Service.

AVC: Additional Voluntary Contribution – extra money that people in work related pension schemes can pay to increase their pension benefits

# فهم المصطلحات المالية
# Understanding Financial Terms

Affinity card: A credit card that allows a person to support an organization such as a charity; every time a person uses the card to buy something, the credit card company makes a small donation to the organization

After tax: An amount of money that a person is left with after they have paid tax

Agent: A person who deals with a range of suppliers from which it can issue a recommendation to a client

All risks: A home insurance policy that covers a person's possessions even if they take them outside their home

# فهم المصطلحات المالية
# Understanding Financial Terms

Allocation rate: A percentage of a person's money that has been invested in a fund; the remainder is spent on charges

Annual: Every year

Annual cover: An insurance policy that a person must renew every year, such as health or car insurance

Annual management charge: A charge or fee that a person must pay each year to the manager of an insurance policy, investment or pension fund, based on the value of a person's fund

Annual service: A check made once a year on a piece of equipment to make sure it is working properly

# فهم المصطلحات المالية
# Understanding Financial Terms

Annuity: A regular amount paid out to somebody from an investment that is linked to a managed fund

Applicant: A person who applies for something

APR: Annual Percentage Rate – a percentage to show the amount of interest and other fees a person pays each year to receive a loan

ARF: Approved Retirement Fund – an investment plan that self-employed people, directors of family firms and certain other people can buy with the proceeds of their pension plan when they retire, which they can allow to grow or can cash in from time to time to provide an income

# فهم المصطلحات المالية
# Understanding Financial Terms

Arrangement fee: A fee that a bank or building society charges a customer for arranging a loan

Arrears: An overdue amount that has not been paid

Articles of association: A company’s document that sets out the shareholders’ rights and the directors’ powers

Asset: Something owned

Asset management: A service from a financial adviser to spread a person’s investment between a number of assets, such as shares, government bonds, cash and property, so that they can potentially earn more money

# فهم المصطلحات المالية
# Understanding Financial Terms

ATM: Automated teller machine – a computerized machine that allows bank customers to get information on their bank account, withdraw money or sometimes top up their phone in a public place, without dealing with another person

Audit: An independent examination of an organization's records and accounts to make sure that they show a fair, accurate and legal reflection of the financial position of the company at the accounting date

# فهم المصطلحات المالية
# Understanding Financial Terms

Auditor’s report: A report by an independent person or firm on an organization's financial records

Authorized share capital: The highest amount of share capital that a company can issue, as set out by the company’s memorandum of association

Available credit: The difference between a person’s credit limit and the amount of money they have already borrowed or spent on their credit card

# فهم المصطلحات المالية
# Understanding Financial Terms

Balance: An amount of money, shown on a person's statement, that they have in their account or that they owe at any time

Balance brought forward: An amount shown on a person's last statement that is brought forward to the next statement, either to show money saved or money owed

Balance transfer: An amount a person owes on one credit or store card that they can switch to another credit card

Balance sheet: A summary of a company's assets (what a company owns) and liabilities (debts a company owes) at a point in time

# فهم المصطلحات المالية
# Understanding Financial Terms

Balloon payment: A higher than normal final payment for a loan in return for lower regular repayments

Bank: An organization that invests and lends money

Bank identifier code: A bank’s unique code, which is used when transferring money between banks, especially in different countries, and when exchanging messages; sometimes found on account statements

Bankrupt: A situation of not having enough money to pay debts, declared by a court order

Bankruptcy: A type of order issued by a court when a person cannot pay their debts when they are due, which allows the person’s property to be sold to raise money to pay their creditors

# فهم المصطلحات المالية
# Understanding Financial Terms

Barter: A way of paying for things by exchanging goods and services instead of money

Basic bank account: A service from a bank or building society that only lets a person spend what they have in their account so there is no risk of becoming overdrawn and running up overdraft charges

Bear: Someone who sells shares now, expecting the share price to fall in the future so they can buy the shares back later at a lower price

Benefactor: A person who gives a gift, for example in a will

Beneficiary: A person who receives a gift

Benefit statement: A statement, usually issued once a year, of the value of a person's occupational pension

# فهم المصطلحات المالية
# Understanding Financial Terms

Benefit-in-kind: A ‘perk’ of a job, such as a company car, gym membership or health insurance, that a company gives to its employees or directors and that may be subject to tax

Bequest: Something, usually property, given in a will

BIC: Bank Identifier Code – a unique address which, in telecommunication messages, identifies precisely the financial institutions involved in financial transactions

Bid/offer spread: An initial investment charge that refers to the difference between the buying and selling price of a unit on the stock market on any given day

Bid price: The price that an investor in a unit trust can get for each unit if they cash them in

# فهم المصطلحات المالية
# Understanding Financial Terms

Bond: A written promise made by governments and companies to repay any money borrowed, with interest, on a certain date in the future

Bonus issue: An offer of free shares to a company’s shareholders, related to the number of shares they already have

Book value: The value of a fixed asset, such as a building or machine, after depreciation, as recorded in an organization's accounts

Books of account: Books that a business must keep to record its financial transactions accurately

# فهم المصطلحات المالية
# Understanding Financial Terms

Booking fee: An amount a person pays to book something, for example a concert or plane ticket, to cover a company’s administrative costs

Borrow : Get money that will be paid back

Bounced cheque: A cheque that the bank refuses to pay out because the person who wrote the cheque does not have enough money in their account to pay for it

Breach of contract: An act that breaks a legal duty agreed in a contract

Break even: A point at which a company earns as much money as it is spending; with no profit or loss, it ‘breaks even’

# فهم المصطلحات المالية
# Understanding Financial Terms

Bridging loan: A loan given by a lending institution to ‘bridge’ a time difference between buying a new home and selling the existing home

Brokerage: Commission earned by a broker or a broker’s business

Budget: A plan of spending over a certain length of time, based on how much money a person has

Budget deficit : A gap that occurs when a body, often a government, plans to spend more money than it takes in

# فهم المصطلحات المالية
# Understanding Financial Terms

Buildings insurance: An insurance policy that pays out if a person’s home is damaged, for example if tiles fall off a roof during a storm

Bull: Someone who buys shares now, expecting that their value will rise in the future so that they can sell the shares for a profit at a later date

Bureau de change: A place that changes all major foreign currencies, in cash or in travellers’ cheques, for a fee known as a commission

# فهم المصطلحات المالية
# Understanding Financial Terms

Calendar month: A period of time that starts on the first day of the month and ends on the last day, as opposed to starting in the middle of one month and ending in the middle of the next

Cancellation rights : A person's or company's right to cancel a contract

Capital: An amount of money a person saves, invests or borrows, before interest or loss

Capital charge: A charge that a unit trust manager takes out of the fund's capital rather than out of the income it has generated

Capital expenditure: Money a business spends on buying or improving its fixed assets, such as equipment or furniture

# فهم المصطلحات المالية
# Understanding Financial Terms

Capital gain: Money a business or person makes if it sells a long-term asset, such as a building, for more than it cost

Capital gains tax: A tax on gifts over a certain value or on a capital gain.

Capital guarantee: An investment that guarantees that, at the end of the agreed term, a person will get back at least the amount they invested

Capped charge: The most that a pension provider can charge a person for managing their pension, usually a percentage of the value of a person’s fund

# فهم المصطلحات المالية
# Understanding Financial Terms

Car insurance: Insurance that a person needs before driving a vehicle, which, depending on the type of insurance, pays them a certain amount if their car is stolen and pays a sum towards repairs if the car is damaged due to an accident or fire

Cash advance: A cash withdrawal using a credit card, for which aperson may pay a fee as well as interest

Cashback: A service with a debit card that allows a person to get money straight from their account when a shop assistant swipes their card to pay for goods and services

Cashcard: Also known as an ATM card – a plastic card that a person can use only at cash machines with a personal identification number (PIN) to withdraw cash, check their balance or print out a mini-statement

# فهم المصطلحات المالية
# Understanding Financial Terms

Cash inflow: The amount of money coming into a business

Cash outflow: The amount of money leaving a business

Cash flow: A record of all the money coming in minus all the payments as they are made, measured over a particular time

Caveat emptor: A Latin term, ‘buyer beware’, to warn people to understand the meaning of a sales contract before agreeing to it

Celtic Tiger: A term used to describe the period of rapid economic growth in Ireland

Certificate of insurance: A document that proves that a person is insured

# فهم المصطلحات المالية
# Understanding Financial Terms

Charges: Fees and interest that a person must pay, for example when they borrow money or buy on credit

Charge card: A type of credit card often issued by a store to its customers so that they can buy goods from the store on credit

Chargeable asset: An asset on which a person may need to pay capital gains tax if they sell or dispose of it

Cheque: A written order, addressed to a bank, instructing the bank to pay an amount of money to the person or organisation named on the cheque

# فهم المصطلحات المالية
# Understanding Financial Terms

Cheque guarantee card: A plastic card from a bank or building society that guarantees that the amount of money on a cheque (up to a certain limit) will be paid whether or not there is enough money in the account

Child dependant: A child up to age 18 who normally lives with and is being supported by an adult, or a child up to the age of 22 who is in full-time education by day at a recognised school, college or university

Child Dependant Increase: An additional amount paid to a person receiving certain social welfare payments to cover the cost of supporting a child dependant

# فهم المصطلحات المالية
# Understanding Financial Terms

Claim: An action to get compensation based on an existing insurance policy

Clearing: The time it takes for a bank or building society to transfer money from one account to another, say when a person lodges a cheque

Collateral: An asset offered to or needed by a lender as security for a loan, such as a house for a mortgage

Commission: A small fee charged as a percentage of the value of goods or services for example, for foreign exchange

# فهم المصطلحات المالية
# Understanding Financial Terms

Company pension scheme: Like an occupational pension scheme, a pension scheme organised by a company to provide pension benefits for its employees

Compensation: An amount of money paid to make up for an injury, damage or loss

Compound annual return (CAR): The interest rate if interest on savings is added to savings and paid at the end of each year

Comprehensive motor insurance: Motor insurance that covers a person for damage to their car, resulting from any accidents, theft and fire

# فهم المصطلحات المالية
# Understanding Financial Terms

Consumer: A person who buys a good or service

CPI: Consumer price index – a measure of the average price of goods and services bought by households

Contents insurance: Insurance that covers damage to and theft of a person's possessions in their home

Contract: An agreement between two or more parties, which is usually written and is binding on everyone concerned

Contract of service: A contract usually agreed between an employee and their employer

# فهم المصطلحات المالية
# Understanding Financial Terms

Contract for service: A contract usually agreed between an organisation and another organisation or self-employed person, such as a consultant or a contractor

Contributory payment: Known as social insurance, a social welfare payment that depends on the number of pay-related social insurance (PRSI) contributions a person has made in a certain period; examples include Unemployment Benefit and Maternity Benefit

Conversion rate: Also known as the exchange rate – a changing rate at which a person can change one currency for another, for example €1 for $1.20

Conveyance: A legal term to describe selling or giving property to another person or group

# فهم المصطلحات المالية
# Understanding Financial Terms

Cooling-off period: A period after a person signs a contract, but before the contract becomes binding, in which the person can change their mind about the contract without any penalty

Counterfeit: Something that a person forges or copies with the aim of deceiving another person

Coupon: A piece of paper that allows a person to get a product for a lower price up to a certain date

Cover: The protection offered by an insurance policy, involving payment for any event or accident in relation to a person's home, car or health

# فهم المصطلحات المالية
# Understanding Financial Terms

Credit: Money that a bank, building society or a credit card company has lent a person to buy goods or services

Credit agreement: A document that records the conditions on which a person receives credit

Credit card: A plastic card that lets a person buy something 'on credit' and pay for it later

Credit card bill: A detailed statement each month of what a person has bought with their credit card and how much they need to pay back to their credit card company

# فهم المصطلحات المالية
# Understanding Financial Terms

Credit crunch: A sudden drop in the general availability of loans or a sudden increase in the cost of borrowing from banks; also known as a credit squeeze

Credit history: A history of how well a person has been able to repay debt; a poor credit history means that they may find it difficult to take out a loan

Credit limit: The highest amount a store card or credit card company will lend a person at any time

Credit outstanding: The amount of credit a person has not yet paid back

Credit rating: A score of a person's ability to repay debt such as loans and credit card bills

# فهم المصطلحات المالية
# Understanding Financial Terms

Credit reference agency: An organisation that holds information about a person and their past record of paying back their debts, to which lenders may refer before they agree to give a loan

Credit risk: The risk that a person might not repay a loan or credit

Credit scoring: A system used by a lender to give a score to a potential borrower depending on the answers they give to a series of questions; the higher the score the lower the risk that the person will not repay their loan

Credit transfer: A way of automatically moving money from one bank account to another

# فهم المصطلحات المالية
# Understanding Financial Terms

Credit union: A non-profit organisation that provides loans to its members and encourages savings

Credited: A term to describe a person’s account when money has been paid into it

Creditor: A person or company who is owed money

Credits: PRSI contributions that are recorded for a person when they are absent from work due to illness and cannot pay their own PRSI; they help keep a person’s social insurance record up to-date to help them get social welfare payments and benefits in the future

# فهم المصطلحات المالية
# Understanding Financial Terms

Critical illness insurance: Insurance that pays a lump sum, covers a person's mortgage or makes regular payments if a person cannot work due to a serious illness

Currency: The type of money used in a particular country, for example the euro or the dollar

Current account: A bank or building society account that lets a person keep their money secure, but still write cheques and use an ATM card to get money

Current assets: Short-term assets, such as bank balances and stocks, that constantly change in value

# فهم المصطلحات المالية
# Understanding Financial Terms

Current liabilities: Short-term debts that a business must pay within a year, such as bank overdrafts, money owed to suppliers and employees’ income tax

Customer: Someone who pays for goods or services

# المحاضرة الرابعة

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Above board adj [not before a noun] honest and legal

Acquire v [T] if one company acquires another, it buys it

Acquisition n [C] when one company buys another or part of another company

Advertising campaign n [C] an organization’s program of advertising activities over a particular period with specific aims, for example an increase in sales or awareness of a product

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Agenda n [C] 1- a list of the subjects to be discussed at a meeting

2- the things that someone considers important or that they are planning to do something about

Aggressive adj 1 an aggressive plan or action is intended to achieve its result by using direct and forceful methods

2- an aggressive person or organization is very determined to achieve what they want

Alliance n [C] an agreement between two or more organizations to work together

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

AOB n [U] any other business; the time during a meeting when items not on the agenda can be discussed

Application n [C] 1 a formal, usually written, request for something or for permission to do something 2 a formal request for work - 3 a practical use for something - 4 a software

Apply v 1 [I] to make a formal, usually written request for something, especially a job, a place at university, or permission to do something
2 [T] to use something such as a law or an idea in a particular situation, activity, or process
3 [I,T] to have an effect on someone or something, or to concern a person, or situation

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Approximate adj an approximate amount, number etc is a little more or a little less than the exact amount, number etc — approximately adv

Asset n [C] something belonging to an individual or a business that has value or the power to earn money

Attend v [I,T] to go to an event such as a meeting

Attribute n [C] a characteristic, feature, or quality

Awareness n [U] knowledge or understanding of a particular subject, situation, or thing

Background n [C] someone's past, for example their education, qualifications, jobs..Etc

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Balance sheet N [C] A document showing A company's financial position and wealth at A particular time. The balance sheet is often described as A 'photograph' of A company's financial situation at A particular moment

Bankrupt1 N [C] someone judged to be unable to pay their debts by A court of law, and whose financial affairs are handled by A court official until the debts are settled

Bankrupt2 adj not having enough money to pay your debts

Bankrupt3 V [T] to make A person, business, or country go bankrupt

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Bankruptcy N plural bankruptcies [C,U] when someone is judged to be unable to pay their debts by A court of law, and their assets are shared among their creditors (=those That they owe money to), or A case of this happening

Bank statement n [C] information sent regularly by a bank to a customer, showing the money that has gone into and out of their account over a particular period

Barrier to trade also trade barrier n plural barriers to trade [C] something that makes trade between two countries more difficult or expensive, for example a tax on imports

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Benchmark n [C] 1 something that can be used as a comparison to judge or measure other things - 2 good performance in an activity in one company that can be used as a standard to judge the same activity in other companies —benchmark v [T], benchmarking n [U]

Benefits package n [C] the total amount of pay and all the other advantages that an employee may receive such as bonuses, health insurance, a company car etc

Bid n [C] 1 an offer to buy something, for example a company in a takeover, or the price offered - 2 an offer to do work or provide services for a fixed price, in a competition.

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Bid v past tense and past participle bid present participle
Bidding 1 [I,T] to offer to pay a particular price for something, for example a company in a takeover
2 [I] to offer to do work or provide services for a fixed price, in competition with others
—Bidding n [U]

Billboard n [C] a large sign used for advertising. Billboards are usually called hoardings in British English

Blueprint n [C] a plan for achieving or improving something

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Board also board of directors n [C usually singular] the group of people who have been elected by shareholders to manage a company

Bonus n [C] an extra amount of money added to an employee's wages, usually as a reward for doing difficult work or for doing their work well

Boom n [C,U] 1 a time when business activity increases rapidly, so that the demand for goods increases, prices and wages go up, and unemployment falls
2 a time when activity on the stock market and share reaches a high level of prices

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Boom v [I] if business, trade, or the economy is booming,
It is very successful and growing

Brand n [C] a name given to a product or group of products by a company for easy recognition

Brand v [T] to give a name to a product or group of products

Branded adj branded goods or products have brand names

Branding n [U] the activity of giving brand names to products, developing people's awareness of them etc

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Brand leader n [C] the brand with the most sales in a particular market

Brand loyalty n [U] the degree to which people buy a particular brand and refuse to change to other brands

Brand manager n [C] someone in a company responsible for developing a brand

Brand stretching n [U] when a company starts to use an existing brand name on a different type of product, hoping that people will buy it because they recognize the name

Bribe n [C] money that is paid secretly and dishonestly to obtain someone’s help

Bribe v [T] to dishonestly give money to someone to persuade them to do something

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Bribery n [U] dishonestly giving money to someone to persuade them to do something to help you

Broker n [C] a person or organization whose job is to buy and sell shares, currencies, property, insurance etc for others

Bureaucracy n plural bureaucracies 1 [C] a system of governing that has a large number of departments and officials
2 [U] disapproving all the complicated rules and processes of an official system, especially when they are confusing or responsible for causing a delay

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Buyout also buy-out n [C] 1 the act of buying a business – 2 - the act of buying all the shares in a company of a particular shareholder

Cash flow also cashflow n 1 [U] the amounts of money coming into and going out of a company - 2 [C,U] profit for a particular period, defined in different ways by different businesses

Cash generation n [U] money that a company gets from sales after costs are taken away. Cash generation is often used in talking about the degree to which the company is Able to do this

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Chair n [singular] 1 the position of being the chairman of a company or organization or the person who is chairman - 2 - the position of being in charge of a meeting or the Person who is in charge of it
—Chair v [T]

Chief executive officer (CEO) n [C usually singular] the manager with the most authority in the day to day management of a company, especially in the US. The job of CEO is sometimes combined with others, such as that of president

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Clock v

Clock in/on phr v [I] to record on a card or computer the time you arrive at or begin work

Clock off/out phr v [I] to record on a special card or computer the time you leave work

Collapse v [I] if a company, organization, or system collapses, it suddenly fails or becomes too weak to continue —collapse n [C,U]

Commission n [C,U] an amount of money paid to someone according to the value of goods, services, investments etc they have sold

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Compensation n [U] 1 an amount paid to someone because they have been hurt or harmed in some way - 2 - the total of pay and benefits for an employee

Competitive advantage n [C] something that helps you to be better than others

Concept n [C] an idea for a product, business etc

Conman n [C] someone who tries to get money from people by tricking them

Consortium n plural consortiums or consortia [C] a combination of several companies working together for a particular purpose, in order to buy or build something

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Consumer behaviour BrE consumer behavior AmE n [U] how, why, where, and when consumers buy things, and the study of this

Controlling interest n [C,U] the situation where one shareholder owns enough shares to control a company

Controlling shareholder also majority shareholder n [C] someone who owns more than half the shares in a company

Copycat product [C] a product that copies a competitor’s idea for a product

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Core adj core business/activity/product the business, activity etc that makes most money for a company and that is considered to be its most important and central one

Corrupt adj using power in a dishonest in order to get money or an advantage of some kind

Corrupt [T] to encourage someone to behave in an immoral or dishonest way —corrupted adj, corruptible adj, corruptibility n [U]

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Corruption n [U] 1 the crime of giving or receiving money, gifts, a better job etc in exchange for doing something dishonest or illegal that helps another person or company
2 when someone who has power or authority uses it in a dishonest or illegal way to get money or an advantage

Counterfeit adj made to look exactly like something else, usually illegally

Counterfeit v [T] to copy something so that it looks like something else, usually illegally —counterfeiter n [C]

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Crash n [C] 1 a time when many investments lose their value very quickly, usually when investors lose confidence in the market and sell – 2 - an occasion when a computer or computer software suddenly and unexpectedly stops working or fails to work Properly

Crash v 1 [I] if stock markets, shares etc crash, they suddenly lose a lot of value
2 [I,T] if a computer crashes, or if you crash a computer, it suddenly and unexpectedly stops working

# تعريف واستخدام الكلمات الشائعة في الأعمال
# Definition & Usage of Common Business Words

Crisis n plural crises [C,U] 1 a period or moment of great difficulty, danger, or uncertainty, especially in politics or economics
2 a time when a personal problem or situation has reached its worst point

Culture n [C,U] 1 the ideas, beliefs, and customs that are shared and accepted by people in a society - 2 the attitudes or beliefs that are shared by a particular group of people or in a particular organization

Customs n [U] the government department responsible for collecting the tax on goods that have been brought into the country

# المحاضرة الخامسة

# Understanding Financial Terms (2)
# فهم المصطلحات المالية (2)

# فهم المصطلحات المالية
# Understanding Financial Terms

Data Protection Act: A law that protects a person's personal information and prevents companies from sharing it with other companies without the person's knowledge

Debenture: A document issued by a company, usually to a bank that acknowledges that some or all of the company's assets are security for a debt

Debit: A payment from an account or the cost of buying goods or services

Debited: The result of money being taken out from an account

# فهم المصطلحات المالية
# Understanding Financial Terms

Debit card: A plastic card that can be used instead of cash to pay for goods and services, or to withdraw money from an ATM

Debt: Money owed to another person or to a company

Debt consolidation: Taking out a single loan to pay off a number of smaller, individual loans

Debtor: A person who owes money

Declining term policy: A policy that protects a person's mortgage payments and ends as soon as they have paid off their mortgage

# فهم المصطلحات المالية
# Understanding Financial Terms

Deeds: Documents that confirm that a person owns a particular property, usually given as security for mortgages

Defined contribution pension scheme: A type of pension scheme to which a person makes payments each month and that pays out an amount related to how much the person has invested and how well the fund has performed

Delete as applicable: Cross out anything that does not apply

Demutualize: Converting an organization owned by its members or customers (known as a 'mutual') to a profit-making company that distributes profits to its shareholders

# فهم المصطلحات المالية
# Understanding Financial Terms

Dependent: Somebody who depends on another person for financial support, such as a child or an elderly relative

Deposit: Initial amount of money that a person pays to get something, for example a house

Deposit account: A type of savings account which pays interest without an ATM card or a cheque book

DIRT: Deposit Interest Retention Tax – a tax paid by a bank on the interest a person gets from saving. The bank deducts it from the interest earned on behalf of the customer

# فهم المصطلحات المالية
# Understanding Financial Terms

Deposit rate: The rate of interest that customers can earn on money they keep in a bank deposit account

Depreciation: The drop in value of an asset due to wear and tear, age and whether it is going out of date, as recorded in an organization's financial records

Depression: In economic terms, a severe and long-term downturn in the economy that is marked by high unemployment, lower wages, less production and general reluctance to spend

Direct debit: A method of paying bills regularly, by giving permission to a company to take money straight from a bank account on a specified date

# فهم المصطلحات المالية
# Understanding Financial Terms

Direct payment: A secure and confidential method of lodging payment (for example a social welfare payment) directly into a person’s bank account or to a savings’ account with another financial institution, using electronic fund transfer (EFT)

Discount: Money that is taken off the price of something

Discounted rate mortgage: A type of mortgage, usually offered to new customers, in which the interest rate is reduced for a fixed period of time

Disposable income: Income available after a person pays tax, loans and buys basic goods and services

# فهم المصطلحات المالية
# Understanding Financial Terms

Dissolve: Formally breaking up an organization or institution

Dissolution: The act of formally breaking up an organization or institution

Divest: Selling off, usually in relation to the parts of a company that are not performing well or no longer fit in with the company’s wider plans

Dividend: Money that a company pays to its shareholders from its profits

Dormant account: An account that is no longer used

# فهم المصطلحات المالية
# Understanding Financial Terms

Drawee: The person (or bank) who is expected to pay a cheque or draft when it is presented for payment

Drawer: The person or organization that has written a cheque

Duress: A threat or pressure put on somebody to do something

Duty: A tax charged by the government

# فهم المصطلحات المالية
# Understanding Financial Terms

Earnings cap: A limit on the contributions that can be paid into and the benefits that can be paid out by tax-approved pension schemes

ECB: European Central Bank – the bank created to manage policies for the countries that have converted to the euro

Electronic banking: A term describing different ways to manage money without talking to a person, for example by using an ATM card, the Internet and the telephone

Endorsement: Writing on a document, for example the signature on a cheque

# فهم المصطلحات المالية
# Understanding Financial Terms

Endowment: A transfer of money or property to a charity for a specific purpose

Endowment policy: A savings plan that pays out a lump sum on a certain date in the future or when a person dies, whichever happens sooner

Estate: A person's assets, including money, when they die

Estimate: A guide to the cost of a good or service

Ethical investment: An investment in desirable activities, such as those that might benefit the environment or help disadvantaged communities

# فهم المصطلحات المالية
# Understanding Financial Terms

Ethical investment policy: A plan to make sure that money is invested in desirable activities

Euro: Official currency of Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Slovakia, Slovenia and Spain (as at January 2009)

Excess: The first sum of money that an insured person must pay for any loss, damage or injury before an insurance company will make any payments

Exchange rate: A changing rate at which a person can change one country’s currency for another’s, for example €1 for $1.20

# فهم المصطلحات المالية
# Understanding Financial Terms

Exclusion: An item, event or health condition, for example, that is not covered by an insurance policy

Executor: A person who carries out the instructions in a will

Exempt: Free from a duty or condition

Exit charge: A charge that a person pays if they cash in an investment before its end date

Expenditure: Money that a person spends

Expiry date: The last date a person can use something, such as a credit card

# فهم المصطلحات المالية
# Understanding Financial Terms

Fat cat: A wealthy person

Fee: A sum of money a person pays for a service, such as getting a loan or taking out an insurance policy

Final demand: The last demand for payment before a company cuts off a service or begins legal action

Final dividend: The amount of payment to shareholders declared by directors of a company when the company has drafted its annual accounts

# فهم المصطلحات المالية
# Understanding Financial Terms

Finance company: A company, used by most shops, that makes money by lending to people who want to buy goods on credit

Financial adviser: Somebody who studies a person's earnings, savings and spending and gives advice on how to manage or invest their money

Financial services provider: All firms that sell financial products. This includes banks, insurance companies, credit unions, brokers and stockbrokers

Financial situation: A term to describe a person's income and spending, including any loans and any savings they have for the future

# فهم المصطلحات المالية
# Understanding Financial Terms

Financial statement: A company's statement that includes the annual accounts, directors' report and so on

Financial year: The year covered by a set of annual financial statements

Fiscal: Term to describe finances controlled by the government

Fixed asset: An asset that a business intends to use for several years, such as buildings and equipment

Fixed interest rate: An interest rate that stays the same for a fixed time, no matter how other interest rates may go up or down

# فهم المصطلحات المالية
# Understanding Financial Terms

Fixed-rate mortgage: A type of mortgage for which a person pays a set amount of interest, so no matter how interest rates go up or down, the same monthly repayment is made

Fixed-interest bond: A type of investment that pays a set amount of money, no matter how interest rates go up or down

Flotation: A company’s decision to allow anyone to buy and sell its shares through the stock exchange

# فهم المصطلحات المالية
# Understanding Financial Terms

Floating charge: A security created by a company over its changing assets, such as stock and unpaid sums from debtors, in return for a loan; if the company does not make the repayments when they are due, the assets are used to pay it

Floating exchange rates: Exchange rates between currencies that go up and down in line with supply and demand

Forfeit: A penalty for a fault or mistake that involves losing or giving up something

Fund: Money set aside for some purpose

# فهم المصطلحات المالية
# Understanding Financial Terms

GDP: Gross Domestic Product – the value of all goods and services produced and sold inside one country

Goodwill: An intangible business asset based on a company's reputation from the confidence of repeat customers and connections

GNP: Gross National Product – the value of goods and services produced by a country, including those sold abroad

Gross: The total amount, before fees or taxes are taken off

# فهم المصطلحات المالية
# Understanding Financial Terms

Gross interest: The total interest on savings before any tax is taken off

Gross pay: Total pay before income tax, or pension payments are taken off

Gross profit: Total profit made from selling goods and services after the cost of producing them

Guarantee : A contract to pay someone's debt if they don't pay it

Guaranteed interest rate: An interest rate that a person can be sure they will receive on particular savings

Guarantor: A person who agrees to pay the loan if the person who received the loan fails to pay

# فهم المصطلحات المالية
# Understanding Financial Terms

Hedge fund: A private investment fund that is open to a limited range of very wealthy investors and is allowed to make more risky and short-term investments than other funds to earn as much as possible

Health insurance : A form of insurance that pays for medical expenses

Hire purchase: A way to buy goods that involves getting them straight away but making regular payments for them over a fixed period of time

Home insurance: A type of insurance that covers either the property or its contents from theft, fire, flooding or other damage

# فهم المصطلحات المالية
# Understanding Financial Terms

Honouring a cheque: Paying out the amount stated on a cheque, as long as there is enough money to cover it in a person's account

Honouring an agreement: Sticking to both sides of an agreement

# Understanding Financial Terms (3)
# فهم المصطلحات المالية (3)

# فهم المصطلحات المالية
# Understanding Financial Terms

IBAN: International Bank Account Number - an international standard for identifying bank accounts across national borders

Identity: Who a person is, shown by documents such as their passport, driving license or birth certificate

Illustrations: In financial terms, an estimate of the value of a person's savings and investments at some point in the future, based on certain conditions

IMF: International Monetary Fund – oversees the global financial system to keep international currencies stable and offers temporary loans to developing countries

# فهم المصطلحات المالية
# Understanding Financial Terms

Indemnity: A promise to compensate someone else for loss or damage or protection from legal responsibility from a person's actions

In credit: A situation where money is available in an account

Income: Money coming in, such as wages and social welfare payments

Income tax: A tax on personal or business income

# فهم المصطلحات المالية
# Understanding Financial Terms

Indemnify: Protect or insure somebody against being sued for their actions

Indemnity bond: Insurance requested by a mortgage lender if a person doesn’t pay their mortgage on time, to cover the difference between what the person owes and what their house is worth

Independent agent: Somebody who deals with the widest possible range of suppliers from which it can make recommendations to a client

Independent financial adviser: Somebody who advises on life insurance, pensions and investments, who is not employed by a particular company selling such services

# فهم المصطلحات المالية
# Understanding Financial Terms

Indexation: A way of changing the value of savings and the cost of goods and services to allow for the effects of inflation

Index-linking: Linking the value of a financial product, such as a pension, to the Consumer Price Index so that the value of the fund keeps up with inflation

Inflation: An increase in prices, which decreases the purchasing power of money

Insolvent: A person’s or organization's position when they cannot pay debts when they are due

Instalment: A regular repayment for goods bought on credit or to pay back a loan

# فهم المصطلحات المالية
# Understanding Financial Terms

Instant access: Ability to get money straightaway without having to give notice to a bank

Insurance: A contract between a person and a company to buy a plan that covers them against loss or damage, for example to a car, a home or their health

Insurance broker: A self-employed person who can afford their clients with insurance offers

Insurance company: Company that provides insurance policies

Insurance cover: Protection against certain events as outlined in an insurance contract

# فهم المصطلحات المالية
# Understanding Financial Terms

Insurance policy: A document of the contract made by an insurance company with a person whose property or health is insured

Insurance premium: Money a person pays regularly to an insurance company to make sure they are covered

Insurance quotation: The price given by an insurance company for protecting against particular loss or damage

Intangible assets: Assets that cannot be touched, such as goodwill and patent rights

Interest: A fee a person receives if they save money, or pay if they borrow money, usually expressed as a percentage of the savings or the loan

# فهم المصطلحات المالية
# Understanding Financial Terms

Interest-only mortgage: A mortgage where a person only pays back the interest to the bank for a period of time

Interim dividend: A dividend that is paid to shareholders during the financial year, depending on the company’s profits

Intermediary: Someone who links potential clients to financial services providers to advise them about their needs and help them to choose the most appropriate policy

Investment broker: Somebody who acts as the link between a person and an investment company and advises them how to invest their money and where

# فهم المصطلحات المالية
# Understanding Financial Terms

Investment portfolio: A collection of a person’s savings, such as shares, bonds, property and cash

Investment trust: A company that is quoted on the stock exchange and invests in other companies

Issued share capital: Shares that a company has given to its shareholders, which equal some of the value of the company

# فهم المصطلحات المالية
# Understanding Financial Terms

Land Registry: A central list of the owners of land and buildings

Legacy: Money or property left in a will

Legal action: An action that can involve solicitors and possibly court proceedings to make sure a person upholds a contract or to punish them if they don’t

Legal status: A reference to whether a person has a right to work

Liabilities: Debts that a person or organization owes

# فهم المصطلحات المالية
# Understanding Financial Terms

Lien: A right to keep something owned by someone who owes a debt, until the person has repaid the debt

Life insurance: Insurance that pays out a lump sum to a person's family if they die, usually taken out when a person obtains a mortgage so that the remaining mortgage repayments are covered

Limited company: A company that limits how much its shareholders will have to pay if the company is wound up

Limited liability: A statement of the maximum amount a company's shareholders would have to pay if the company was wound up

# فهم المصطلحات المالية
# Understanding Financial Terms

Liquidity: The ability to convert an asset to cash easily and quickly with little or no loss of value

Liquidation: A situation that arises when a company is wound up because it is unable to pay its debts and has its assets sold for cash

Loan agreement: A document that describes the conditions of a person’s loan

Loan shark: A person who lends money and charges a very high rate of interest and does not hold a license to lend money

# فهم المصطلحات المالية
# Understanding Financial Terms

LTV: Loan to value – a percentage that represents the amount of a loan compared to the value of a house

Loading: A charge that is added to the cost of insurance because of a specific factor, such as the age of a driver or if a person is a smoker

Lodgment slip: A form that a person must fill in when they pay money into their account, when paying by cash or cheque

Loyalty card: A card offered by supermarkets, shops..etc to encourage people to shop there, by offering ‘points’ with each purchase or free goods after spending a certain amount of money

# فهم المصطلحات المالية
# Understanding Financial Terms

Lump sum: A once-off payment that a person may receive from an investment, such as a pension, or from an insurance policy, for example if they have a serious accident and cannot work

Maintenance: Maintenance is the payment of regular financial support to a partner or previous partner for living expenses and/or child care

Managed fund: A fund made up of investments in shares, bonds or cash from which investors receive ‘units’ related to their investment

Management expenses: Internal expenses of an insurer to obtain and service insurance business, usually partly passed to a policyholder

# فهم المصطلحات المالية
# Understanding Financial Terms

Mandate: An instruction by a customer to a bank to operate the customer's account a certain way

Market capitalization: The value of a company when the number of its issued ordinary shares is multiplied by their market price

Maturity: A situation that arises when an investment, such as a term deposit, or a life insurance policy comes to an end

Maximum withdrawal: A limit on the amount of money a person can withdraw from an ATM machine each day, depending on the amount of money in their account

# فهم المصطلحات المالية
# Understanding Financial Terms

Means: Any savings or income or any property that would bring in money

Means test: A way of working out the value of a person’s means by reference to the value of their investments and property and to any money in a savings account or current account and any cash-in-hand

Memorandum: A document containing details of a company’s name, purposes, share capital and how much the shareholders would need to pay if the company is wound up

Minimum payment: The lowest amount that a credit or store card company will allow a person to repay each month to clear their debt

# فهم المصطلحات المالية
# Understanding Financial Terms

Monthly instalment: A payment each month, usually to pay back a loan

Mortgage: A loan to buy a property; if it is not paid back, the lending agency can take over the property

Mortgage adviser: A person who advises others on the best type of mortgage to choose

Mortgage broker: Somebody who assesses a person’s mortgage needs, then finds and advises on a suitable mortgage lender

Mortgage arrears: Mortgage payments that a person owes after they are due

# فهم المصطلحات المالية
# Understanding Financial Terms

Mortgage protection: An insurance policy required for mortgage-holders under 50 to ensure that the mortgage will be paid off in full if a person dies

Mortgage statement: A report that details payments, charges and the remaining balance of a mortgage

Multi-trip cover: A type of travel insurance that covers a number of trips abroad during a certain period, usually a year

# المحاضرة السادسة

# Understanding Financial Terms (4)
# فهم المصطلحات المالية (4)

# فهم المصطلحات المالية
# Understanding Financial Terms

Negative equity: A situation where the amount that a company owes on their mortgage is higher than the value of their property

Negotiable instrument: A document that a person signs to give an instruction to pay an amount of money to another person or organization

Net: An amount that is left after other amounts have been deducted

Net book value: The value of an asset, as recorded in the books of account, after depreciation

Net income: A person's income after tax, union subscriptions or pensions have been deducted

# فهم المصطلحات المالية
# Understanding Financial Terms

Net of tax: An amount left after tax has been deducted

Net profit: The amount of money belonging to a company after deducting operating costs such as salaries, rent and electricity bills

No claims bonus: A reduction in an insurance premium, usually expressed as a percentage of the total premium, that occurs if a company doesn’t claim on their insurance policy over a period of time

Non-contributory payment: Known as social assistance payment that is based on a person’s means, verified during a means test; examples include Unemployment Assistance and One-Parent Family Payment

# فهم المصطلحات المالية
# Understanding Financial Terms

Non-priority debt: A less important debt, for which a lender may take a company to court to get reasonable repayments but cannot take other action such as cutting off a service or taking over their property

Non-profit making body: An organization, usually a charity or public sector, that does not set out to make a profit

Notice: A period of time between a person telling a bank that they would like to take out money and being able to take it out

Occupation: A person’s job, work or profession, such as a bricklayer, checkout operator or teacher

# فهم المصطلحات المالية
# Understanding Financial Terms

Offer price: The price a company pays for each unit when investing in unit trusts

Official use only: Parts of a form that a person applying for something need not fill in

Ombudsman: A person who provides for public a free and independent service for resolving disputes with financial services companies

Operating profit: The profit from a company’s main trading activity, (gross profit minus operating expenses) before deduction of interest and taxes.

Outstanding instalment: A repayment that has not yet been made

# فهم المصطلحات المالية
# Understanding Financial Terms

Overdraft: A facility from a bank that lets a company access more money than they have in their account, for a charge

Overdue: Something that a company does not pay when it is due

Overheads: The costs of running a business, such as rent, heat and light, advertising and salaries

Paid-up share capital: The money that shareholders have paid for the shares a company has given them

PAYE: Pay As You Earn – tax paid when an employer deducts tax from their employee every time they pay them

# فهم المصطلحات المالية
# Understanding Financial Terms

Payee: The person who receives a payment

Payment protection plan (policy): A plan that makes loan repayments if a person's income drops because of unemployment or sickness

Payment received: A sum of money that a credit company or lending agency has received, which is shown on a company's statement

Penalty: A punishment for not obeying a law or rule or not sticking to the terms of a contract; might involve extra charges or interest

# فهم المصطلحات المالية
# Understanding Financial Terms

Penalty-free transfer: An option to transfer savings, such as a pension, to another scheme or different provider without having to pay any charges

Pension: An income a person receives from the State or a private company, or both, after they retire

Pension calculation table: A table that shows the level of pension a person can expect when they retire

Pension contribution: A payment, usually every month or every three months, into a pension scheme

Pension benefits: Payments and lump sums that a person receives from their private pension

# فهم المصطلحات المالية
# Understanding Financial Terms

Pensionable age: The age a person must reach to be entitled to claim their state pension

Pension deduction: An amount that an employer takes straight from an employee’s pay and uses to pay into a pension plan, shown on an employee’s pay slip

Pension fund: A fund to pay employees’ pensions

Pension provider: A company that provides pensions

Per annum: Each year

# فهم المصطلحات المالية
# Understanding Financial Terms

Personal allowance: The amount of income on which a person does not pay tax, depending on their age and whether they are married or have children

Personal loan: A loan taken out by a person to pay for anything they want

Personal pension: A pension plan, not tied to a particular employment, that a person can keep going even if they change job

PIN: Personal Identification Number – a four-digit number that a person must keep secret and use to get money with an ATM card at an ATM machine

# فهم المصطلحات المالية
# Understanding Financial Terms

Policy: A plan, for savings or insurance, which a person usually receives as a written document

Post-dated cheque: A cheque on which a future date is written; the cheque can only be cashed on or after this date

Premium: Like a payment, an amount that a company must pay regularly for insurance or pension

Priority debt: A debt that is more important than others, such as a mortgage or an overdue electricity bill, that entitles certain lenders and companies to take serious action if the debt is not paid on time, for example, taking over the property or cutting off the service

# فهم المصطلحات المالية
# Understanding Financial Terms

Probate: A legal process that involves managing and distributing the estate of a deceased person, as left in a will

Profit and loss account: An account that shows the money a business has earned from selling goods and services after it has paid its own expenses

Profit and loss statement: A statement of how much money a business makes and how much it might lose over a fixed period

Promissory note: A written promise to pay an amount of money to someone at a given time or on demand

# فهم المصطلحات المالية
# Understanding Financial Terms

Prospectus: A document from a public company that wishes to sell shares to the public, giving details of the company’s past performance and its plans for the future

PRSI: Pay Related Social Insurance – a payment from employers and most employees, depending on their earnings and type of work, that pays for certain social welfare payments and benefits

Public liability: A type of insurance cover to protect people and businesses from claims made against them by members of the public

# فهم المصطلحات المالية
# Understanding Financial Terms

PLC: Public limited company – a company, quoted on the stock market, whose shareholders only have to pay a certain amount if the company is wound up

Purchasing power: The ability of a person's money to buy goods and services, affected by the cost of those goods and services

Quarterly statement: A statement that a person receives every three months (for one quarter of the year)

Quotation: An estimate of costs

Rate relief: A reduction on all or part of a business' bills for utilities such as gas or electricity

# فهم المصطلحات المالية
# Understanding Financial Terms

Rebate: A return of part of an amount a person has paid, usually in relation to tax or product

Recapitalize : Funding a business so that it can continue its activities and expand

Receipt: A document to confirm that money has been received, usually for goods and services

Receivership: A form of bankruptcy in which a company's assets are taken over by a 'receiver', usually an accountant or other trustee appointed by a court, so that the company can repay its debts

Recession : A major fall in economic activity in a country, such as investing, creating jobs or buying goods and services, over an extended period of time

# فهم المصطلحات المالية
# Understanding Financial Terms

Redemption: Paying off all the money borrowed under an agreement

Refer to drawer: A statement written by a bank on a cheque that it will not pay, for example if there is not enough money in a person’s account, before returning it to the branch of the bank with the account the cheque was paid in to

Refund: A repayment of an amount that a company has paid

Remittance: A payment for something

Repayment: An amount due to be paid on money borrowed

# فهم المصطلحات المالية
# Understanding Financial Terms

Repayment protection insurance: Like a payment protection plan, a policy that makes repayments if a person cannot afford them, for example if they become ill or lose their job

Repossess: Take back ownership of something, for example when a mortgage provider takes over a person's home because they have failed to pay back the mortgage on time

Reserves: Amounts that a company sets aside in one year's accounts that it can spend in later years

Retained profits: Profits earned by a business that have not yet been spent

Return: An amount, expressed as interest, that a person gets back when they invest or save money

# فهم المصطلحات المالية
# Understanding Financial Terms

Retirement mortgage: A mortgage that allows a company to draw down some cash for their retirement based on the home's value and that the company pays off with interest when the house is sold

Revolving credit: Credit that is carried over from one billing period to the next when a company does not make the full credit repayment when it is due

Rights issue: An issue of extra shares to a company's shareholders at a discount, based on the number of shares they already hold; shareholders can sell the rights if they do not wish to use them

Risk: Chance or uncertainty associated with offering loans and with certain investments

# Understanding Financial Terms (5)
# فهم المصطلحات المالية (5)

# فهم المصطلحات المالية
# Understanding Financial Terms

Savings account: An account in a bank, or post office, that allows a person to build up savings and interest.

Schedule of payments: A list of payment amounts and the dates they are due

Securities: Stocks, shares, and so on that involve a right to receive interest or dividends from the investment

Security: Something of value that one person or organization promises to allow a lender to sell to pay off any debt that the borrower cannot repay when repayments are due

# فهم المصطلحات المالية
# Understanding Financial Terms

Secured loan: A loan that is borrowed against a particular asset, known as security; if a person cannot make the repayments when they are due, the lender can take ownership of the asset

Service contract: A contract for maintenance services

Share: An investment that makes a person part-owner of a public company, along with all other people who have shares

Share capital: Money invested directly in a company by its shareholders

# فهم المصطلحات المالية
# Understanding Financial Terms

Share certificate: A document that certifies who owns shares in a company by listing the type, amount and serial numbers of shares owned by the shareholder

Share price: The cost of buying a share on the stock market

Shareholder: A person who owns a share or shares in a company

Short term: A period of time of up to five years in terms of savings and loans

Signatory: A person who signs a document, such as an application form or cheque

# فهم المصطلحات المالية
# Understanding Financial Terms

Social insurance: A government insurance plan that compensates people for loss of income due to old age, unemployment, disability, illness or maternity

Solvency : The ability to pay debts from available money

Sort code: A six-figure code that identifies a person’s bank branch and is printed on bank statements

Spot rate: The exchange rate for foreign exchange transactions that are carried out straightaway

Stakeholder pension: A type of pension scheme with low charges and flexible payments

# فهم المصطلحات المالية
# Understanding Financial Terms

Stamp duty: A tax some people may pay when they buy property, based on the value of the property

Standard Variable Rate (SVR) : A mortgage rate which can rise and fall in line with the interest rate changes set by the European Central Bank (ECB)

Standing order: A method of paying fixed amounts on a regular basis, for example into a pension fund

Statement: A document from a bank  that shows recent payments into and from a company's account

Statutory audit: An audit, required by law, of a company's accounts by certain qualified accountants

# فهم المصطلحات المالية
# Understanding Financial Terms

Stock exchange: A market for stocks and shares

Stockbroker: Someone who buys and sells stocks and shares for clients

Stock market: A place that trades stocks and shares

Store card: A card available from a particular shop that lets a person buy goods from that shop on credit; like a credit card, payments are due each month

Sub-prime lending: Lending to people who are thought to be less likely than others to repay a loan, for example those with a limited or poor credit history or a recorded bankruptcy

# فهم المصطلحات المالية
# Understanding Financial Terms

Subject to status: Something that depends on a firm’s situation, for example a loan that depends on whether a firm has a good credit history

Subscribers: People who set up a limited company or who pay amounts to receive something regularly

Subsidiary: A company that is controlled by another company

Surcharge: An extra charge by a bank if a customer does not keep to their agreement

Surety: Similar to a guarantor, someone who takes responsibility for someone else’s debts or promises, and guarantees that they will be paid or fulfilled

# فهم المصطلحات المالية
# Understanding Financial Terms

Surrender value: The sum that an insurance company pays a policyholder when they cancel a life assurance policy before its date of maturity; this value is usually lower than the value of the policy when it matures

SWIFT: Society for Worldwide Interbank Financial Telecommunication - currently provides secure messaging and transaction services for over 7,000 financial organizations located in 194 countries worldwide

Take home pay: Earnings after tax, and other deductions

Tangible assets: Assets that can be touched, such as equipment and furniture

# فهم المصطلحات المالية
# Understanding Financial Terms

Tax avoidance: A legal way of reducing the amount of tax a company owes

Tax code: A reference for different types of employees to tell how much income tax a person should pay in a certain period and how much of their pay is tax-free

Tax credit: The amount of income on which a person does not pay tax, including their personal allowance and tax relief for any mortgage or health insurance payments

Tax evasion: An illegal way of reducing the amount of tax a person owes, for example by concealing income

# فهم المصطلحات المالية
# Understanding Financial Terms

Tenant: A person who pays rent where they live

Tender: A written offer by a company or person to do a piece of work a certain way to a certain deadline and at a stated price

Term: A clause that forms part of a contract and a length of time for which something lasts, such as the period for paying back a loan

Term deposit: A type of account in which a person agrees to leave their savings for a fixed time (the term) or face penalties

# فهم المصطلحات المالية
# Understanding Financial Terms

Third party, fire and theft insurance: Motor insurance that pays out if a person accidentally causes damage to another person's car or if their own car is damaged by fire or stolen

Tied agent: Somebody, usually a broker or financial adviser, who is tied to a certain financial services provider and can only recommend and sell their products or services.

Timeshare: A way of owning property, usually a holiday home abroad, jointly with other people, each of whom takes turns to occupy the property for a fixed period

Total deductions: A combination of all amounts, such as tax, pension payments taken from the gross pay

# فهم المصطلحات المالية
# Understanding Financial Terms

Trader: Someone who buys and sells financial instruments such as stocks and shares

Trading profit: Similar to gross profit, the profit from selling goods and services before accounting for expenses

Transaction: Any payment into or out of a person’s or company’s account

Travel insurance: Insurance that can pay for lost luggage or for medical treatment needed for certain illnesses and injuries when a person travels abroad

# فهم المصطلحات المالية
# Understanding Financial Terms

Travellers' cheques: Cheques in a certain currency that a person buys and signs before they leave for another country and that they can use to buy goods and services abroad by signing the cheques again and showing identification

Trustee: A person or organization that controls property for the benefit of someone else

Turnover: The total value of a business' sales over a particular period

Uncleared cheque: A cheque that has been paid into an account, but for which money has not yet been collected from the bank that will pay the cheque

# فهم المصطلحات المالية
# Understanding Financial Terms

Under-capitalised: A situation in which a business does not have enough money to support its activities and enable it to expand

Underwriter: A person or company that undertakes to finance or otherwise support or guarantee something.

Underwriting: When an investment firm, such as a bank, agrees to buy any unsold shares from a company after it has offered them to the public or when assessing whether a person can afford a loan from a financial institution

# فهم المصطلحات المالية
# Understanding Financial Terms

Unsecured loan: A loan that is not backed by a particular asset; if a person does not pay back the loan, the lender cannot take any asset in return, but may still take the firm to court

Unpaid item: An item such as a cheque, standing order or direct debit that a bank refuses to pay

Unpresented cheque: A cheque that a person has given to another person, but has not yet appeared on the bank account that will pay it

Upfront fee: A fee that a person owes or must pay in advance

Utility bill: A bill for a utility, such as gas, electricity or the telephone

# فهم المصطلحات المالية
# Understanding Financial Terms

Valuation point: The date and time when a fund manager revalues the investments in a fund, such as a unit trust

Variable interest rate: An interest rate that is likely to go up or down over time

VAT: Value Added Tax – a tax paid to the government for most goods and services

Volatility: The extent of change in the value of a given market; a market that goes up and down in value dramatically in a short period has high volatility

# فهم المصطلحات المالية
# Understanding Financial Terms

Whole-of-life policy: Life assurance that pays out an agreed sum on the death of the person who took out the insurance, as long as they continue to pay their premiums

Will: A legal document containing instructions on how a person wishes their estate to be distributed after they die

Wind up: The end or closure of an organization or company

Withdraw: Taking money out of an account

# فهم المصطلحات المالية
# Understanding Financial Terms

Working capital: The amount of money available to a business, after debts, to enable it to grow

Yield: The money made on an investment each year, expressed as a percentage

Zero rated: A term to describe goods, for example books, that are taxed at zero per cent

# Thank You