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Unit	Topic	Vocabulary	Skills
<b>1</b> pp. 4-5	Banking Systems	Types of banks	<b>Reading:</b> banking categories
<b>2</b> pp. 6-9	Alternative Banking Systems	Banking terminology	<b>Reading:</b> microcredit, time banking, ethical and Islamic banking <b>Speaking and listening:</b> ethical banking <b>Speaking:</b> time banking
<b>3</b> pp. 10-13	Central Banks	Common compound nouns for banking	<b>Reading:</b> UK, US and European Central Banks <b>Listening:</b> European Central Bank <b>Speaking and writing:</b> presenting a central bank and its role
<b>4</b> pp. 14-17	Business Banking	Types of accounts E-banking terminology	<b>Reading:</b> business accounts and financing <b>Listening:</b> changes in UK High Street banking <b>Speaking:</b> advantages and disadvantages of e-banking
<b>5</b> pp. 18-21	Types of Cards and Fraud	Fraud and scams	<b>Reading:</b> types and use of different cards, understanding financial fraud <b>Speaking:</b> discussing different types of card <b>Listening:</b> protecting yourself from fraud
<b>6</b> pp. 22-26	Payment Methods	Terminology for payment and transactions	<b>Reading:</b> risks and benefits of international payment methods <b>Speaking:</b> discussing bank transfers <b>Writing:</b> analysing different payment methods
<b>7</b> pp. 27-30	Payment Methods (2)	Letters of credit	<b>Reading:</b> documentary collection and letters of credit <b>Writing:</b> an essay on international payment methods

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<b>8</b> pp. 31-32	Bank Correspondence	Phraseology for comparing, negotiating, recommending and explaining	<b>Reading:</b> a letter from a bank <b>Speaking:</b> role play between bank manager and customer
<b>9</b> pp. 33-38	Payment Issues	Terminology for business correspondence	<b>Reading:</b> business correspondence relating to credit references, payment conditions and extension of credit <b>Writing:</b> composing and replying to business letters and emails
<b>10</b> pp. 39-45	Payment Reminders and Replies	Asking for payment, giving explanations, making proposals	<b>Writing:</b> reminders for payments and replies <b>Listening:</b> late payments and reminders <b>Speaking:</b> role play between creditor and debtor
<b>11</b> pp. 46-48	Stock Exchanges and Commodity Exchanges	Market and trading terminology	<b>Reading:</b> Stock and Commodity exchanges, indices and brokers <b>Speaking:</b> working as a broker
<b>12</b> pp. 49-51	London and New York Stock Exchanges	Securities fraud and speculation	<b>Reading:</b> key information on LSE and NYSE <b>Listening:</b> stock market crashes and economic bubbles <b>Speaking:</b> presentation on shares and securities trading <b>Writing:</b> a report on a case of securities fraud
<b>13</b> pp. 52-55	Explaining Financial Data	Changes and trends	<b>Reading and speaking:</b> understanding and describing charts and graphs <b>Writing:</b> a report on an investment portfolio
<b>14</b> pp. 56-60	Applying for a Job	CVs and covering letters	<b>Reading:</b> how to write a CV and covering letter <b>Writing:</b> prepare a CV and covering letter <b>Speaking:</b> tips for a job interview
<b>pp. 61-63</b>	Banking & Finance Word Bank		

 1 MP3 audio files downloadable from [www.elionline.com](http://www.elionline.com)