

*Practical English
on Banking Business*



丛书主编 陈建辉

实用金融英语丛书

Practical English on Banking

实用银行业务英语

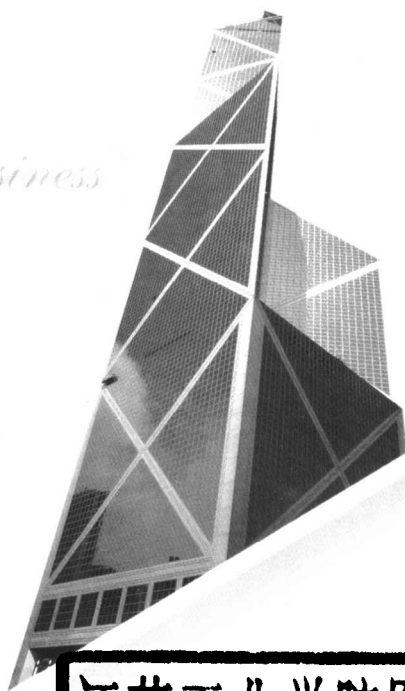
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主编 陈建辉

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前 言

随着大学英语教学改革的不断深化和中小学英语教学要求的不断提高,高等院校的大学英语教学将逐渐从基础英语教学转向专业英语教学,为各专业的双语教学做准备,以满足由于金融市场的对外开放、高级金融人才的需求量不断增加、金融人才素质有待提高、知识有待更新的巨大需求。这套《实用金融英语丛书》就是为了填补空白,满足需要而编辑出版的。我们希望这套丛书能够成为衔接大学英语教学和金融会计专业的双语教学的桥梁,成为老师和学生都乐于接受的专业英语学习教材。

本套丛书共分6册:《实用银行业务英语》、《实用银行国际业务英语》、《实用金融英语听与说》、《实用金融函电英语写作》、《实用金融英语综合训练》和《实用金融英汉词典》。本套丛书的选材新颖、内容广泛、编著严谨、注释详尽,具有科学性、时代性、实用性的特点。本套丛书从专业知识上涵盖了货币、银行、会计、票据、国际结算以及国际金融市场所涉及的方方面面,而英语语言知识的起点是大学英语四级水平。本套丛书的阅读、听说、写作读本之间互有关联,同时提供相应的词典和测试用书,能够从听、说、读、写、译五个方面全面地提高学习者的专业英语应用能力。各分册可以单独使用,也可以配套使用,为使用者提供了极大的便利。因此,本套丛书不仅为高等院校的专业英语教学提供基础读本,满足国际金融、金融和会计等各个专业学生的专业英语阅读需要,也能够满足高等院校大学英语教学向应用和实用方向发展的需要,更有利于培养我国急需的金融专业复合型、外向型人才。

《实用银行业务英语》共分货币与银行业务和会计两个模块。每个模块

分若干个单元。货币与银行业务模块所涉及的内容有:货币、利率、货币供应量、银行存款、银行贷款、贷款原则、银行经营的风险、银行与客户的关系、英美等国家的中央银行介绍、代理银行业务体系、银行特殊业务、银行卡、银行管理、银行业务的营销等 24 个单元;会计模块包括会计等式、财务报表、资产负债表、银行的资产与负债、会计原则、会计概念、上市公司会计业务等 11 个单元。各单元采用全新的编写形式,有利于读者学习和记诵。编者根据内容安排了适量的专业术语记忆练习、课文阅读理解练习和翻译练习,并配有参考答案。本书无论从内容上还是从编写手法上都新颖独到,非常适用于金融和会计专业的学生,以及从事银行业务的在职人员学习。

《实用银行国际业务英语》共分三个模块:票据、国际结算、外汇市场。每个模块分若干个单元。票据模块的内容有:支票、支票的定义、支票的划线、支票的背书转让、汇票的定义、汇票的提示、汇票的承兑、拒绝证书、银行汇票等。国际结算模块主要分跟单托收和跟单信用证以及相关的内容;外汇市场模块涵盖了汇率、即期和远期交易、掉期交易、期货、期权、互换等外汇交易。其选材新颖,内容全面实用,编写形式具有时代性,适用于国际金融方向的在校学生和从事国际银行业务的在职人员学习。

《实用金融英语听与说》是在《实用银行业务英语》和《实用银行国际业务英语》的基础上编写的,旨在提高学习者的金融英语听说能力。全书分 8 个单元。每个单元分两个部分:一是听力训练;二是口语训练。听力训练结合《实用银行业务英语》和《实用银行国际业务英语》的内容,编写有单词短语听写、短文听写(即复合式听写)、对话听力理解、谈话听力理解、短文听力理解等;口语训练模块则根据某一主题给出口语练习情景和必要的常用词汇,供学习者进行小组活动、练习和提高口头表达能力。这本书是全套丛书的核心部分。它巧妙地将各册书连成一体,并且把金融英语学习从书面阅读变成能听和会说的实用技能,可解决学生学习英语时出现的“聋子和哑巴”的问题。希望该书能够受到读者的欢迎。

《实用金融函电英语写作》是根据银行英文函电的特点而编写的实用写作技巧指导书。该书汇集了各类银行英文函电的样本,总结其写作特点,能够很好地帮助学习者提高银行业务写作能力。对于在校学生,特别是对于在工作中经常需要处理对外业务的银行工作人员来说,无疑是一本必备的实用工具书。

《实用金融英语综合训练》凝聚了多位编者的心血。它的初衷是为参加

“金融专业英语证书考试”的考生准备的复习应试材料。经过多年使用和修改,这本书终于问世了。但它的作用已经不是为了应付考试,而是为了给本套丛书的使用者提供一个自我检测、巩固提高的媒体。因此其内容得到进一步的充实,并且配有答案和注释,是一部难得的全方位的综合测验教材。

《实用金融英汉词典》的前身是深受读者欢迎的《大学金融英语词汇手册》。这次重新修订出版,正是为了满足金融英语学习者的需求。这部词典是以“大学英语课程教学要求”规定的词汇为基本词汇,添加了少量的常用词汇,再将这些金融专业术语编辑汇总而成的。全书有近 6 600 个基本词目以及由这些词目组成的近 60 000 个金融专业英语术语,基本可以满足学习者的需要。对于在校学生,这部词典既可解决大学英语学习的问题,又有助于专业英语学习,非常经济实用。

本套书的编写,得到我的朋友、同事和家人的大力支持和帮助,在此表示衷心的感谢。尤其要感谢学院副院长马龙海教授、金融系主任徐润萍教授、外语系副主任关兴华教授和接学民副教授给予的大力支持。还要感谢我的同事张桂菊和甘容辉两位老师,在百忙之中帮助校正书稿。

陈建辉

广东金融学院

2005 年 7 月 18 日于广州

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Chapetr One

Money and Banking

Unit 1 Money

☞ That which we call a rose by any other name would smell as sweet. 用其他任何名字来称呼我们叫做玫瑰的那个东西，它闻起来总是那么香甜。

☞ ambiguous 有歧义的，有多种解释的

☞ income 收入

☞ confusion 混乱

☞ financial asset 金融资产

☞ property 属性，特征

William Shakespeare wrote, “**That which we call a rose by any other name would smell as sweet.**” It is likely that this saying would apply equally well to money. Indeed, it may be more applicable to money, because, unlike that of a rose, the definition of money is **ambiguous** and has changed considerably over time. Perhaps the best way to discuss why this is so and what money is and what it is not is to review its development.

Money means different things to different people. We have all heard or used expressions such as, “How much money do you want for this?” “How much money do you make?” and “They have a lot of money.” It is obvious that money does not mean the same thing in each of these expressions. In the first expression, money refers to a price; in the second, to **income**; and in the third, to wealth. The **confusion** arises because money is the standard in terms of which we value all material goods and services. To avoid confusion, we shall use money only to mean a **financial asset** with certain **properties**.

For most of us, both income and wealth are considerably

- ☐ holding of money 持有货币
- ☐ net revenue 净收入
- ☐ invest (in) 投资
- ☐ the accumulation of past savings of income 过去收入的储蓄积累
- ☐ life insurance 人寿保险
- ☐ pension funds 养老金
- ☐ stocks 证券, 股票
- ☐ bonds 债券
- ☐ productive capability 生产能力
- ☐ self-sufficient 自给自足
- ☐ in time 及时, 最后, 终于
- ☐ recreation 娱乐
- ☐ better off 经济境况较好的
- ☐ traded for 交换, 交易
- ☐ swapping 交换, 互换
- ☐ bartering 物物交换, 易货交易
- ☐ inordinate 不规则的, 过分的

greater than our **holdings of money**. Income is the **net revenue** we receive for the sale of our services or of the products of our services. Although income is generally paid in the form of money, we hold it as such only until we spend it on goods and services or **invest it in** other financial assets. Over a period of time—say, one year—our income tends to be much larger than the amount of money we hold. Wealth is the **accumulation of past savings of income**. Most of us hold only a small part of our wealth in the form of money. The larger part is in our homes, automobiles, investments; in **life insurance, pension funds, stocks and bonds**, and, equally important, in our own **productive capabilities**.

Money is an invention used to simplify trade. Because the earliest people were effectively **self-sufficient** and engaged in little trade, they had no need for money. Money did not exist. **In time**, however, people discovered that they were not all equally good at satisfying their own needs for food, shelter, protection, clothing, **recreation**, and so on. They learned that people would be **better off** materially if they specialized in what they could do best and **traded for** the goods and services others could produce more efficiently. This led to the **swapping** or **bartering** of goods and services they produced for goods and services produced by others.

It can easily be seen that, although such a system of trade might work reasonably well for small groups, it is not very efficient for larger groups. Neither would it work well for those who wished either to delay or to accelerate their purchases relative to the need to provide the goods they use in trade; that is, those who wished to save or to borrow respectively. Frequent trading of a large number of items would involve an **inordinate** amount of time that could be used more efficiently in other ways. For example, the price of any item

- ☞ quote 标价, 报价
- ☞ troublesomely 讨厌地, 麻烦地
- ☞ complicate 使麻烦, 使复杂
- ☞ one each = one price for each
- ☞ or 或者是, 即
- ☞ reciprocal 相互的, 互惠的; 倒数
- ☞ barter economy 物物交换的经济体
- ☞ a relatively small number 一个比较小的数字
- ☞ cross-prices 交叉价格
- ☞ at the lowest possible price 按最低的价格
- ☞ costly 昂贵的, 费用高的
- ☞ common standard value 通用的标准价格
- ☞ numeraire 铸币, 通货

in a barter system would need to be **quoted** in terms of all the other goods that are traded. This results in a **troublesomely** large number of prices and **complicates** the trading process.

Assume a simple economy producing only four goods: bananas, skateboards, frisbees, and radios. There would be three prices for bananas: **one each** in terms of skateboards, frisbees, and radios. Likewise, each of the other three goods would be priced in terms of the remaining three. This results in a total of 4×3 , **or** 12 prices. But, because the banana-frisbee price is the **reciprocal** of the frisbee-banana price, each price is in effect stated twice, and the number of different prices would be only one-half of 12, or 6. The general formula for the number of different prices in a **barter economy** is:

$$N = n(n-1)/2$$

where: N —total number of prices

n —number of different goods and services

In a world of 1,000 different items, a **relatively small number** if you think about it, there would be 499,500 different prices, a relatively large number. You would need to compare all possible **cross-prices** to determine whether you were buying an item **at the lowest possible price** or selling an item at the highest possible price. This large number of prices would make trade both **costly** and inefficient.

To reduce the number of prices and simplify trade, one item, either one already traded or a new one could be chosen to serve as the **common standard value**, or **numeraire**, in terms of which all other items would be valued or priced. This would reduce the number of different prices to either n (if a new item were chosen as the numeraire) or $n-1$ (if an existing item were selected).

If we selected frisbees to serve as the numeraire in the

- ☞ four-good economy 四种商品的经济体
- ☞ on a common basis 按通用标准
- ☞ sufficiently divisible to permit exchange in all and ... 可任意分割以满足全部或任何数量的交换
- ☞ purchasing-power value 购买力价值
- ☞ transferable 可转让的, 可划拨的
- ☞ It follows that ... 其结果必然是...

example or a **four-good economy**, there would be three prices rather than six. The price of each of the other three goods would be stated in terms of frisbees. Likewise, if we used one of the 1,000 items to serve as the numeraire in the second example, the number of prices would decline sharply from 499,500 to 999. However, although all goods would now be valued **on a common basis**, trade might still be difficult if the goods selected as the numeraire (1) were not **sufficiently divisible to permit exchange in all** and any quantities, (2) fluctuated widely in **purchasing-power value**, and (3) were not easily **transferable**, so that payment continued to be made in other goods. **It follows that** trade costs could be further reduced by selecting a numeraire that is readily divisible, stable in value, and relatively costless to store and transfer. Such a numeraire would be money.

Exercises

1. Turn the following into English:

- | | |
|-----------|-------------|
| 1) 金融资产 | 11) 收入的积累 |
| 2) 净收入 | 12) 经营收音机 |
| 3) 人寿保险 | 13) 昂贵的商品 |
| 4) 养老金 | 14) 交易过程 |
| 5) 价格波动 | 15) 推迟购物 |
| 6) 交叉价格 | 16) 标出产品的价格 |
| 7) 购买力 | 17) 使形势复杂 |
| 8) 可转让的资金 | 18) 容易分割的 |
| 9) 易货经济 | 19) 物质状况较好的 |

- 10) 专门经营股票 20) 生产能力

2. Fill in the blanks with the proper words or phrases given below:

| | | |
|------------|-----------------|-----------------|
| efficient | delay | purchases |
| the goods | save | trading process |
| inordinate | a barter system | in terms of |

It can easily be seen that, although barter trade system might work reasonably well for small groups, it is not very (1) for larger groups. Neither would it work well for those who wished either to (2) or to accelerate their (3) relative to the need to provide (4) they use in trade; that is, those who wished to (5) or to borrow respectively. Frequent (6) of a large number of items would involve an (7) amount of time that could be used more efficiently in other ways. For example, the price of any item in (8) would need to be quoted (9) all the other goods that are traded. This results in a troublesome large number of prices and complicates the trading (10).

3. Complete each statement of the following with the best ONE from the four choices given according to the text:

- 1) The definition of money is _____ and has changed greatly in the course of time.
- A. the same
- B. to be understood in more than one way
- C. understood by different people
- D. like that of a rose
- 2) If we ask the price of an item of goods, we always say _____.
- A. how much it is
- B. how much it costs
- C. whether it is worth
- D. how much it is paid
- 3) Since money was used, trade has become _____.
- A. large in number and higher in price
- B. more efficient and complicated

- C. simpler and more efficient
D. costly and inefficient
- 4) In order to reduce the number of prices and simplify trade, people tried to select _____.
A. one common goods to sell
B. an item to serve as the numeraire
C. frisbees as the common standard value
D. a new item to be valued
- 5) Trade would not be easy if the goods selected as the numeraire were _____.
A. very large in size and not easily transferable
B. easily to be divided
C. relatively stable in value
D. costless to store
4. Turn the following into Chinese:

Money means different things to different people. We have all heard or used expressions such as, "How much money do you want for this?" "How much money do you make?" and "They have a lot of money." It is obvious that money does not mean the same thing in each of these expressions. In the first expression, money refers to a price; in the second, to income; and in the third, to wealth. The confusion arises because money is the standard in terms of which we value all material goods and services. To avoid confusion, we shall use money only to mean a financial asset with certain properties.

Unit 2

Functions of Money

- ☐ bill 开账单
- ☐ account payables 应付账款
- ☐ medium of exchange 交换媒介
- ☐ basic function of money 货币的基本职能
- ☐ financial system 金融系统
- ☐ stabilizing factor 稳定因素
- ☐ economy 经济, 经济体
- ☐ tribal country 部落国家
- ☐ socially acceptable 被社会所接受
- ☐ legal tender 法定货币

Money is anything that is socially acceptable as a medium of exchange for the settlement of debts. You pay for your lunch with money, for your weekly groceries with money and for your education with money. You may, of course, pay for your purchases with a credit card. But when your credit card company **bills** you on the amount of your purchases, you eventually have to settle your **account payables** with money. Money in this respect, acts as a “**medium of exchange**”, which is the **basic function of money** in an economy. But money is more than just a medium of exchange. With the development of banks and the **financial system**, money has become a **stabilizing factor** for most **economies**.

Money, therefore, is a commodity itself. Precious commodities, such as shells, copper, silver and gold have been used as money. In some **tribal countries**, cattle were considered not only as the tribe's wealth but were used as a medium of exchange. The extent to which money can be “**socially acceptable**” depends on people's confidence in using or owning money. Once money is recognized by the state as a legal medium of exchange, it becomes a “**legal tender**”. But