

Dear students,

I have some WORK ORDERS for you.

Worksheet #1 „Branch plan“:

This is to repeat some of the words we already had. Please fill in the numbers with matching words that describe the facilities inside the branch.

Worksheet #2 „Current account II“:

Please read the text first and mark new words or words you don't understand. Look them up and write them into your vocabulary book.

Secondly, have a closer look at **worksheet #3 „Account application form“** and look up new words. Make sure that you understand everything in the application form.

Additionally, please do an exercise in your English book „Money matters“ in Unit 2 „Opening an account“. It's the exercise „proof of identity“ with the British passport. Compare it with your own passport/ID card and you will find the English words on it as well.

After that please answer the following questions in English. Your ID card/passport and the „account application form“ will help you.

TASK: Please answer the following questions from your own knowledge. Use full sentences!

- 1. A bank usually wants to see a customer's pay slip. Give two possible reasons!*
- 2. What details necessary for filling in the application form can be found in a customer's passport? Give three examples!*
- 3. A bank clerk will ask a new customer questions about details which are not in the customer's passport. What questions will the clerk ask? Give three examples!*

Please send me the answers to these three questions at woelfl@bs-nl.de till 3rd April.

Worksheet #4 „a primer on check and ATM cards“:

Please read the information text and look up words that you don't understand.

Answer the following question:

Your customer Mary Baker from Great Britain is interested in credit cards. Explain two advantages and two disadvantages of using credit cards to Mrs Baker. Write full sentences in your own words. Do not just copy the text.

Please send me the answer to this question at woelfl@bs-nl.de till 3rd April.

Afterwards please translate the following excerpt (German: Auszug) from your information text.
(Mediation: Sinngemäßes Übersetzen!)

Please translate:

benefits of using a debit card:

- *Makes the payment process at the checkout counter quicker and more convenient. There is no need to fill out a check or to present identification and wait while the identification is written down or verified.*
- *Eliminates the need to carry a checkbook and a lot of cash.*
- *Doesn't deplete the available cash in your wallet.*
- *Can be used out of town or at locations where personal checks are not accepted.*
- *Reduces the possibility of loss or theft of cash.*

disadvantages of using debit cards:

- *Although accepted at over 10.5 million locations around the world, debit cards cannot be used in all situations (making cash and checks necessary in some situations).*
- *The cardholder must be certain of his or her checking account balance, as it might be possible to make purchases beyond the funds available.*

Worksheet #5 „Telephone and online banking“:

Please read the text and look up new words and words you don't understand.

Do the exercise „Right/wrong“ on the worksheet.

The last **worksheet #6** for now is „**a private customer**“. Please just read the text and fill in the gaps with realistic interest rates (%) and amounts (in Euro). And of course look up words that you don't understand.

If you have any questions, do not hesitate to ask me. Good luck with your work orders!

Stay safe,

WL 😊

