

Fachgebiet:

**Europäisches Sprachenzertifikat
CEF: B1-Level**

Lehrbrief 2 – Leseprobe

- ↗ **Banking**
- ↗ **Taxation**
- ↗ **International Trade**

Verfasser:

Rena von Zobel

© 2025 WIRTSCHAFTScampus

Dr. Peemöller GmbH
Austraße 42
97299 Zell

Alle Rechte vorbehalten. Die Schulungsunterlagen der WIRTSCHAFTScampus Dr. Peemöller GmbH sind ausschließlich für Teilnehmer zum persönlichen Gebrauch bestimmt. Ohne ausdrückliche schriftliche Genehmigung der WIRTSCHAFTScampus Dr. Peemöller GmbH ist jede Reproduktion/Digitalisierung/Vervielfältigung/Verbreitung von Schulungsunterlagen – auch auszugsweise – in jedweder Form sowie die Weitergabe an Dritte unzulässig und berechtigt zum Schadensersatz. Dasselbe gilt für das Recht der öffentlichen Wiedergabe.

English for Accountants B1-level

V.	Banking	1
5.1	Forms of money.....	2
5.2	Commercial Banking.....	4
5.3	Correspondence: Payment.....	7
5.4	Grammar: The Future Tense.....	11
VI.	Taxation	14
6.1	Word power.....	14
6.2	Taxation and the EU	15
6.3	The German Tax System.....	16
6.4	The British Tax System	17
6.5	Grammar: The Passive	19
VII.	International Trade	23
7.1	Terms of Delivery – INCOTERMS	23
7.2.	Terms of Payment	26
7.3	Methods of Payment.....	27
7.4	Listening Part II.....	29
7.5	Miscellaneous.....	30
	Lösungen zu den Aufgaben	34

V. Banking

Commercial banks are also known as business banks.

A commercial bank is a bank that provides checking accounts, savings accounts, and money market accounts and that accepts time deposits.

Commercial banks are different from retail banks, which provide financial services direct to consumers.

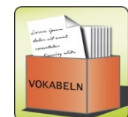
Many banks offer both commercial and retail banking services:

- Processing of payments
- EFTPOS(Electronic Funds Transfer at Point of Sale) is a financial network for processing credit cards, debit cards and charge card payments at "Point of Sale" and transacting at ATMs
- Internet banking
- Issuing bank drafts and bank cheques
- Long-/fixed-term deposits
- Overdraft facilities
- Loans / Mortgages
- Documentary and standby letter of credits
- Guarantees
- Performance bonds
- Securities
- Safekeeping of documents and other items in safe deposit boxes
- Sale, distribution or brokerage of insurance, unit trusts and similar financial products

Exercise 1:

Please find the German equivalent of the English expression:

checking account	
savings account	
time deposit	
retail banking	
overdraft facilities	
loan	
bank draft	
guarantee	
performance bond	
deposit box	
mortgage	
letter of credit	
ATM	
securities	
brokerage	



5.1 Forms of Money

Exercise 2:

Choose and underline the correct alternative to complete each sentence.

1. Money in notes and coins is called
a) cash b) capital c) reserves
2. The dollar, the euro and the yen are all
a) currencies b) funds c) monies
3. Money borrowed from a bank is a
a) deposit b) income c) loan
4. Borrowed money that has to be paid back constitutes a
a) debt b) fund c) subsidy
5. All the money received by a person or a company is known as
a) aid b) income c) wages
6. The money earned for a week's manual work is called
a) income b) salary c) wages
7. The money paid for a month's (office) work is a
a) loan b) salary c) wages
8. Money placed in banks and other savings institutions constitutes
a) capital b) deposits c) finance
9. Money paid by the government or a company to a retired person is a
a) pension b) rebate c) rent
10. The money needed to start a company is called
a) aid b) capital c) debt
11. Regular part payments of debts are
a) deposits b) loans c) instalments
12. Part of a payment that is officially given back is called a
a) gift b) instalment c) rebate
13. Estimated expenditure and income is written in a
a) budget b) reserve c) statement
14. A person's money in a business is known as his or her
a) deposit b) fund c) stake
15. Money given to producers to allow them to sell cheaply is called
a) loan b) rebate c) subsidy



VI. Taxation**6.1 Word Power****Exercise 14:**

Allocate the English word on the left to the German equivalent on the right!



1. tax accounting	a) Steuererklärung
2. tax allowance	b) Steuerumgehung, Steuervermeidung
3. tax authority/taxman	c) steuerlich abzugsfähig
4. tax avoidance	d) Steuerfreistellung, Steuerfreibetrag
5. tax consultant	e) Einkommensteuer, Lohnsteuer
6. corporation tax	f) Herabsetzung der Steuer
7. tax deductible	g) steuerlicher Verlust
8. tax evasion	h) Steuerklasse
9. tax exemption	i) Umsatzsteuer
10. tax-free	j) Quellensteuer
11. tax haven	k) Steuernachlass, Steuerermäßigung
12. income tax	l) Körperschaftsteuer, Gesellschaftssteuer AE
13. tax inspector	m) Abgeltungssteuer
14. tax loophole	n) Steuerjahr
15. tax mitigation	o) Finanzamt
16. tax loss	p) Kapitalertragssteuer
17. taxpayer	q) Steuersenkungen
18. progressive tax	r) Steuerbuchhaltung
19. tax rates	s) Steuerberater
20. tax rebate	t) Steuerfreigrenze
21. tax return	u) progressive Steuer
22. sales tax	v) Steuerbemessungsgrundlage
23. tax shelter	w) Finanzbeamter
24. withholding tax	x) Steueroase
25. tax year	y) Lücke i.d. Steuergesetzgebung, Schlupfloch
26. top rate of tax	z) Doppelbesteuerungsabkommen
27. capital gains tax	aa) Steuernachlass
28. tax threshold	bb) Spitzensteuersatz
29. final withholding tax	cc) Steuerzahler
30. tax base	dd) Steuerhinterziehung, Steuerflucht
31. double taxation agreement	ee) Steuerbegünstigung, Steuersparmodell
32. tax bracket, tax band	ff) Steuersatz
33. tax cuts	gg) steuerfrei

6.3 The German Tax System

The German tax system has undergone a comprehensive reform in the year 2001 and later in 2008. This reform is intended, in principle, to ease the actual rate of tax for both individuals and companies. Taxation of an individual's income is progressive. In other words, the higher the income, the higher the rate of tax payable. In 2009 the German tax rates for an individual are 14% - 45%.

In addition to regular tax, there is a municipal trade tax of 14%-17% that is imposed by the municipality.

- The standard rate of the German corporate tax in 2009 is 15%. There is a reduced rate for part of a corporation's income.
- An additional tax has been imposed to help the merger of the two Germanys. This is "solidarity tax" which is 5.5% of the normal rate payable. The tax is levied on corporations and individuals, subject to the conditions specified in the law.
- In 2009 the effective corp. tax rate, including trade tax and solidarity tax is about 30%-33%.

Germany Income Tax for an Individual

- An individual is liable for tax on his income as an employee and on income as a self-employed person. An individual who meets the test of a "permanent resident" of Germany will have the tax calculated on his income in Germany and from overseas.

A foreign resident who is employed in Germany pays tax only on income earned in Germany.

- To be considered a German citizen, a test must be met of either a life centred in Germany or a continuous stay of 6 months in Germany during two tax years.
- A partnership is not a separate body for tax purposes. The income from the partnership is divided between the partners who will then each pay their tax as an individual on their share according to their share in the partnership.
- An employer is obligated to deduct the tax payable, income tax and social security immediately on a monthly basis from income earned as a wage.
- A self-employed person must prepay income tax that will be offset on filing an annual return. The advance payment is determined on the basis of the return made for the previous year. In the event of a new business, the advance will be calculated on the basis of estimates made by the owner of the business. The advance payment is made once every three months.
- Certain payments, as specified below, are deducted from taxable income.

Exercise 16:

Please answer the following questions:

1. What is the tax called that has been imposed since reunification?

2. What tax is imposed by the municipality?

3. How do employees and freelancers pay income tax?



VII. International Trade**7.1 INCOTERMS****1 EXW (ex works)**

The seller makes the goods available at his premises.

2 FAS (free alongside ship)

The seller pays the transport costs up to the port of shipment. He bears the risk until the goods have been delivered alongside the ship.

3 FOB (free on board)

The seller pays the transport costs up to the port of shipment. He bears the risk until the goods have passed the ship's rail at the port of shipment.

4 CFR (cost and freight)

The seller pays the transport costs up to the port of destination. He bears the risk until the goods have passed the ship's rail at the port of shipment.

5 CIF (cost, insurance, freight)

The seller pays the transport costs, including marine insurance, up to the port of destination. He bears the risk until the goods have passed the ship's rail at the port of shipment.

6 DES (delivered ex ship)

The seller pays the transport costs and bears the risk until the goods arrive at the port of destination.

7 DEQ (delivered ex quay)

The seller pays the transport costs and customs duty and bears the risk until the goods are on the quay at the port of destination.

8 FCA (free carrier)

The seller pays the transport costs and bears the risk until the goods have been delivered into the custody of the first carrier.

9 CPT (carriage paid to ...)

The seller pays the transport costs up to the named destination. He bears the risk until the goods have been delivered into the custody of the first carrier.

10 CIP (carriage and insurance paid to ...)

The seller pays the transport costs, including transport insurance, up to the named destination. He bears the risk until the goods have been delivered into the custody of the first carrier.

11 DAF (delivered at frontier)

The seller pays all costs and bears the risk until the goods have been delivered on his side of the border.

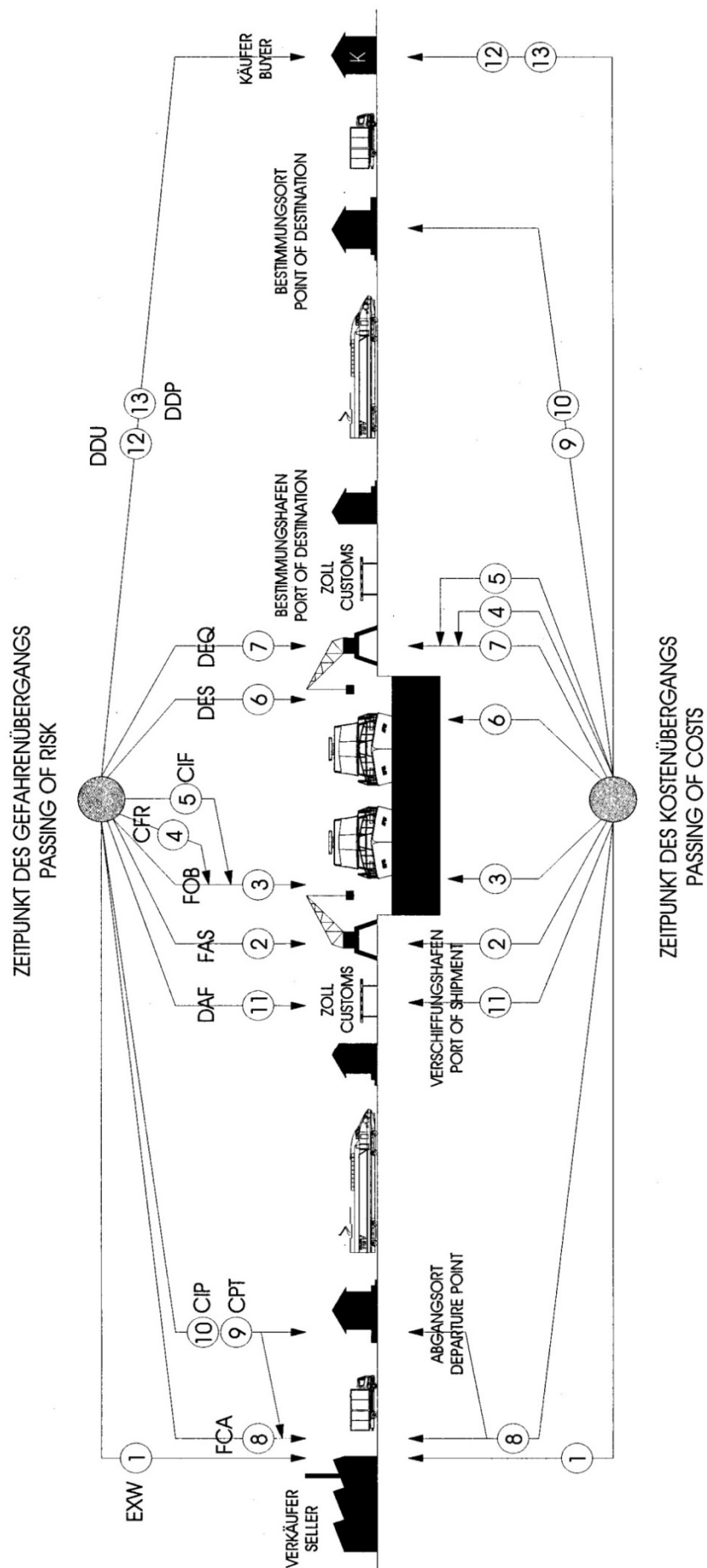
12 DDU (delivered duty unpaid)

The seller pays all costs, excluding customs duty, and bears the risk until the goods have been delivered to the buyer.

13 DDP (delivered duty paid)

The seller pays all costs, including customs duty, and bears the risk until the goods have been delivered to the buyer.





Exercise 21:

Recommend suitable INCOTERMS and state an appropriate destination in the following cases:

- A _____
A German exporter has to send goods to the USA by ship but is only prepared to pay for goods to be sent to a German port and no further.
- B _____
A German manufacturer is not prepared to pay any transport or delivery costs at all.
- C _____
A European exporter has a contract for goods to be sent to Ukraine, but he wants to avoid all possible problems with the Ukrainian authorities.
- D _____
A German exporter with a contract to supply goods by ship to Ireland is prepared to accept the transport costs and bear the risk up to a continental port of shipment (e.g. Brest in France) and after that will pay for the transportation of the goods to an Irish port. He is not prepared to accept the costs of having them insured for the sea voyage.
- E _____
A German company is prepared to accept all costs for a consignment of goods to be delivered to the premises of a company in Taipei in Taiwan, but it will not pay customs duties.
- F _____
A German company flies goods to Toronto Airport in Canada. It is only prepared to bear the risk in Germany but pays for transportation of the consignment, excluding insurance, all the way to Canada.
- -
 -



Exercise 22:**Explain how payment would be made in the following cases:**

1 _____

A German buyer wishes to transfer a large sum of money to a Canadian supplier's bank account direct.

2 _____

A German buyer wishes to post his remittance to an American supplier so the American can cash it at his bank immediately.

3 _____

A German supplier sells goods costing a large amount of money to a new customer abroad. The goods are to be sent by ship and the German supplier wants a guarantee that he will receive payment.

4 _____

A German supplier sends goods to a foreign customer by ship, grants his customer 90 days credit but wishes to be paid in the near future.

5 _____

A German supplier wishes to pay a sum of money to someone who is not able to cash a cheque at a bank but can get to a post office.

6 _____

The German buyer's bank draws on a correspondent bank in the seller's country and this instrument of payment is posted to the seller, who can pay it into his bank account or cash it.

-
-
-



7.4 Listening Part II

Exercise 24:

You are going to hear Jane Coburn presenting some information on 'Cash flow' and explaining how the term is to be understood.

First read all the questions and then listen.

For each question 1-5 mark one letter (A, B or C) for the correct answer.

You will hear the recording only once.



1. A cash flow statement
 - A shows the assets and liabilities of a company
 - B is the same as the profit and loss account
 - C shows how much money came into and went out of the company

2. Cash is not only notes and coins but also
 - A intangible assets
 - B tangible assets
 - C liquid assets

3. A cash flow statement is also called
 - A profit and loss account
 - B balance sheet
 - C funds flow statement

4. Cash flow can be improved by
 - A asking debtors to pay more quickly
 - B asking creditors to pay more quickly
 - C paying debtors more quickly

5. What is the presenter's profession?
 - A Head of Accounting
 - B Head of Controlling
 - C Head of Corporate Controlling

Lösungen zu den Aufgaben:**Exercise 1:**

checking account	Girokonto, Kontokorrentkonto
savings account	Sparkonto
time deposit	Festgeld, Termingeld
retail banking	Privatkundengeschäft
overdraft facilities	Dispo(sitions)kredit
loan	Bankkredit
bank draft	Banktratte, Bankwechsel, gezogener Wechsel
guarantee	Bürgschaft, Garantie, Gewährleistung
performance bond	Erfüllungsgarantie
deposit box	Bankschließfach
mortgage	Hypothekendarlehen
letter of credit	Akkreditiv
ATM	Geldautomat
securities	Wertpapiere
brokerage	Maklergebühr, Provision

Exercise 2:

1. a) cash
2. a) currencies
3. c) loan
4. a) debt
5. b) income
6. c) wages
7. b) salary
8. b) deposits
9. a) pension
10. b) capital
11. c) instalments
12. c) rebate
13. a) budget
14. c) stake
15. c) subsidy