

**BỘ GIÁO DỤC VÀ ĐÀO TẠO  
TRƯỜNG ĐẠI HỌC DÂN LẬP HẢI PHÒNG**

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# **KHÓA LUẬN TỐT NGHIỆP**

**NGÀNH: NGOẠI NGỮ**

**HẢI PHÒNG - 2010**

**HAIPHONG PRIVATE UNIVERSITY  
FOREIGN LANGUAGES DEPARTMENT**

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**GRADUATION PAPER**

**A STUDY ON TRANSLATION OF ENGLISH -  
RELATED TERMS IN FINANCE AND BANKING  
INTO VIETNAMESE**

**By:**

**BUI THI THOM**

**Class:**

**NA 1004**

**Supervisor:**

**DAO THI LAN HUONG, M.A**

**HAI PHONG - 2010**

**BỘ GIÁO DỤC VÀ ĐÀO TẠO  
TRƯỜNG ĐẠI HỌC DÂN LẬP HẢI PHÒNG**

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**Nhiệm vụ đề tài tốt nghiệp**

Sinh viên: .....Mã Số:.....

Lớp: .....Ngành:.....

Tên đề tài: .....

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## Nhiệm vụ đề tài

1. Nội dung và các yêu cầu cần giải quyết trong nhiệm vụ đề tài tốt nghiệp ( về lý luận, thực tiễn, các số liệu cần tính toán và các bản vẽ).

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2. Các số liệu cần thiết để thiết kế, tính toán.

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3. Địa điểm thực tập tốt nghiệp.

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## CÁN BỘ HƯỚNG DẪN ĐỀ TÀI

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Đã nhận nhiệm vụ ĐTTN

*Sinh viên*

Đã giao nhiệm vụ ĐTTN

*Người hướng dẫn*

*Hải Phòng, ngày tháng năm 2010*

**HIỆU TRƯỞNG**

**GS.TS.NGƯT *Trần Hữu Nghị***

## PHẦN NHẬN XÉT TÓM TẮT CỦA CÁN BỘ HƯỚNG DẪN

**1. Tinh thần thái độ của sinh viên trong quá trình làm đề tài tốt nghiệp:**

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**2. Đánh giá chất lượng của khóa luận (so với nội dung yêu cầu đã đề ra trong nhiệm vụ Đ.T. T.N trên các mặt lý luận, thực tiễn, tính toán số liệu...):**

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**3. Cho điểm của cán bộ hướng dẫn (ghi bằng cả số và chữ):**

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*Hải Phòng, ngày ..... tháng ..... năm 2010*

**Cán bộ hướng dẫn**  
*(họ tên và chữ ký)*

**NHẬN XÉT ĐÁNH GIÁ**  
**CỦA NGƯỜI CHĂM PHẢN BIỆN ĐỀ TÀI TỐT NGHIỆP**

1. Đánh giá chất lượng đề tài tốt nghiệp về các mặt thu thập và phân tích tài liệu, số liệu ban đầu, giá trị lí luận và thực tiễn của đề tài.

2. Cho điểm của người chấm phản biện :  
*(Điểm ghi bằng số và chữ)*

Ngày..... tháng..... năm 2010

**Người chấm phản biện**

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**Student**

**Bui Thi Thom**

# **PART I : INTRODUCTION**

## **1. Reason of the study.**

Nowadays, finance and banking plays an important role in the world's economy. Together with the "open-door" policy to all countries, system of banks in Vietnam has covered nationwide. Also, we can not deny useful benefits which banks bring to country's economy and each citizen. Therefore, learning and researching ESP (specially finance and banking) should be attached much importance to meet the request of general tendency in the integration time.

In many universities in Vietnam, recently, finance and banking have become as a new subject to students. There will be a number of Vietnamese learners who get trouble in translating finance and banking terms. I myself often become confused with finance and banking terms whenever I deal with them. Hence, it is necessary for me to acquire certain accumulation of linguistics in both native language and foreign language to have more comprehension in this field.

Moreover, I am also interested in translation skill, especially in the translation of finance and banking terms. That is the main reason which inspires me to carry out this research. More importantly, studying this theme offers me a chance to have thorough understanding of business translation.

## **2. Aims of the study.**

The study on translation of finance and banking terms aims to figure out an overview on translation strategies and procedures commonly employed in translation of finance and banking terms.

In details, the graduation paper aims at:

- Preliminary analyzing translation strategies and procedures employed in translation of their English terms into Vietnamese.
- Collecting and presenting basic terms in finance and banking.
- Providing their Vietnamese equivalents or expressions.

- Providing majors in finance and banking Department in particular and the others who may concern finance and banking terms and their corresponding Vietnamese.

The researcher hopes that this study can provide readers with overall comprehension about the information from written text relating to finance and banking terms to help them translate it effectively.

### **3. Scope of the study**

Finance and banking terminology is really various in different fields such as accounting and finance, international finance ... Due to the limitation of timeframe and knowledge, in this graduation paper, the author can only introduce the English – Vietnamese terms of several outstanding branches.

The research can be valuable for teachers and students of Foreign Language Department in general and Finance and Banking one at HPU in particular.

### **4. Research method**

This graduation paper is carried out with a view to help learners enlarge their vocabulary and have general understanding about translation and English-Vietnamese translation of finance and banking terms.

Firstly, the author collected and grouped terms, then gave explanation in Vietnamese and English. Images for illustration are also used to clarify them. The researcher hopes that this study can provide readers with series of useful terms and then readers can study individually.

### **5. Design of the study.**

This study is divided into three main parts. They are:

**Part I** is INTRODUCTION, consisting reasons, aims, scope, methods and design of the study.

**Part II** is the main part of this paper entitled DEVELOPMENT, containing three chapters:

*Chapter I* is theoretical background with definitions, types of translation and ESP translation.

*Chapter II* is the study on the translation of English related – terms in finance and banking into Vietnamese.

*Chapter III* is application and exercises.

**Part III** is CONCLUSION of the study.

# **PART II: DEVELOPMENT**

## **CHAPTER I:**

### **THEORETICAL BACKGROUND**

#### **1. TRANSLATION THEORY.**

##### ***1.1. What is translation?***

Translation originated from the dawn of the earth when people global send out the first signals to communicate. It traditionally considered as an “art” but recently has been assessed from a more technical point of view. The question “what is translation?” has attracted many linguistic researcher and translation theorist.

Catford (1965, p.20) defines translation as “*the replacement of text material of this language (source language) with text material of another (target language)*”.

According to Oxford Student’s dictionary of English, “*Translation is the process of changing something that is written or spoken into another language*” (2001, p.674).

Bell (1991) believes that “*translating is the transformation of a text originally in one language into an equivalent text in the content of the message and the formal features and the roles of the original text*”.

Translation is the interpreting of the meaning of a text and subsequent production of an equivalent text, likewise called a “translation“, that communicate the same message in other language. The text to be translated is called the “source text” and the language that is to be translated in to is called the” target language” the final product is sometime called the “target text”.

*What is translation.* (1988, august 5). Retrieved May, 2010, from the World Wilde Web: [http:// www.wikipedia.com](http://www.wikipedia.com).

The above definitions are noted for the fact that translation is a process of reproducing a text from one language into another, in which different factors such as the syntactic, semantic, pragmatic, stylistic, cultural,

contextual, etc., are taken into consideration so that the most appropriate equivalence can be achieved.

### ***1.2. Methods of translation***

The central problem of translating is whether translate literally or freely. Some prefer to render the spirit, not the letter; the sense, not the words, the message rather than the form, the matter not the manner. The others say the truth to be read and understood, and what has been written out should be faithful preserved with the respect to the original. Accordingly, there born different methods of translation. Below is V-diagram of translation given by Peter Newmark.

#### **SL emphasis**

Word-for-word translation

Literal translation

Faithful translation

Semantic translation

#### **TL emphasis**

Adaption

Free translation

Idiomatic translation

Communicative translation

For further comprehension and comments on these translation methods, please see Newmark (1952). However, a better choice for translators should be the combination of both SL and TL oriented methods because while the former helps to preserve the form of the original text, the latter offers readership a comprehensible translation irrespective of whatever texts to be rendered.

### ***1.3. Equivalence in translation***

Baker explores the notion of equivalence at difference levels in the relation to the translation process, including all different aspects of translation ,hence putting together the linguistic and the communicative approach. She distinguishes:

- ***Equivalence*** that can appear at word level and above word level when translate from one language into another. Baker acknowledges that , in bottom – up approaching to translation, equivalence at word level is the first element to be taken into consideration by the translator starts analyzing the ST. She

looks at the word singular units to find a direct “equivalent” term in the TL. Baker gives a definition of the term word since it should be remembered that a single word can sometimes be assigned different meanings in different languages and might be regarded as being a more complex unit or *morpheme*. This means that the translator should pay attention to a number of factors when considering a single word, such as number, gender and tense.

- ***Grammatical equivalence***, when referring to the diversity of grammatical categories across languages. She notes that grammatical rules may vary across languages and this may pose some problems in terms of finding a direct correspondence in the TL. In fact, she claims that different grammatical structures in the SL and TL may cause remarkable change in the way of information or message is carried across. These changes may induce the translator either add or omit information in the TL because of the lack of particular grammatical devices in the TL itself. Among these grammatical devices which cause problems in translation, Baker focuses on number, tense, aspects, voice, person and gender.

- ***Textual equivalence***, when referring to the equivalence between SL text and TL text in terms of information and cohesion. Texture is a very important feature in translation since it provides useful guidelines for the comprehension and analysis of the SL which can help the translator in his or her attempt to produce a cohesive and coherent text for the target culture audience in the special context. It is up to the translator to decide whether or not to maintain the cohesive ties as well as the coherence of SL text. His or her decision will be guided by three main factors, that is, the target audience, the purpose of translation and the text type.

- ***Pragmatic equivalence***, when referring to the implications and strategies of avoidance during the translation process. Implication is not about the explicitly said but what is implied. Therefore, the translator needs to work out implied meaning in translation in order to get SL message across. The role of the translator is to create the author’s intention in another culture



in such a way that enable the TC reader to understand it clearly.

## **2. TRANSLATION OF FINACE AND BANKING TERMS**

### **2.1. ESP in translation**

#### **2.1.1. Definition of ESP**

Stevens (1988, p.1) says “ESP is a particular case of the general category of special purpose language teaching”. Defining ESP is a very difficult task and gains a lot of attention of many researchers. That is because different researchers have given different emphases to the variety of elements that characterize ESP.

According to Stevens (1988, pp.1-2), a definition of ESP needs to distinguish between *four absolute* and *two variable* characteristics:

#### **\*Absolute characteristics of ESP:**

ESP consists of English language teaching which is:

- ① designed to meet specific needs of learners
- ② related in content (i.e., in its themes and topics) to particular disciplines, occupations and activities.
- ③ centred on the language appropriate to those activities, in syntax, lexis, discourse, semantics, etc.
- ④ in contrast with GE

#### **\* Variable characteristics of ESP:**

ESP maybe, but is not necessarily:

- ① restricted as to the language skills to be learnt (e.g.: reading only, speech recognition only, etc.)
- ② taught according to any pre-ordained methodology (i.e., ESP is not restricted to any particular methodology – although communicative methodology is very often felt to be the most appropriate).

To clarify the meaning of ESP, Dudley-Evans (1998, p.4) gave an extended definition on terms of “absolute” and “variable” characteristics.

#### **\*Absolute characteristics:**

- ① ESP is defined to meet specific needs of the learners

② ESP makes use of underlying methodology and activities of the discipline it serves

③ ESP is centered on the language appropriate to these activities in terms of grammar, lexis, register, study skill, discourse and gender

**\* *Variable characteristics:***

① ESP may be related to or designed for specific disciplines

② ESP may use, in specific teaching situations, a different methodology from that of general English.

③ ESP is likely to be designed for adult learners, either at tertiary level institution or in a professional work situation. It could, however, be for learners at secondary school level

④ ESP is generally designed for intermediate or advanced students

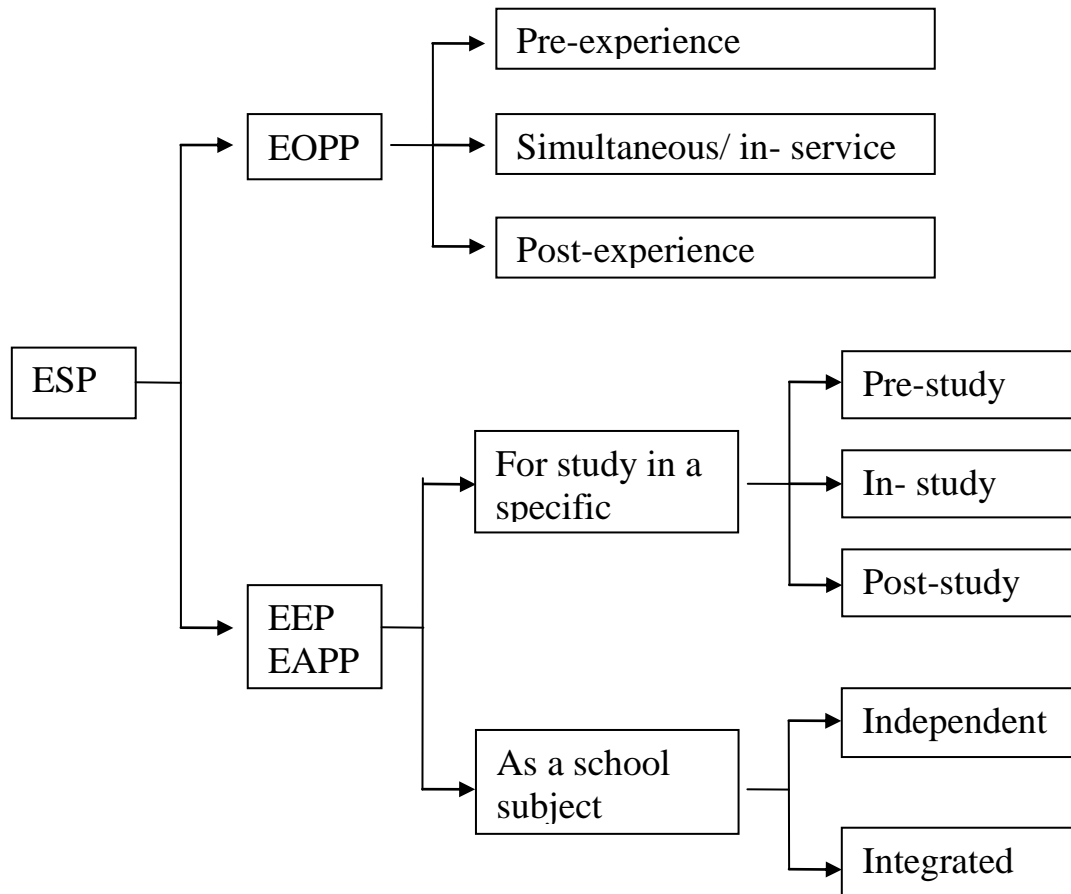
⑤ Most ESP courses assume some basic language of basic systems

Thus, ESP can be seen from different angles and ESP course is purposeful and is aimed at the successful performance of occupational or educational roles. As Strevens (1988, p.4) says “Tell us what you need to learn and for what purpose. We will then design a course which teaches you precisely that: no more or no less. And we will do so by means of highly effective teaching methods”.

**2.1.2. *Types of ESP***

There are many types of ESP. According to Hutchinsons & Waters (1987, p.18) “ESP is just one branch of EFL (English as a Foreign Language)/ ESP, which are the main branches of English language teaching in general”. According to the tree of EFL (English Language Teaching) given by them (Hutchinsons & Waters), there are two main types of ESP: EAP (English for Academic Purpose) and EOP/EVP/VESL (English for Occupational Purposes/ English for Vocational Purposes/ Vocational English as a Second Language). Robinson (1991) presents two versions of the “ESP family tree”. The first version divides ESP into two branches: EOP involving work-related needs and training and EEP (English for Economics Purposes)/ EAP involving

academic study needs (figure 1).



*Figure 1: the ESP “family tree” (Robinson, 1991)*

Another typical tree diagram for ESP which divides EAP and EOP according to discipline or professional area is presented by Dudley-Evans (1998,p.6).

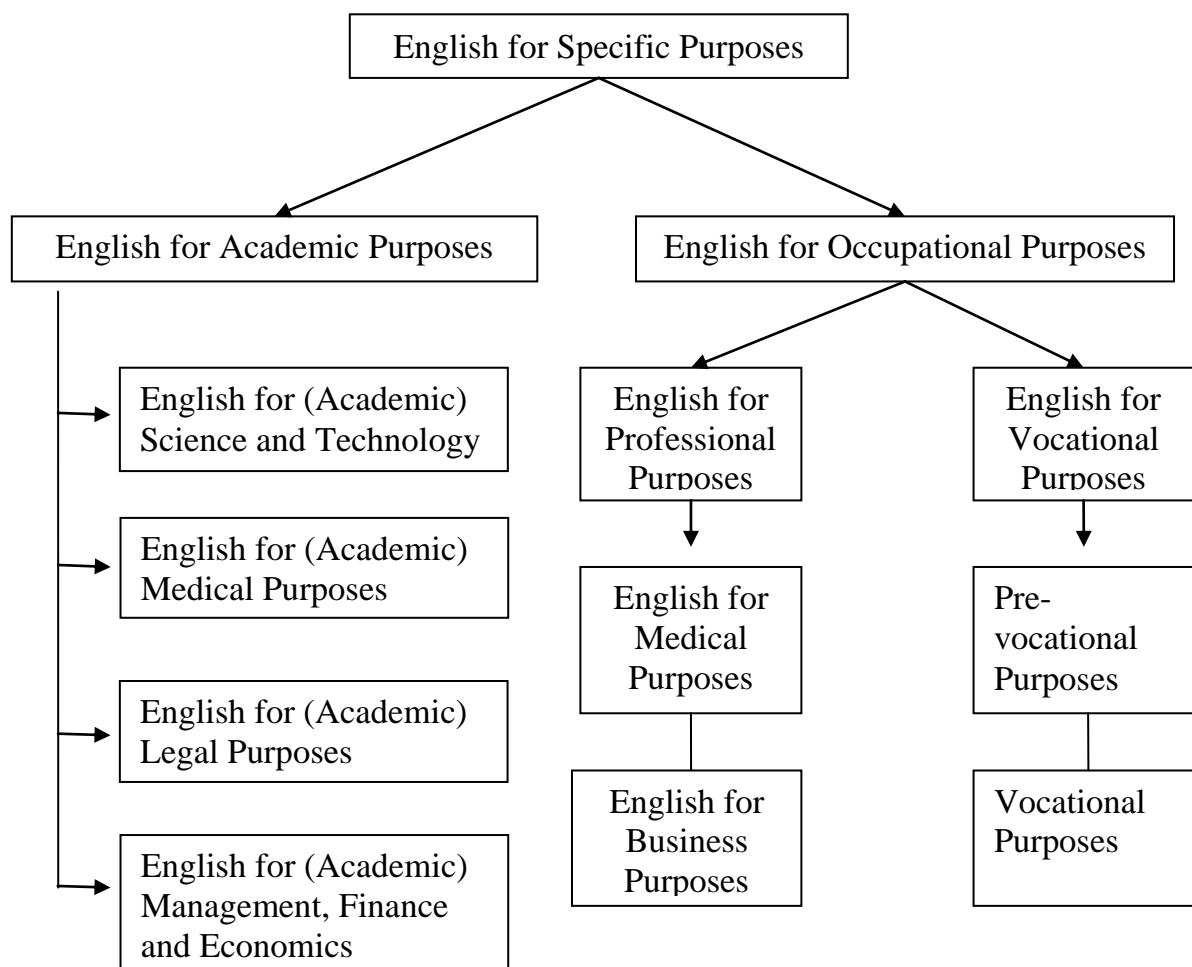


Figure 2: ESP classification by professional area (Evans & John, 1998)

However, it is difficult to make a clear distinction between these two types because, in Vietnam, English is taught only as a foreign language at every university but after graduating learners may use the language as an instrument for achieving multi-purpose activities in their workplace. This study focuses on ESP in *finance and banking* so the author is interested in English for academic purposes majored in *English for (Academic) Management, Finance and Economics* as shown in figure 2.

### 2.1.3. English for Business Purposes/ Business English

#### 2.1.3.1. What is English for Business Purposes?

It is difficult to define EBE in linguistic terms because it shares the common elements to all fields of works in ESP such as needs analysis, material selection and development. However, EBE differs from other varieties of ESP in that “it is often a mix of specific content (relating to a particular job area or industry), and general content (relating to general ability

to communicate more effectively)”, (Ellis & Johnsons, 1994, p.3).

#### *2.1.3.2. Business and General English course*

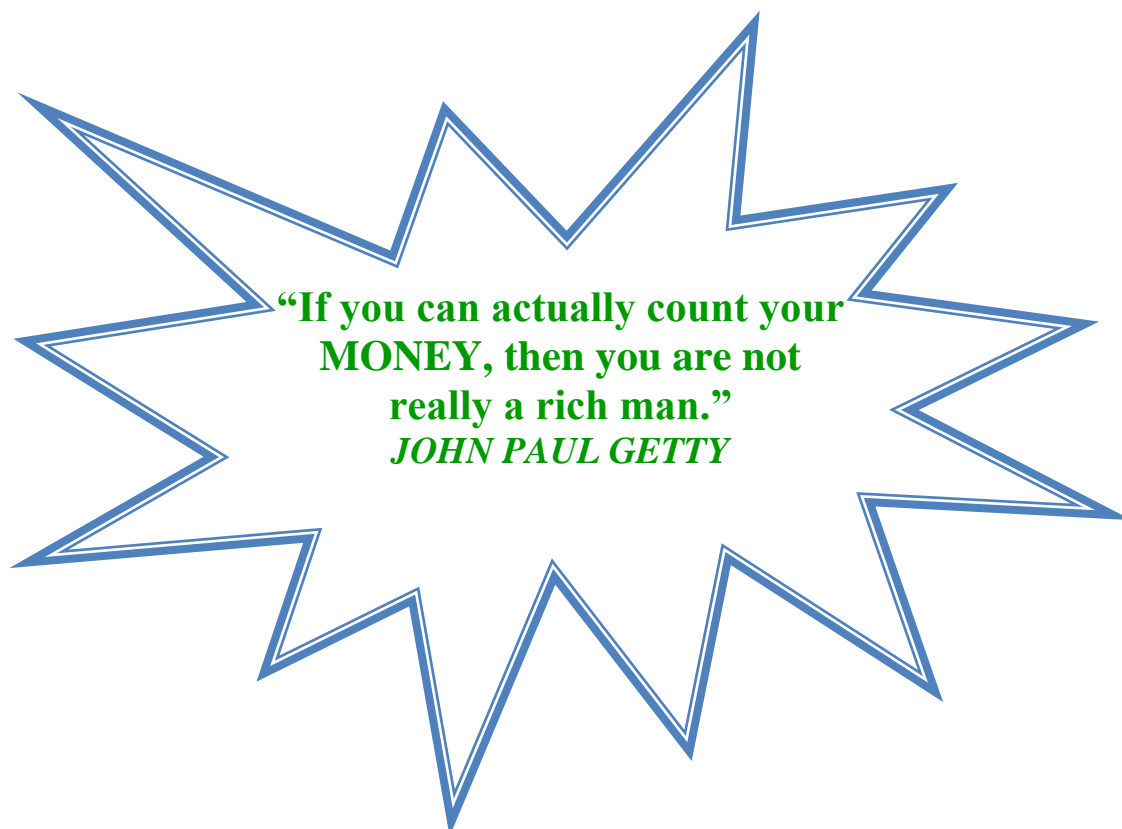
EBE must be seen in the overall content of ESP so it shares the important points of ESP. According to Ellis & Johnsons (1994) “Specialist vocabulary was seen to be what distinguished EBE from EGE”. Students in colleges or universities will have gained their knowledge of business largely from books. These books present target specialist vocabulary in the context of a written text of dialogue which dealt with a particular topic. To distinguish EBE from EGE, Ellis & Johnsons (1994, pp.10-13) express a table about the key differences between EBE and EGE in terms of *needs analysis, assessment of level, syllabus, course objectives, time, learner expectation, materials, methodology and evaluation of progress*. From this table, more or less, the distinction between EBE and EGE is clearly specified.

#### *2.2. Translation in the case of finance and banking.*

Translation of ESP plays an extreme important role, it hands position of key to open new knowledge and the way to victory. Moreover, people often say that vocabularies are as bricks to build a house. So in this paper, the author mainly mentions vocabulary in the case of finance and banking, which is the prominent part to study deeper professional documents. The researcher gives the explanation in English, sometimes gives illustrations to clarify it.

**CHAPTER II:**  
**A STUDY ON TRANSLATION OF ENGLISH**  
**RELATED - TERMS IN FINANCE AND BANKING INTO**  
**VIETNAMESE.**

**1. TYPICAL TERMS RELATING TO MONEY-ACCOUNT**



**1.1. Forms of money**

Firstly, it is necessary to understand what money is.

According to Ian MacKenzie, who is the author of *Financial English with Mini-dictionary of finance* book, “**Money** is means of payment, especially coins and banknotes, although some definitions also include bank deposits, cheques, etc.” (1996, p.133).

*According to the definition above, money is divided into several following types:*

❖ **Cash** : (in Vietnamese : tiền mặt)







Cash is money in the form of banknotes and coins.



❖ **Currency:** tiền tệ

The money used in a particular country

Hereafter are examples of currency in 8 countries.

No	Flag of country	Currency	Symbol
1			
2			
3			
4			
5			

6			
7			
8			

*Further explanation of Vietnamese currencies system:*

**Current Vietnamese currencies in circulation.**

SBV is the sole issuer of currency of the Socialist Republic of Vietnam. Its monetary unit is dong, abbreviated as VND.

Vietnam's current monetary system consists of 2 types: banknotes and coins.

Banknotes have 12 denominations: 500,000 VND, 200,000 VND, 100,000 VND, 50,000 VND, 20,000 VND, 10,000 VND, 5,000 VND, 2,000 VND, 1,000 VND, 500 VND, 200 VND and 100 VND.

Coins have 5 denominations: 5,000 VND, 2,000 VND, 1,000 VND, 500 VND and 200 VND.

**1. Banknotes**

The State Bank of Vietnam applies modern science and technology in producing banknotes in order to enhance quality of printing as well as security features of Vietnamese banknotes. Therefore, in some periods, two kinds of



notes having the same denomination but different designs have been circulated together.

On 17 Dec, 2003 the SBV issued 2 additional kinds of notes: 500,000 VND and 50,000 VND, printed in polymer. On 1<sup>st</sup> Sep, 2004 the SBV issued 100,000 VND note, printed in polymer. On 17 May, 2006, the SBV continued to issue 20,000 VND polymer note. On 30 Aug, 2006, the SBV issued 2 kinds of notes: 200,000 VND and 10,000 VND printed in polymer. Therefore, currently, the denominations of 100,00 VND; 50,000VND; 20,000 VND and 10,000 VND are having two designs being printed in polymer and cotton and circulated in parallel.

**Banknote 500,000 VND** issued on 17 December, 2003.

**Banknote 200,000 VND** issued on 30 August, 2006

**Banknote 100,000 VND (old-style note printed in cotton)** issued on 01 September, 2000

**Banknote 100,000 VND (new-style note printed in polymer)** issued on 01 September, 2004

**Banknote 50,000 VND (old-style note printed in cotton)** issued on 15 October, 1994

**Banknote 50,000 VND (new-style note printed in polymer)** issued on 17 December, 2003

**Banknote 20,000 VND (old-style note printed in cotton)** issued on 02 March, 1993

**Banknote 20,000 VND (new-style note printed in polymer)** issued on 17 May, 2006

**Banknote 10,000 VND (old-style note printed in cotton)** issued on 15 October, 1994

**Banknote 10,000 VND(new-style note printed in polymer)** issued on 30 August, 2006

**Banknote 5,000 VND** issued on 15 January, 1993

**Banknote 2,000 VND** issued on 20 October, 1989

**Banknote 1,000 VND** issued on 20 October, 1989

**Banknote 500 VND** issued on 15 August, 1989

**Banknote 200 VND** issued on 30 September, 1987

**Banknote 100 VND** issued on 02 May, 1992

## 2. Coins

On 17 December, 2003, the SBV issued coins with 3 denominations: 5,000 VND, 1,000 VND and 200 VND. On 01 April, 2004 SBV issued coins with 2 denominations: 2,000 VND and 500 VND. Reissuing coins not only marked Vietnam currencies' stability of value, but also improved Vietnam currency system, marking it to international practices and reducing costs of issuing currencies with small denominations.

**Coin 5,000 VND** issued on 17 December, 2003

**Coin 2,000 VND** issued on 01 April, 2004

**Coin 1,000 VND** issued on 17 December, 2003

**Coin 500 VND** issued on 1 April, 2004

**Coin 200 VND** issued on 17 December, 2003

- ❖ **Loan** : tiền cho vay  
Something lent (usually money) that will have to be given or paid back (usually with interest)
- ❖ **Debt** : nợ  
Money owed to someone (for a business this might include bank loans, debentures, bonds, bills for goods or services, etc.)
- ❖ **Income** : (in Vietnamese: thu nhập). Sometimes called **revenue** or **earnings**.  
All the money received by a person or company during a given period (wages, salaries, business profits, dividends, etc.)
- ❖ **Wage** : tiền công  
Money earned for an hour's or day's or week's work ( by shop or factory workers, etc).
- ❖ **Salary** : tiền lương (hàng tháng)

A fixed regular payment made by employers, usually monthly, for professional or office work.

❖ **Deposit** : tiền đặt cọc

A sum of money that you pay when you rent something and get back when you return it without damage.

❖ **Pension** : tiền trợ cấp

A regular sum of money paid to a retired worker in return for past services or contributions.

❖ **Fund** : nguồn tiền dự trữ

To provide money for a specific purpose, an amount of money saved for a specific purpose.

❖ **Capital** : vốn

The money invested in a business and used to buy assets.

❖ **Fee** : tiền thù lao or lệ phí

Money paid to accountants, lawyers, architects, private school, etc.

❖ **Instalment** (also **installment**) : phần trả theo đợt

Regular part payments of debts, etc.

❖ **Rebate** : tiền miễn giảm

Part of payment that is given back (e.g. from taxes)

❖ **Budget** : ngân quỹ

A financial operating plan showing expected income and expenditure.

❖ **Stake** (also **holding**): tiền góp vốn

The amount of a person's (or organization's) financial investment in a business.

❖ **Subsidy**: tiền khuyến khích/ trợ cấp.

Money given to producers who are unable to produce at market price, or who provide services that are socially necessary but unprofitable.

❖ **Aid** : tiền viện trợ

Money given to developing countries by richer ones.

## 1.2. The money supply

According to Ian MacKenzie, “Money supply [in Vietnamese : phát hành tiền tệ] is the money stock multiplied by its velocity (the number of times it is spent in a given period)” (1996, p.133).

➤ **Bond:** trái phiếu.

An interest bearing security, redeemed after a fixed period.

➤ **Monetary:** tiền tệ.

Relating to money and currency.

➤ **Price:** giá cả.

The cost of a good or service to the consumer.

➤ **Velocity:** tốc độ lưu thông

The speed at which something moves in a particular direction.

➤ **Tight money (or dear money):** tiền khó vay/ tiền tệ hạn hẹp.

It is expensive money, when interest rates are high and loans are hard to obtain.

➤ **Credit:** - kì hạn hoãn thanh toán.

- tiền gửi ngân hàng.

- bên có (của tài khoản)

- ghi có

- cho vay

An arrangement to receive goods or services but pay later; an amount of money paid into a bank account; an amount entered on the right-hand side of an account; recording a payment received; to make such an entry.

➤ **Aggregate demand:** tổng nhu cầu.

The total amount spent in a country by consumers, company and the government.

➤ **Inflation:** lạm phát.

A rise in the general level of prices, and a increase in the money supply.

➤ **Interest rate:** lãi suất.

The cost of borrowing money, expressed as a percentage of the loan per period of time.

- **Unemployment:** tình trạng thất nghiệp.  
The situation in which there are not enough jobs available for the people looking for them.
- **Output:** hiệu suất.  
The total value of goods produced or services performed (by a person, a company, an industry, or a whole country).
- **The exchange rate:** tỉ giá hối đoái  
The price at which one currency can be exchanged for another one.  
Here is an example of the table of exchange rate dated May 15, 2010 on the website: <http://www.vietcombank.com.vn/exchangerates/>

Exchange code	Name of exchange	Cash purchase	Transfer	Sell out
AUD	AUST.DOLLAR	16,779.57	16,880.86	17,138.63
CAD	CANADIAN DOLLAR	18,327.75	18,494.20	18,739.09
CHF	SWISS FRANCE	16,767.69	16,885.89	17,143.74
DKK	DANISH KRONE	-	3,172.99	3,234.35
EUR	EURO	23,596.94	23,667.94	23,981.34
GBP	BRITISH POUND	27,393.66	27,586.77	27,952.06
HKD	HONGKONG DOLLAR	2,411.11	2,428.11	2,460.26
INR	INDIAN RUPEE	-	414.65	432.93
JPY	JAPANESE YEN	200.76	202.79	206.71
KRW	SOUTH KOREAN WON	-	15.20	18.63
KWD	KUWAITI DINAR	-	64,968.83	66,490.75
MYR	MALAYSIAN RINGGIT	-	5,894.65	6,008.64
NOK	NORWEGIAN KRONER	-	3,044.39	3,103.27
RUB	RUSSIAN RUBLE	-	574.40	704.26
SEK	SWEDISH KRONA	-	2,470.01	2,517.78
SGD	SINGAPORE DOLLAR	13,555.30	13,650.86	13,831.62
THB	THAI BAHT	575.15	575.15	600.52
USD	US DOLLAR	18,990.00	18,990.00	19,050.00

### **1.3. Word-partnerships – Capital**

According to Ian MacKenzie, “**Capital** (in Vietnamese: vốn) is the money invested in a business and used to buy assets” (1996, p.118).

- **Capital assets** (also **fixed assets/ permanent assets**): tài sản cố định  
Items such as land, buildings, machines, etc. belonging to a business,

which are expected to last for a long time, and can not be sold or turned into cash, as they are used for making and selling the firm's products.

➤ **Capital formation (accumulation):** sự hình thành vốn.

Spending money to increase the supply of capital goods rather than consumers goods.

➤ **Capital goods** ( sometimes **investment goods**): sản phẩm cơ bản.

Goods that are used to make further goods, the goods that make up the industrial marker (machines, tools, factories, etc.)

➤ **Capital intensive:** nặng vốn/ dung lượng vốn lớn.

Requiring a large amount of capital investment per employee.

➤ **Capital market:** thị trường tài chính/ vốn.

The banks and financial institutions from which companies and government can raise long-term finance.

➤ **Capital ratio:** tỉ suất vốn.

It is between a bank's capital and reserves on the one hand, and its total assets (loans) on the other.

➤ **Capital sum:** tổng tiền vốn

A lump sum of money paid by an insurance company (after an accident, on retirement, etc.)

➤ **Capital transfer tax** (also **inheritance tax**): thuế chuyển giao vốn.

A tax on gifts and inheritances.

➤ **Capital turnover ratio:** tỉ suất chu chuyển tư bản.

The ratio of annual sales to issued share-capital.

➤ **Capital gains tax:** thuế danh lợi.

A tax on profits from the sale of assets.

➤ **Uncalled capital:** vốn không phải thu hồi

That part of a company's issued capital that has not yet been paid for by shareholders.

➤ **Unissued capital:** vốn chưa phát hành.

That part of a company's authorized share capital that has not yet been

offered for sale.

➤ **Venture capital** (also **risk capital**): vốn rủi ro.

Money invested in a new business and thus open to a rather large risk of loss.

➤ **Working capital** ( or **funds**): vốn lưu động

The stock of money (cash and liquid resources required by a business to continue producing or trading).

Profitability is determined in part by the way in which a company manages its working capital. Basically there will be a drop in profits if working capital is raised without a corresponding rise in production. So one of the principal functions of financial management is to provide the correct amount of working capital at the right time and in the right place to realize the greatest return on investment.

Working capital can initially be broken down into two types: permanent and temporary. Permanent working capital is tied up in keeping the business flowing throughout the year, while temporary working capital is needed from time to time to take account of seasonal, cyclical or unexpected fluctuations in the business. The latter type is usually serviced from an overdraft facility

➤ **Human capital**: vốn nhân lực.

Another name for labour (especially, the skills and abilities of trained or educated workers)

➤ **Issued share capital**: vốn đã phát hành.

The amount of capital that a company has sold at any particular time

#### **1.4. Word-partnership – account.**

Ian MacKenzie defines “**Account** (in Vietnamese: tài khoản (TK)) is a statement of money paid or owed; an arrangement with a firm that allows credit for payments” (1996, p.114).

❖ **Account payable** ( or **creditors**): khoản phải trả.

On the balance sheet, money on business owes to supplies for purchase made on credit.

❖ **Account day** ( sometimes called **settlement day**): ngày thanh toán.

The day on which all deals made during the previous 14-day account or accounting period on the London stock exchange must be settled.

❖ **Bank account**: tài khoản ngân hàng

An arrangement with a bank to deposit and withdraw money, settle bills, etc.

❖ **Current account** ( or **checking account**): tài khoản vãng lai/ tài khoản kí phát Sec

Bank account which pays no or little interest, but allows the holder to withdraw his or her cash with no restriction.

❖ **Numbered account**: tài khoản số

Secret bank account (largely in Switzerland)

❖ **Profit and loss account** (in Britain): báo cáo doanh thu.

Financial statement which shows the profit or loss made by a company during the accounting period.

❖ **Accounting equation**: phương trình kế toán.

The fundamental identity of the balance sheet:

$$\text{Assets} = \text{Liability} + \text{Owner's Equity}$$

❖ **Accounting principles**: các nguyên tắc kế toán.

A dozen or so concepts, conventions or doctrines generally observed in accounting.

❖ **Accounting period assumption** ( **time-period principle**): nguyên tắc kì kế toán.

Financial data must be reported for particular (short) period.

❖ **Accounting standards**: chuẩn mực kế toán.

A country's extra rules concerning valuation, measurement and disclosure.

❖ **Cost accounting**: hạch toán giá thành.

Involving the determination of the unit cost of a particular product made by a company, including materials, labour, overheads, etc.




❖ **Managerial accounting:** kế toán quản lí.

The elaboration of financial reports necessary to efficient management (on the cost of products, future plans, etc.)

❖ **Tax accounting:** kế toán thuế vụ.

Calculating an individual's or a company's liabilities for tax.

## 2. TYPICAL TERMS RELATING TO FINANCE



"Pan Am takes good care of you. Marks and Spencer love you, Securicor cares. At Amstrad, we want your money."  
ALAN SUGAR( founder of Amstrad)

### 2.1. Financial statement

*Also according to Ian MacKenzie, he defines "financial statements (Vietnamese means báo cáo tài chính) are the balance sheet, the profit and loss account (or income statement), the funds flow statement" (1996, p.125).*

The following passage will illustrate specifically a financial statement.

Companies required by law to give their shareholders certain financial

information. Most companies include three financial statements in their annual reports.

The profit and loss account shows revenue and expenditure. It gives figures for total sales or turnover (the amount of business done by the company during the year), and for costs and overhead. The first figure should be greater than the second: there should generally be a profit- an excess of income over expenditure. Part of the profit is paid to the government in taxation, part of usually distributed to shareholders as a dividend, and part is retained by the company to finance further growth, to repay debts, to allow for future losses, and so on.

The balance sheet shows the financial situation of the company on a particular date, generally the last day of its financial year. It lists the company's assets, its liabilities, and shareholders' funds. A business's assets consists of its cash investments and property (buildings, machines, and so on), and debtors- amounts of the money owed by customers for goods or services purchases on credit. Liabilities consist of all the money that a company will have to pay someone else, such as taxes, debts, interest and mortgage payments, as well as money owed to suppliers for purchases made on credit, which are grouped together on the balance sheet as creditors. Negative items on financial statements such as creditors, taxation, and dividends paid are usually printed in brackets thus: (5200).

The basic accounting equation, in accordance with the principles of double-entry bookkeeping, is that  $\text{Assets} = \text{Liabilities} + \text{Owners' (or Shareholders') Equity}$ . This can, of course, also be written as  $\text{Assets} - \text{Liabilities} = \text{Equity}$ . An alternative term for Shareholders' Equity is Net Assets. This includes share capital (money received from the issue of shares), sometimes share premium (money realized by selling shares at above their nominal value), and the company's reserves, including the year's retained profits. A company's market capitalization – the total value of its shares at any given moment, equal to the number of shares times their market price – is

generally higher than shareholders' equity or net assets, because items such as goodwill are not recorded under net assets.

A third financial statement has several names: the source and application of funds statement, the sources and uses of funds statement, the funds flow statement, the cash flow statement, the movements of funds statement, or in the USA the statement of changes in financial position. As all these alternative names suggest, this statements shows the flow of cash in and out of the business between balance sheet dates. Sources of funds include trading profits, depreciation provisions, borrowing, the sales of assets and the issuing of shares. Applications of funds include the purchases of fixed or financial assets, the payment of dividends and the repayment of loans, and, in the bad year, trading losses.

If a company has a majority interest in other company, the balance sheets and profit and loss accounts of the parent company and the subsidiaries are normally combined in consolidated accounts.

❖ **Balance:** sự cân đối.

The amount of money (or the size of deficit) in an account at a particular time; an account of money remaining to be paid.

❖ **Bookkeeping:** kế toán.

Recording financial data by writing down the details of transaction.

❖ **Capitalist:** kinh tế tư bản chủ nghĩa.

The economic system in which business are owned and run for profit by individuals and not by the state.

❖ **Equilibrium:** sự cân bằng.

A state of balance, such as when supply meets demand.

❖ **Flow of funds:** dòng tiền.

Cash received and payments made by a company during a special period.

❖ **Limited liability:** chịu số nợ trong phạm vi vốn cổ phần góp cho công ty.

Responsibility for debts up to the value of the company's share capital.

❖ **Overheads:** chi phí quản lí.

The various expense of operating a business that can't be charge to any one product, process or department.

❖ **Overtun:** quay vòng.

To turnover so that the top is at the bottom.

❖ **Pour:** rót, chảy tràn.

To flow out of or into something quickly and steadily, and in large quantities.

❖ **Reserve:** nguồn dự trữ.

Money set aside out of profits, rather than distributed to shareholders; a central bank's holdings of gold, foreign currencies, and IMF drawing rights.

❖ **Turnover:** doanh thu

A business's total sales revenue.

❖ **Underground economy:** kinh tế ngầm.

All employment and transactions on which tax is not paid.

## 2.2. Financial instruments.

Ian MacKenzie (1996) defines that “*Financial instruments* (means chứng khoán tài chính in Vietnamese) are all the different ways of raising money, including bonds, shares, warrants, etc” (p.125).

● **Certificates of deposit:** chứng chỉ tiền gửi.

Short-term, interest-bearing bank deposits that can be traded like a share or bond.

● **Commercial paper:** tiền ứng trước cho thương mại

Short-term, discounted and unsecured corporate debt of large American banks and companies issued as a way of borrowing money.

● **Currency swap:** hoán đổi tiền tệ

An exchange of one currency for another between two borrowers in different countries.

● **Futures contract:** hợp đồng kì hạn.

An arrangement to buy or sell a commodity or currency or financial

instrument at an agreed price at a future date.

• **Interest-rate swap**: sự hoán đổi lãi suất giữa các ngân hàng.

An exchange between two countries.

e.g. of fixed interest bonds for floating rate bonds, in an attempt to reduce risks or cost.

• **Junk bonds**: trái phiếu có tính đầu cơ cao.

High-yielding bond issued by less secure companies; also used to finance leveraged buy-outs.

• **Participation certificates**: chứng chỉ dự phần.

Grants its holder part of the ownership (equity of a company, but without voting rights).

• **Securitization**: chứng khoán hóa.

The process of selling packages of bank debts to third party investors as bonds.

• **Zero coupon bonds**: trái khoán không phiếu lãi.

Pays no interest, but is sold at a large discount and ultimately redeemed at face value providing a capital gain.

### **2.3. Financial ratios.**

Ian MacKenzie defines that “A **ratio** is the number obtained when one number is divided by another. Various financial ratios are used to measure profitability, solvency, liquidity, efficiency, etc” (1996, p.138).

✚ **Current ratio** (or **working capital**) (in Vietnamese: hệ số khả năng thanh toán ngắn hạn) measures liquidity.

i.e. having enough cash to meet short-term obligation. It shows if a business can pay its most urgent debts.

✚ **Quick ratio** (or **acid test ratio**): khả năng thanh toán nhanh.

Providing a more accurate picture of short-term solvency by considering completely liquid assets.

✚ **Profit margin / return on sale**: biên lợi nhuận

The percentage difference between sales income and the cost of sales.

✚ **Productivity:** hiệu suất

Showing the amount of work or sales per employee.

✚ **Earnings per share:** thu nhập ròng trên mỗi cổ phiếu.

Relating the company's profits to the number of ordinary shares it has issued.

✚ **Price/ earnings ratio (PER):** tỉ suất giá cả, lợi tức.

Reflecting the market's opinion of a company's revenues, earnings and dividends: the higher it is, the more investors or optimistic about the company's future prospects.

✚ **Debt/equity ratio or gearing:** tỉ suất mắc nợ.

Comparing the amount of debt to the firm's own capital. A highly-g geared company is one that has a lot of debt compared to equity.

✚ **Interest cover / times interest earned:** phí lãi.

Showing whether funds are available to pay long-term debt costs.

✚ **Dividend cover / dividend payout ratio:** tỉ suất trả cổ tức.

Showing the percentage of income paid out to shareholders (or the number of times to net profits available for distribution exceed the dividend actually paid).

✚ **Return on equity:** hệ số thu nhập trên vốn cổ phần.

Showing profit compared to shareholder's capital.

✚ **Return on total assets:** hệ số thu nhập trên tổng tài sản.

Showing profit compared to all of a company's capital whether debt or equity.







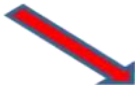



✚ **Market/book ratio:** tỉ suất thị giá (cổ phiếu).










It is current stock market value dividend by the amount invested by shareholders.

## **2.4. Rise and fall**




Every day, we often listen to different information on TV, Internet and the other mass media like that today gold price hits an all-time high, Vinashin Corporation's bond decreases, USD increases to 16.650d, etc. And surely, the

differences in use of rise – fall words make you enjoyable. Therefore, the researcher collected words which are relevant to various utterances of rise-fall as follows:

<b>Words</b>	<b>Explanation</b>		<b>Illustration</b>
	<b>English</b>	<b>Vietnamese</b>	
Advance	To move forward	Tăng	
Be firm/strong	Be steady or not likely to change	Đứng vững	
Be weak	Be easy to influence, not firm or powerful	Yếu/dễ xuống	
Decline	To become weaker	giảm	
Dip	To go down	Giảm	
Drop	To fall, make something lower	Sụt giảm	
Ease	To move something slowly	Giảm nhẹ	
Jump	To move quickly	Tăng vọt	
Leap	To move quickly	Tăng vọt	
Peak	To reach the highest point	Đạt đỉnh điểm	

Plummet	To fall suddenly and quickly from a high level or position	Giảm mạnh	
Plunge	To jump, drop and fall suddenly	Giảm mạnh	
Rally	To get stronger, healthier after a period of weakness	Phục hồi	
Rebound	To hit sth/sb and then go in a different direction	Phục hồi	
Recover	To become well again after illness	Thăng bằng/ phục hồi	
Revive	To become or make something strong or healthy again	Phục hồi	
Rise	To move upwards, to become higher, stronger	Tăng	
Rocket	To increase or rise very quickly	Tăng vọt	
Sink	To go down	Giảm xuống	



Slip	To fall a little	Giảm nhẹ	
Slump	To fall suddenly	Giảm mạnh	
Fluctuate	to go up and down, rise and fall	Dao động	

## DESCRIBING GRAPHS

Here are the words and phrases you need to talk about trends using graphs.

### UP – verbs

go up                      take off                      shoot up                      soar                      jump  
increase                      rise                      grow                      improve                      rocket

### UP – nouns

an increase                      a rise                      a growth                      an improvement  
an upturn                      a surge                      an upsurge                      an upward trend

### DOWN – verbs

go/come down                      fall                      fall off                      drop                      slump  
decline                      decrease                      slip                      plummet                      shrink

### DOWN – nouns

a fall                      a decrease                      a decline                      a drop  
a downturn                      a downward trend

### NO CHANGE – verbs

remain stable                      level off                      stay at the same level  
remain constant                      stagnate                      stabilize

### AT THE TOP – verbs

reach a peak                      peak                      top out

### AT THE BOTTOM – verbs

reach a low point                      bottom out                      recover

### DEGREE OF CHANGE

Adjective:                      dramatic, considerable, sharp, significant, substantial,  
moderate, slight

Adverbs:                      dramatically, considerably, sharply, significantly,  
substantially, moderately, slightly

### SPEED OF CHANGE

abrupt                      sudden                      rapid                      quick                      steady                      gradual                      slow

### PREPOSITIONS

a rise *from* £1m *to* £2m                      to increase *by* 50%  
to fall *by* 30%                      an increase *of* 7.5% *over* last year



***"If you owe your  
BANK a hundred  
pounds, you have a  
problem. If you owe  
it a million pounds,  
is has a problem!"***

**JOHN MAYNRD  
KEYNES**

### 3. TYPICAL TERMS REALATING TO BANK-BANKING

A bank is simply a business. Like other businesses, bank tries to *make profits*. They do this by providing services and charging for those services.

Banks use the money that people deposit with them to lend to other people who want to borrow money. They can do this because they can reasonably be sure that not all the depositors will want to use their money at the same time. If many depositors decide to take out their money, the bank may find out that it does not have enough cash to pay them all. If other depositors hear of this money may probably all rush to the bank to claim back their money – The bank might then have to close down. The bank would have lost the trust, which is the most important factor in its existence.

To make full use of its deposits a bank uses a wide range of lending services and other banking functions. The banks make money by lending money, especially to company customers who need large sums. These company customers expect many other services and issuing guarantees. Many of these services do not involve lending money so the banks charge fixed amounts for each service. We call this kind of income “Fee income”.

Many bank services involve exchanging one currency into another – Foreign exchange. This is another profitable activity for banks because they buy a currency at one rate and sell it at higher rate – The difference is “Exchange profit”. In short, the three main types of bank income are interest income, fee income and exchange profit.

Banking is a profitable business and competition among banks is increasing. As competition increases it becomes more difficult to make profit. For this reason banks are always looking for new banking services in order to expand their business. As a result, banks have become more interested in marketing...

#### **3.1. Types of bank**

Here I mention the most important kinds of bank.

❖ *Central bank* (in Vietnamese :ngân hàng trung ương) supervise the

banking system; fix the minimum interest rate; issue bank notes; control the money supply; influence exchange rates; and act as lender of last resort.

❖ **Commercial bank** ( in Vietnamese: ngân hàng thương mại) is business that trade in money. They receive and hold deposits in current and savings accounts, pay money according to customer's instructions, lend money, and offer investment advice, foreign exchange facilities, and so on.

In some countries such as England these banks have branches in all major towns; in other countries there are smaller regional banks. Under American law, for example, banks can operate in only one state. Some countries have banks that were originally confined to a single industry, e.g. the *Crédit Agricole* in France, but these now usually have a far wider customer base.

❖ In some European countries, notably Germany, Austria, and Switzerland, there are **universal banks** (ngân hàng thế giới) which combine deposit and loan banking with share and bond dealing, investment advice, etc.

❖ Yet even universal banks usually form a subsidiary, known as a **finance house** (Vietnamese call it is công ty tài chính), to lend money – at several percent over the base lending rate – for hire purchase or installment credit, that is, loan to consumers that are repaid in regular, equal monthly amounts.

❖ In Britain, the USA and Japan, however, there is, or used to be, a strict separation between commercial banks and banks that do stockbroking or bond dealing. Thus, in Britain, **merchant banks** (ngân hàng thương mại) specialize in raising funds for industry on the various financial markets, financing international trade, issuing and underwriting securities, dealing with takeovers and mergers, issuing government bonds, and so on. They also offer stockbroking and portfolio management services to rich corporate and individual clients. **Investment banks** (ngân hàng đầu tư) in the USA are similar, but they can only act as intermediaries offering advisory services, and do not offer loans themselves.

❖ There are also **building societies** (Vietnamese is công ty nhà) that provide mortgages, i.e. they lend money to home-buyers on the security of

houses and flats, and attract savers by paying higher interest than the banks. The savings and loan associations in the United States served a similar function, until most of them went spectacularly bankrupt at the end of the 1980s.

❖ They are also *supranational banks* (ngân hàng siêu quốc gia) such as the World Bank or the European Bank for Reconstruction and Development, which are generally concerned with economic develop.

### **3.2. Word-partnerships – bank**

❖ ***Bank account***: tài khoản ngân hàng.

An arrangement with a bank to deposit and withdraw money, settle bills, etc.

❖ ***Bank clerk***: nhân viên ngân hàng.

A person who works in a bank.

❖ ***Bank deposit***: tiền gửi ngân hàng.

Money that is kept in a bank.

❖ ***Bank holiday***: ngày nghỉ của ngân hàng.

In Britain, it is public holiday. In the US when the government temporarily closes a bank to prevent panic.

❖ ***Bank manager***: giám đốc ngân hàng.

A person who manage bank's operation.

❖ ***Bank note***: giấy bạc

A piece of paper money, issued by a (central) bank.

❖ ***Off-shore banking***: nghiệp vụ ngân hàng ở nước ngoài

Transactions by non-residents in foreign currencies in tax havens such as Burmuda, the Cayman Island, Liechtenstein, etc.

❖ ***Bank statement***: bản báo cáo tài chính

A record of all transactions (credits and debits) in a bank during a particular period.

❖ ***Wholesale banking***: hoạt động giao dịch giữa các ngân hàng.

Banks' dealings (making loans, accepting deposits) with other banks and financial institutions.

### **3.3. Banking productions.**

- ***Cash dispenser***: máy rút tiền.

A computerized machine that allows bank customers to withdraw money, check their balance, etc., by using their cash card and a private number, called a PIN number.



- ***Cheque***: Séc

A written order to a bank to pay on demand a specified sum to a named person or business.

#### ***Cheques generally contain:***

1. Place of issue
2. Cheque number
3. Date of issue
4. Payee
5. Amount of currency
6. Signature of the drawer

7. Routing / account number in MICR format. In the U.S., the routing transit number is a nine-digit number in which the first 4 digits identifies the U.S. Federal Reserve Bank's cheque-processing center. This is followed by digits 5 through 8, identifying the specific bank served by that cheque-processing center. Digit 9 is a verification check digit, computed using a complex algorithm of the previous 8 digits.

- Typically the routing number is followed by a group 8 or 9 MICR digits that indicates the particular account number at that bank. The account number is assigned independently by the various banks.

- Typically the account number is followed by a group of 3 or 4 MICR digits that indicates a particular cheque number from that account.

8. Fractional routing number (U.S. only) - also known as the transit number, consists of a denominator mirroring the first 4 digits of the routing number. And a hyphenated numerator, also known as the ABA number, in which the first part is a city code (1-49), if the account is in one of 49 specific

cities, or a state code (50-99) if it is not in one of those specific cities; the second part of the hyphenated numerator mirrors the 5th through 8th digits of the routing number with leading zeros removed.

I support some illustrations of Sec in several countries in the world as follows:



*Example of a Canadian cheque.*



*Example of a U.S. dollar cheque issued by a Canadian bank. If the bank account was in CAD, USD would have to be added to the cheque to make it be valued in USD.*



*Sample for a fictional cheque in the United Kingdom. The cheque is crossed (with ACCOUNT PAYEE written vertically in the middle of the cheque), which means that it can only be paid into a bank account, not to cash. Cheques issued in other Commonwealth countries are similar.*





*Example of a South Korean cheque, where the payee and signature are on the reverse side.*

▪ **Credit card:** Thẻ tín dụng

A plastic card issued by a bank or finance company that guarantees payment for goods or services purchased by the cardholders, who pays back the bank at a later date.

There are many different colors issued by various banks but the same size. Some illustrations for this explanation as follows.

No	Name of bank	Credit card
1	Vietcombank	
2	Sacomabank	
3	Vietinbank	
4	VIBank	
5	BIDV Bank	

▪ **Current account:** tài khoản vãng lai

Bank account that pays no or little interest, but allows the holder to withdraw his or her cash with no restriction.

▪ **Deposit account:** tài khoản tiền gửi

A type of bank account where your money earns interest. You can't take money out of deposit account without arranging it first in the bank.

▪ **Loan:** Khoản vay

Something lent (usually money) that will have to be given or paid back (usually with interest).

▪ **Mortgage:** Thế chấp

A loan, usually to buy property, which services as security for the loan; to take out a loan with a property as security.

▪ **Overdraft:** Thấu chi

An arrangement by which a customer can withdraw more from an account than has been deposited in it, up to agreed limit, interest on the debt is calculated daily (to overdraw).

▪ **Pension:** Lương hưu

A regulation sum of money paid to a retired worker in return for past services or contributions.

### **3.4. Banking services.**

✚ **Chequebook:** Sổ séc

A book of cheque.

✚ **Loan:** Khoản vay

Something lent (usually money) that will have to be given or paid back (usually with interest).

✚ **Banker's draft:** Hối phiếu ngân hàng

A document guaranteeing payment by a bank (often used instead of cheques to pay bills in foreign currencies).

✚ **Night safe:** két bảo hiểm/ sắt ban đêm.

A safe set in the wall of a bank in which business customers can deposit

money in the evening and at weekends when the bank is closed.

✚ **Foreign exchange**: Ngoại hối

Currency of countries other than one's own.

✚ **Transfer**: chuyển khoản

To officially arrange for something to belong to, or be controlled by, something else.

✚ **Credit card**: Thẻ tín dụng

A plastic card issued by a bank or finance company that guarantees payment for goods or services purchased by the cardholders, who pays back the bank at a later date.

✚ **Mortgage**: Thế chấp

A loan, usually to buy property, which services as security for the loan; to take out a loan with a property as security

✚ **Overdraft**: Thấu chi

An arrangement by which a customer can withdraw more from an account than has been deposited in it, up to agreed limit, interest on the debt is calculated daily (to overdraw).

✚ **Deposit account**: tài khoản tiền gửi

A type of bank account where your money earns interest. You can't take money out of deposit account without arranging it first in the bank.

✚ **Letter of credit**: Thư tín dụng

A paper issued by a buyer's bank as proof that the seller will be paid.

✚ **Current account**: tài khoản vãng lai

Bank account that pays no or little interest, but allows the holder to withdraw his or her cash with no restriction.

✚ **Safe(ty) deposit box**: két gửi an toàn

A secure box in a bank where customers can keep valuable objects.

## **4. THE OTHERS.**

### **4.1. Types of assets.**

According to Ian MacKenzie, “*Asset* (Vietnamese is tài sản) is Anything

of value owned by a business that can be used to produce goods, pay liabilities, etc; [often used in the plural-assets]" (1996, p. 115).

➤ **Current/circulating or floating asset:** tài sản lưu động

Those which will be consumed or turned into cash in the ordinary course of business.

➤ **Fixed or capital /permanent asset:** tài sản cố định.

Such as land, buildings and machines, can not be sold or turned into cash, as they are required for making and selling the firm's products.



*Here is some examples of fixed asset.*

➤ **Intangible asset:** tài sản vô hình.

Those that value can only be quantified or turned into cash with difficulty, such as goodwill, patents, copyrights and trademarks.



*Here is an illustration of intangible asset.*

➤ **Liquid/available asset:** tài sản có tính lưu động.

Anything that can quickly be turned into cash.



*This is image of liquid asset.*

➤ **Net current asset/ working capital:** tài sản thực hiện thời

The excess of current assets (such as cash, inventories, debtors) over current liabilities (creditors, overdrafts, etc.)

➤ **Net asset/ shareholder's equity:** vốn cổ đông

On a business's balance sheet, is asset minus liabilities (which is generally equal to fixed assets plus the different between current assets and current liabilities).

➤ **Wasting asset:** tài sản có thể hao mòn.

Those that are gradually exhausted (used up) in production and can not be replaced.



*Coal and machines are examples of wasting asset.*

➤ **Collateral :** vật thế chấp

Collateral refers to assets that are pledged for security in a credit transaction. Borrowers want to get as much credit as possible without giving any more collateral than it necessary. In contrast, banks want as much collateral as possible to protect their interests

## **4.2. Borrowing and lending.**

Borrowing and lending are two of the main activities in finance and banking sector. Below, I collect some words relating to this act.

✓ **Borrow:** vay, mượn

To receive money that will later have to be paid back (usually plus interest)

✓ **Creditor:** chủ nợ.

Person or organization to whom money is owed (for goods or services rendered, or as repayment of a loan).

✓ **Lend:** cho vay

To allow someone to use a sum of money that will have to be paid back.

✓ **Loan:** khoản vay.

Something lent (usually money) that will have to be given or paid back (usually with interest).

✓ **Interest:** tiền lãi

Money to be paid to a lender for the use of borrowed money; or a stake in a business.

✓ **Principal:** tiền vốn;

The amount of a loan, which the borrower has to pay back when the loan matures; a person who engages a broker to buy and sell for him.

✓ **Own:** sở hữu

To have or possess.

✓ **Owe:** nợ

To have an obligation to pay or repay money.

✓ **Yield:** mức sinh lợi

The rate of income an investor receives from a security, to produce or provide income.

## 5. SOME ABBREVIATIONS

<b>ENGLISH</b>	<b>EXPLANATION</b>	<b>VIETNAMESE</b>
A/C	Account	Tài khoản
a/cs pay.	Accounts Payable	Nợ phải trả
a/cs rec.	Accounts Receivable	Khoản phải thu
ACV	Actual Cash Value	Giá trị tiền mặt thực tế
ALM	Asset - Liability Management	Quản lý quan hệ tài sản-công nợ
AMA	Asset Management Account	Tài khoản quản lý tài sản
A/O	Account of	Tài khoản của...
AON	All-Or-None	Thực hiện toàn bộ hay bãi bỏ
ATM	Automatic Teller Machine	Máy rút tiền tự động
a.r.	All Risks	Mọi rủi ro
Bal	Balance	Bảng cân đối
BCCI	Bank of Credit and Commerce International	Ngân hàng tín dụng và thương mại quốc tế
B/E	Bill of Exchange	Hối phiếu
BERT	Bank Expert	Chuyên viên ngân hàng
Bkg	Banking	Hoạt động ngân hàng
Bk(r)pt	Bankrupt	Phá sản
BNs	Banknotes	Giấy bạc ngân hàng
B/P	Bills Payable	Các khoản phải chi trả
C/A	current account	Tài khoản vãng lai
cap.	capital	Vốn
CARDs	Certificates for Amortizing Revolving Debt	Giấy chứng nhận nợ tuần hoàn khấu hao
c.b.	Cash Book	Sổ quỹ

CBK	Checkbook	Sổ séc
CC	Credit card	Thẻ tín dụng
CCA	Current Cost Accounting	Kế toán theo chi phí hiện thời
CD	Certificate of Deposit	Chứng chỉ tiền gửi
Chq	Cheque	Séc
ck	Check	Séc
Cr.	Credit/creditor	Bên nợ/chủ nợ
cur.	Currency	Tiền tệ
D / a DA D/A	Deposit Account	Tài khoản tiền gửi có kì hạn
d.e.	Double Entry	Bút toán kép
div	Dividend	Cổ tức
DPS	Dividend Per Share	Cổ tức theo cổ phần
dpt	deposit	Tiền gửi
D / R	Deposit Receipt	Biên lai tiền gửi
dr	Debtor	Người mắc nợ
e.o.m.	End of the Month (Dating)	Cuối tháng
EPR	Earnings Price Ratio	Tỉ lệ lợi nhuận trên giá
e.p.s.	Earnings Per Share	Thu nhập ròng trên mỗi cổ phiếu
Exch.	Exchange	Hối đoái
FCF	Free Cash Flow	Lượng lưu động tiền mặt tự do
FEC	Foreign Exchange Certificate	Giấy chứng đối ngoại tệ
FY	Financial / Fiscal Year	Năm tài chính
IBRD	International Bank for	Ngân hàng thế giới



	Reconstruction and Development (World Bank)	
IIB	International Investment Bank	Ngân hàng đầu tư quốc tế
INCE	Insurance	Bảo hiểm
Int.	Interest	Lãi
IOU	I Owe You	Tôi nợ tiền ông/bà.
L / C	Letter of Credit	Thư tín dụng
m / a	My Account	Đưa vào tài khoản của tôi
MC	Marginal Credit	Hạn độ tín dụng
MFI	Money Flow Index	Chỉ số lưu lượng tiền
mon.	Monetary	Tiền tệ
Mort	Mortgage	Thế chấp/cầm cố
NAV	Net Asset Value	Chỉ số giá trị tài sản thuần
NBV	Net Book Value (of an Asset)	Trị giá tài sản theo sổ sách
NCF	Net Cash Flow	Lưu lượng tiền mặt ròng
NII	Net Interest Income	Thu nhập lãi ròng
O / A	On Account	Ghi chịu (trả dần)
OBP	Overall Balance of Payments	Tổng cán cân thanh toán
OBU	Offshore Banking Unit	Hệ thống ngân hàng nước ngoài
O / D	overdraft	Thấu chi
ODR	Official Discount Rate	Mức chiết khấu chính thức
p / a	Personal Account	Tài khoản cá nhân
P / A	Private Account	Tài khoản tư nhân
P / L Acct	Profit and Loss Account	Bản quyết toán lãi lỗ
payt	Payment	Khoản tiền được trả

P / E	Price - Earnings	Tỷ lệ giá trên thu nhập cổ phần
ppd	Prepaid (Expenses)	Đã trả trước
Pt Card	Platinum Card	Card bọc bạch kim
Pte Bank	Private Bank	Ngân hàng tư nhân
PVR	Profit / Volume Ratio	Tỷ suất lợi nhuận
ROA	Return On Assets	Thu lợi từ tài sản
ROC	Return On Capital	Mức lời trên vốn đầu tư
ROE	Return On Equity	Thu nhập về vốn cổ phần
ROI	Return On Investment	Lợi tức đầu tư
ROS	Return On Sales	Thu nhập từ doanh thu
SAA	Special Arbitrage Account	Tài khoản acit đặc biệt
S / D	Sight Draft	Hối phiếu trả tiền ngay
SEDOL	Stock Exchange Daily Official List	Danh sách chính thức hàng ngày ở sở giao dịch chứng khoán
sh.	Share	Cổ phần
stk	Stock	Chứng khoán
t.l. TL T / L	Total loss	Thiệt hại toàn bộ
U / a	Underwriting Account	Tài khoản bảo hiểm (vận tải biển)
YLD	Yield	Lợi nhuận

## CHAPTER III: IMPLICATION

### 1. Difficulties and challenges in translation of finance and banking terms.

Translation requires learners and researchers study hard, looks for and hunts from many sources, reference documents. Especially, translation of professional area like finance and banking is more difficult and complicated. In order to gain comparatively good translation skills, it is necessary to court, to collect professional documents and information, then learners may start the process of translating terms from English into Vietnamese. First of all, in general, we do not find familiar with finance and banking term and we can not translate terms influently because the knowledge about this area is limited. A term in normal context has popular meaning, but when it is put in specific context, its meaning changes and translators, sometimes, feel confusing. He or she does not know how to convert it, transfer it so that readers can understand the meaning. The second difficulty is that students lack of practice knowledge on this field. Students have not many precious chances to take part in doing works in finance and banking site. For example, we do not know what is current account, how it is fixed or which purpose it is used for. For this reason, the translation of terms from English into Vietnamese is not exact. The third difficulty is that the scope of finance and banking is regarded so large and learners have to select a suitable aspect in this field. Too much information may divert translation from a right way to supply readers a simple but exact and meaningful translation result.

Moreover, finance and banking is a quite new subject in Vietnam, so when this issue becomes compulsory, it brings certain challenges to lectures to teach and to students to study. The first problem which the author mentions is lack of materials. Maybe, this is the most serious problem because of its direct influence in result and experience in both studying and teaching. According to Mr. Phan Tri Dung-the director of Petech Technology and Science Corporation, ESP plays a very important role. If students do not know ESP, it means that they have no key to open new knowledge and victory.

ESP, specially ESP in finance and banking now does not meet the need of both teachers and students. When I decided to research into this theme, unfortunately and strangely, I have not found out available documents and textbooks at HPU's library yet. The second obstacle is that most of materials do not obey general sample. For instance, maritime sector use textbook of international maritime organization. For the fields which have no ESP material, teachers themselves have to compile documents to meet up the curriculum. The last difficulty belongs to objective conditions. Nowadays, most of lecturers who are teaching ESP come from Foreign Department because training teachers of ESP is really a big difficulty. Above I have just mentioned three challenges of studying and teaching ESP, especially in finance and banking.

Finally, the author hopes that translation of finance and banking can be better in the future and she would like to contribute some tips for a better translation as follows:

## **2. Some tips for a better translation.**

The first tip is that students should read more materials, documents and newspapers both in English and in Vietnamese so that they have a good equivalence in translating.

The second solution is that learners may collect information on Internet or search webs. Because Internet is a useful source for studying, it is possible to find out necessary reference documents. Although Internet plays an important role in our work, it can provide us with some unbelievable information, we had better try to choose and select documents for studying.

The third tip, the researcher herself thinks, universities should arrange suitable period for ESP. In fact, time allowance for ESP is not enough to teach and learn it, so quality in both teaching and learning ESP is limited. The other factors such as cooperation between English teachers and subject teachers, university entrance-exam quality of students should be attended.

### 3. Some exercises and suggested answers

#### 3.1. Exercises.

*Exercise 1: Choose the correct answer to complete each sentence.*

1. Money in notes and coins is called .....  
a. cash                                      b. capital                                      c. reserves
2. Money borrowed from a bank is a .....  
a. deposit                                      b. funds                                      c. monies
3. The money earned for a week's manual work is called .....  
a. income                                      b. salary                                      c. wages
4. A rise in the general level of prices, and an increase in the money supply .....  
a. credit                                      b. inflation                                      c. price
5. The cost of a goods or service to the consumer .....  
a. price                                      b. credit                                      c. inflation
6. The price at which one currency can be exchanged for another one .....  
a. exchange rate                                      b. interest rate                                      c. bond
7. The stock of money (cash and liquid resources required by a business to continue producing or trading) is .....  
a. capital ratio                                      b. working capital                                      c. capital gains tax
8. On the balance sheet, money on business owes to supplies for purchase made on credit is .....  
a. bank account                                      b. profit and loss                                      c. account payable
9. An arrangement with a bank to deposit and withdraw money, settle bills, etc is called .....  
a. bank account                                      b. cost accounting                                      c. deposit account
10. Bank account which pays no or little interest, but allows the holder to withdraw his or her cash with no restriction .....  
a. numbered account                                      b. current account                                      c. account

**Exercise 2: Now complete the following sentence with words from the box.**

capital	velocity	account	currencies	tight money
human capital		accounting equation	accounting method	
managerial accounting		accounting procedures		

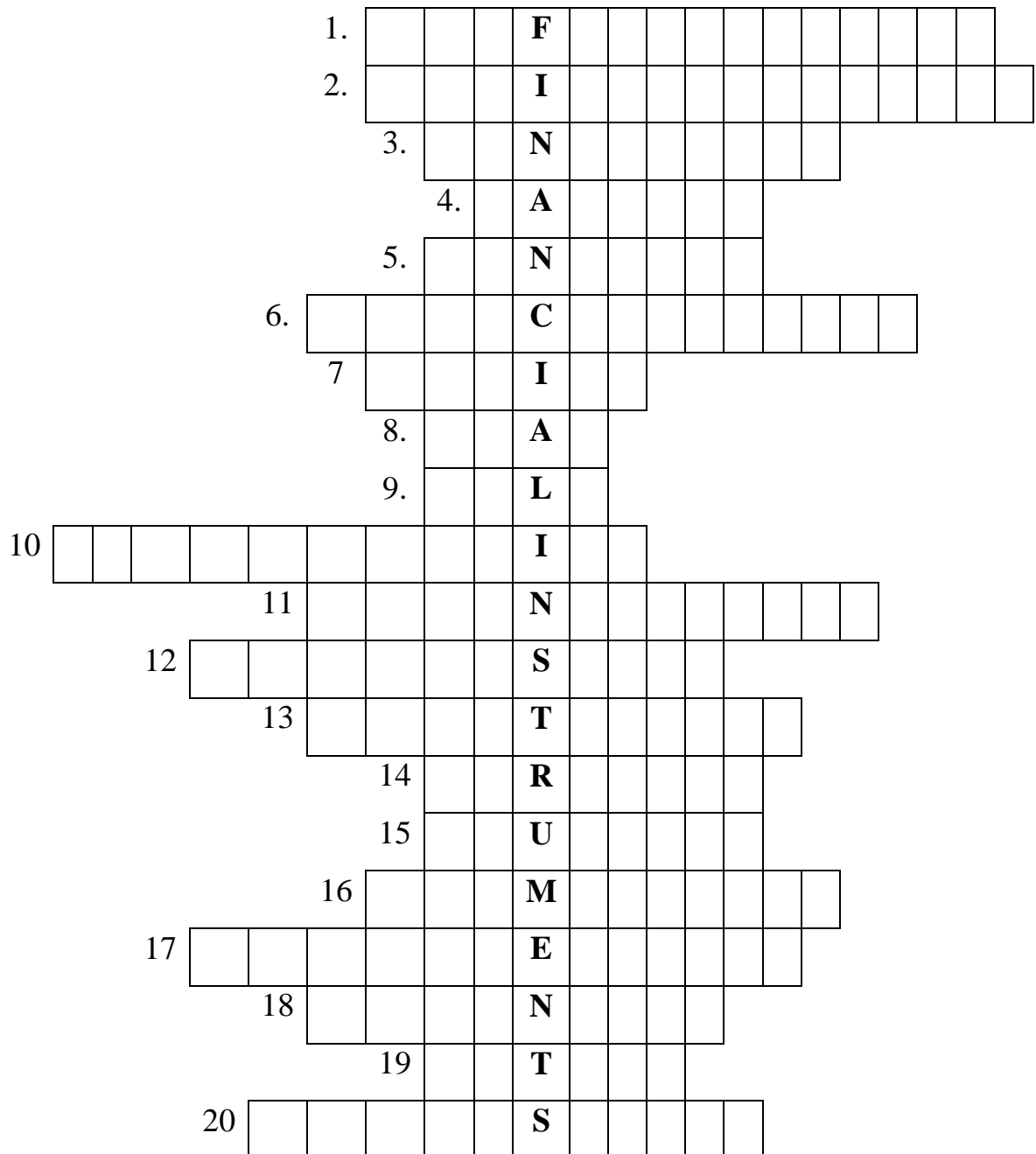
1. The dollar, the mark and the yen are called .....
2. The money needed to start a company is called .....
3. The speed at which something moves in a particular direction is .....
4. .... is expensive money, when interest rates are high and loans are hard to obtain
5. The basic ..... is  $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$ .
6. The role of ..... is to provide figures and statements that will aid decision-making.
7. Another name for labour (especially, the skills and abilities of trained or educated workers) is called .....
8. .... is a statement of money paid or owed; an arrangement with a firm that allows credit for payments.
9. Companies can choose from a variety of ....., but they are not allowed to change them too often.
10. Auditors are supposed to make sure that companies follow their started.....

**Exercise 3: Add the words and expressions that complete the following sentences to the wordbox.**

1. A (10,5) receives a dividend before the other classes of share.
2. An (8,8) is one issued by a fairly new or small company, sold on a smaller stock exchange with fewer regulations than the big stock exchange.
3. A (5,5) is one of three names for new shares distributed to shareholders instead of a dividend.
4. A (7) is sometimes issued with a bond, giving the holder the right to buy the same company's shares at a certain price.
5. A (4,4) is one that is considered risky, but which pays a high rate of

interest.

6. A (4,6,4) pays no interest, but instead is issued at a discount (and of course redeemed at 100%).
7. An (6) gives the right to buy or sell an asset at a certain price on a certain date.
8. A (4) is the exchange of one security; currency, etc, for another.
9. A (4) is a bond issued by the British government.
10. A (8,4) is a short-term security issued by the Bank of England to regulate the money supply.
11. An (8,5) is the most common type of equity.
12. A (6,5) is one whose owner is not registered with the issuing company.
13. A (6,5) is one whose market price is expected to rise in the future.
14. A (8) is a loan to buy property, with the property (house, apartment, etc.) serving as a guarantee for the loan.
15. A (4,4) is a security in a large, safe, profitable company.
16. (6,5) is the American equivalence of ordinary shares in Britain.
17. A (8,5) does not receive any dividend payment until after other categories of shares have received theirs.
18. A (9) is a bond issued by a company and secured by a company's assets.
19. A (6) is a contract to deliver a commodity, security, currency, etc. at a pre-arranged date, with the price fixed when the contract is made.
20. A (6,5) consists of new shares offered at below their nominal value to existing shareholders.



**Exercise 4: Match these sentences halves.**

- |                            |  |
|----------------------------|--|
| 1. Profit and loss account | a. measures liquidity-i.e.having enough cash to meet short-term obligations.                               |
| 2. Balance sheet           | b. shows revenue and expenditure.  |
| 3. Current ratio           | c. shows the amount of works and sales per employee.   |
| 4. Profit margin           | d. compares the amount of debt to the firm's own capital highly-g geared company is one that a lot of debt |



5. Productivity **e.** shows the financial situation of the company on a particular date, generally the last day of its financial year.
6. PER **f.** arisen.
7. Debt ratio **g.** shows profit compared to shareholder's capital.
8. Return on equity **h.** reflects the market's opinion of a company revenue, earnings and dividend.
9. A cash-flow crisis has **i.** is to go up and down, rise and fall.
10. Fluctuate **k.** is the percentage difference between sale income and the cost of the sale.

1		2		3		4		5		6		7		8		9		10	
---	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--	----	--

***Exercise 5: Which are following sentences TRUE or FALSE (T or F)?***

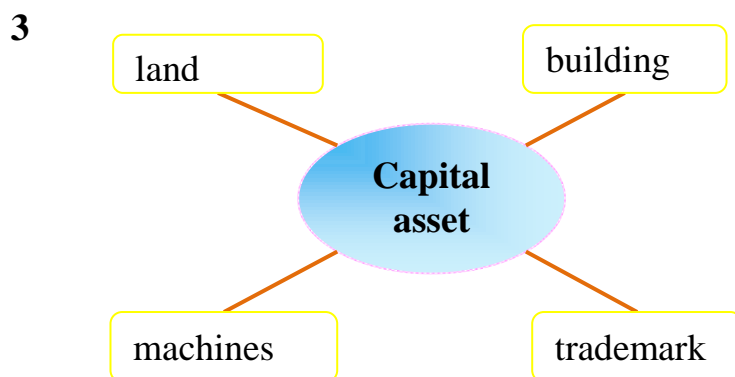
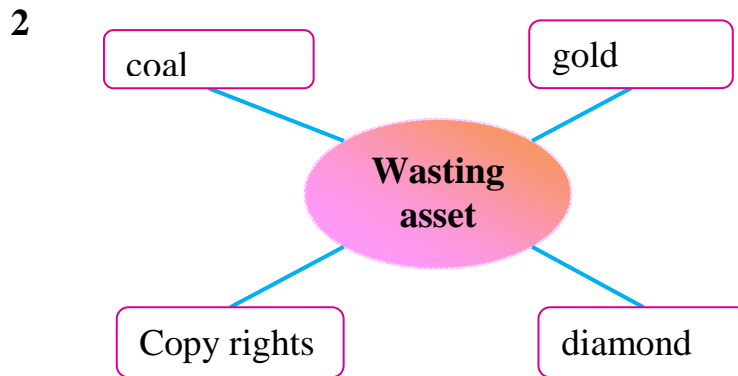
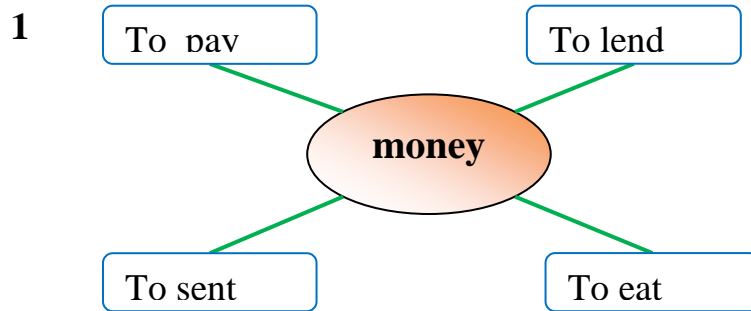
1. Like other business, bank try to make profits. **T/F**
2. The banks make money by borrowing money, especially to company customers who need large sums. **T/F**
3. Central bank supervises the banking system. **T/F**
4. Universal bank is business that trade in money. **T/F**
5. In the USA, merchant banks specialize in raising funds for industry on the various financial markets, financing international trade, issuing and underwriting securities, dealing with takeovers and mergers, issuing government bonds, and so on. **T/F**
6. Banknote is a piece of paper money, issued by a (central) bank. **T/F**
7. Deposit account is bank account that pays no or little interest, but allows the holder to withdraw his or her cash with no restriction. **T/F**
8. Banker's draft is a document guaranteeing payment by a bank **T/F**

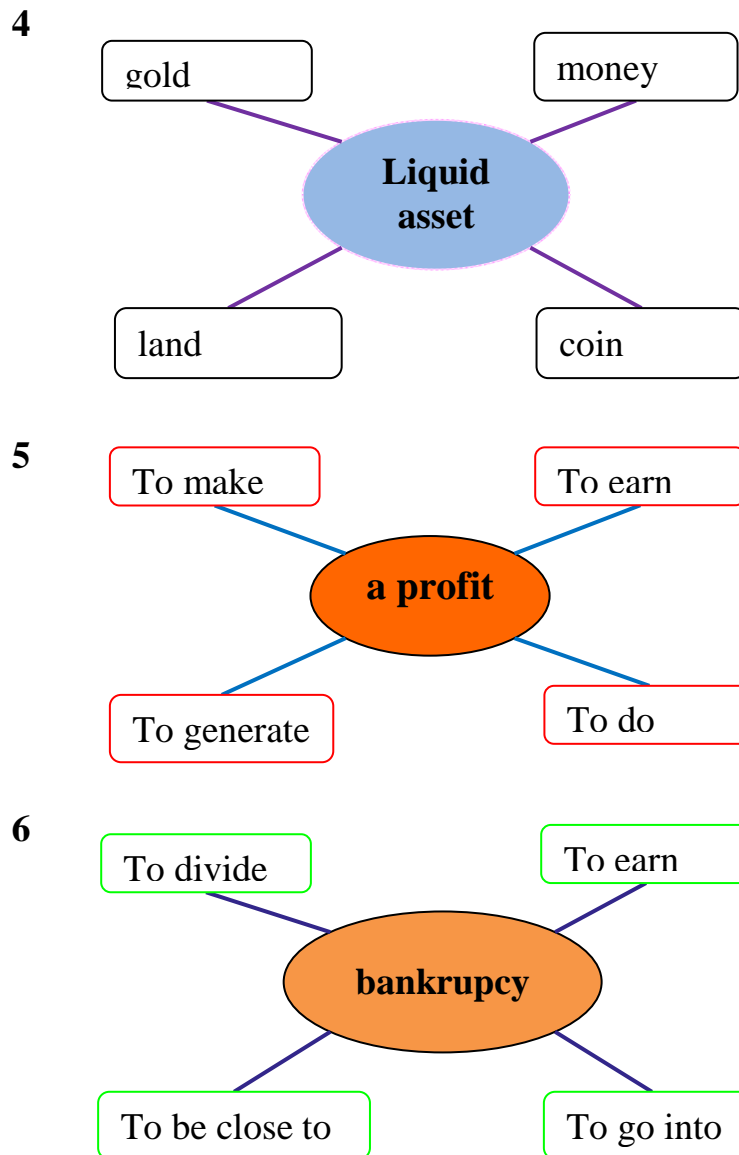
(often used instead of cheques to pay bills in foreign currencies).

9. Foreign exchange is currency of countries other than one's own. **T/F**

10. Credit card is a plastic card issued by the government that guarantees payment for goods or services purchased by the cardholders, who pays back the bank at a later date. **T/F**

**Exercise 6: Cross out the word which does not normally go with the key word**





**Exercise 7: Put the missing letters to make equivalent words in British or American English.**

No	British English	American English
1	Cre__t__s	Accounts p__ab__
2	D__t_r_	Ac__unts r_cei__ble
3	Overh__ds	Overhead
4	Pro__t and loss account	Inc_me st__eme__
5	Sha_eho_de_	St_ck__ld__
6	Share p_e_ium	Pa_d-in s_rp__s

### 3.2. Suggested answers.

**Exercise 1:**

1. a    2. c    3.c    4.b    5.a    6.a    7.b    8.c    9.a    10.b

**Exercise 2:**

- 1.currencies                      2.capital                      3.velocity                      4.tight money
- 5.accounting equation                      6.managerial accounting
- 7. human capital                      8. Account
- 9.accounting method                      10.accounting procedures

**Exercise 3:**

- 1.preference share    2.unlisted security    3.bonus issue    4.warrant
- 5.junk bond    6.zero coupon bond    7.option    8.swap
- 9.gilt    10.treasury bill    11.ordinary share    12.bearer share
- 13.growth stock    14.mortgage    15.blue chip    16.common stock
- 17.deferred share    18.debenture    19.future    20.rights issue

**Exercise 4:**

1. b    2. e    3.a    4.k    5.c    6.h    7.d    8.g    9.f    10.i

**Exercise 5:**

1.T    2.F    3.T    4.F    5.F    6.T    7.F    8.T    9.T    10.F

**Exercise 6:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Exercise 7:**

No	British English	American English
1	Creditors	Accounts payable
2	Debtors	Accounts receivable
3	Overheads	Overhead
4	Profit and loss account	Income statement
5	Shareholder	Stockholder
6	Share premium	Paid-in surplus

## **PART III : CONCLUSION**

### ***1. Issues addressed in the study***

Due to limitation of timeframe and knowledge, the author can not cover all vocabularies in this theme, she introduced the basic terms only and presented them in chapter II. Below is detailed content of the study:

Part I - the author mentions *introduction* of the study.

Part II is the main section of this study named *development* consisting three chapters:

Chapter I includes theory which is relevant to content of the study. Accordingly, the author mentions theory of translation and ESP.

Chapter II is the major version of the study. In this part, the researcher grouped and then divided terms according to individual phenomenon so that it is easy for readers to understand.

Chapter III is implication of the study in which seven typical exercises are addressed.

The last part, part III is *conclusion* for the whole research.

### ***2. Suggestions for further study***

As mentioned above, this thesis limited itself to basic English-Vietnamese terms in finance and banking only. However, no one can deny that these terms are very important for further study, because these basic ESP ones themselves will contribute to help learners to improve other skills such as listening, speaking, reading, and writing. Therefore, the author suggests that learners should study more and more ESP in finance and banking, then carry out other study relating to this topic. The author hopes that the content of this study may be much improved in the future.

# British and American Terms

*The following are some of the more obvious and important differences in terminology between British and American English in the area of finance.*

<b>British</b>	<b>American</b>	<b>Vietnamese</b>
Annual General Meeting (AGM)	Annual Stockholders Meeting	Cuộc họp thường niên
Articles of Association	Bylaws	Điều lệ công ty
authorized share capital	authorized capital stock	Vốn cổ phần được phép phát hành
barometer stock	bellwether stock	Chứng khoán/ cổ phiếu phong vũ biểu
base rate	prime rate	Giá gốc
bonus or scrip or capitalization issue	stock dividend or stock split	Phát hành cổ phiếu
bridging loan	bridge loan	Khoản vay bắc cầu
building society	savings or loan association or “thrift”	Công ty nhà
cheque	check	Séc
company	corporation	Công ty
creditors	accounts payable	Tiền nợ
current account	checking account	TK vãng lai
debtors	accounts receivable	Khoản phải thu
gilts or gilt-edged stock	Treasury bonds	Công trái nhà nước
labour	labor	Nhân công
memorandum of association	Certificate of incorporation	Giấy chứng nhận thành lập công ty

merchant bank	investment bank	Ngân hàng thương mại
ordinary share	common stock	Cổ phiếu thường
overheads	overhead	Chi phí quản lí
profit and loss account	income statement	Báo cáo doanh thu
property	real estate	Bất động sản
quoted company	listed company	Công ty được yết giá
retail price index (RPI)	consumer price index (CPI)	Chỉ số giá bán lẻ
share	stock	Cổ phần/phiếu
share premium	paid-in surplus	Tiền bù (phát hành) cổ phiếu
shareholder	stockholder	Cổ đông
shareholder's equity	stockholder's equity	Vốn cổ đông
stock	inventory	Hàng tồn kho
trade union	labor union	Công đoàn
unit trusts	mutual funds	Các đơn vị tính thác
visible trade	merchandise trade	Mậu dịch hữu hình

# Currencies of the World

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This web page references all the currencies of the world. ISO-4217 currency codes are provided along with commonly used symbols. Clicking on the name of a currency redirects you to the corresponding Wikipedia entry. Last updated: May 1, 2008

Country	Currency	ISO-4217	Symbol
<b>A</b>			
Afghanistan	Afghan afghani	AFN	
Albania	Albanian lek	ALL	
Algeria	Algerian dinar	DZD	
American Samoa	see United States		
Andorra	see Spain and France		
Angola	Angolan kwanza	AOA	
Anguilla	East Caribbean dollar	XCD	EC\$
Antigua and Barbuda	East Caribbean dollar	XCD	EC\$
Argentina	Argentine peso	ARS	
Armenia	Armenian dram	AMD	
Aruba	Aruban florin	AWG	<i>f</i>
Australia	Australian dollar	AUD	\$
Austria	European euro	EUR	€
Azerbaijan	Azerbaijani manat	AZN	
<b>B</b>			
Bahamas	Bahamian dollar	BSD	B\$
Bahrain	Bahraini dinar	BHD	
Bangladesh	Bangladeshi taka	BDT	



Barbados	Barbadian dollar	BBD	Bds\$
Belarus	Belarusian ruble	BYR	Br
Belgium	European euro	EUR	€
Belize	Belize dollar	BZD	BZ\$
Benin	West African CFA franc	XOF	CFA
Bermuda	Bermudian dollar	BMD	BD\$
Bhutan	Bhutanese ngultrum	BTN	Nu.
Bolivia	Bolivian boliviano	BOB	Bs.
Bosnia-Herzegovina	Bosnia and Herzegovina konvertibilna marka	BAM	KM
Botswana	Botswana pula	BWP	P
Brazil	Brazilian real	BRL	R\$
British Indian Ocean Territory	see United Kingdom		
Brunei	Brunei dollar	BND	B\$
Bulgaria	Bulgarian lev	BGN	
Burkina Faso	West African CFA franc	XOF	CFA
Burma	see Myanmar		
Burundi	Burundi franc	BIF	FBu
<b>C</b>			
Cambodia	Cambodian riel	KHR	
Cameroon	Central African CFA franc	XAF	CFA
Canada	Canadian dollar	CAD	\$
Canton and Enderbury Islands	see Kiribati		
Cape Verde	Cape Verdean escudo	CVE	Esc

Cayman Islands	Cayman Islands dollar	KYD	KY\$
Central African Republic	Central African CFA franc	XAF	CFA
Chad	Central African CFA franc	XAF	CFA
Chile	Chilean peso	CLP	\$
China	Chinese renminbi	CNY	¥
Christmas Island	see Australia		
Cocos (Keeling) Islands	see Australia		
Colombia	Colombian peso	COP	Col\$
Comoros	Comorian franc	KMF	
Congo	Central African CFA franc	XAF	CFA
Congo, Democratic Republic	Congolese franc	CDF	F
Cook Islands	see New Zealand		
Costa Rica	Costa Rican colon	CRC	₡
Côte d'Ivoire	West African CFA franc	XOF	CFA
Croatia	Croatian kuna	HRK	kn
Cuba	Cuban peso	CUC	\$
Cyprus	European euro	EUR	€
Czech Republic	Czech koruna	CZK	Kč
<b>D</b>			
Denmark	Danish krone	DKK	Kr
Djibouti	Djiboutian franc	DJF	Fdj
Dominica	East Caribbean dollar	XCD	EC\$
Dominican Republic	Dominican peso	DOP	RD\$
Dronning Maud Land	see Norway		
<b>E</b>			
East Timor	see Timor-Leste		

Ecuador	uses the U.S. Dollar		
Egypt	Egyptian pound	EGP	£
El Salvador	uses the U.S. Dollar		
Equatorial Guinea	Central African CFA franc	GQE	CFA
Eritrea	Eritrean nakfa	ERN	Nfa
Estonia	Estonian kroon	EEK	KR
Ethiopia	Ethiopian birr	ETB	Br
<b>F</b>			
Faeroe Islands (Føroyar)	see Denmark		
Falkland Islands	Falkland Islands pound	FKP	£
Fiji	Fijian dollar	FJD	FJ\$
Finland	European euro	EUR	€
France	European euro	EUR	€
French Guiana	see France		
French Polynesia	CFP franc	XPF	F
<b>G</b>			
Gabon	Central African CFA franc	XAF	CFA
Gambia	Gambian dalasi	GMD	D
Georgia	Georgian lari	GEL	
Germany	European euro	EUR	€
Ghana	Ghanaian cedi	GHS	
Gibraltar	Gibraltar pound	GIP	£
Great Britain	see United Kingdom		
Greece	European euro	EUR	€
Greenland	see Denmark		
Grenada	East Caribbean dollar	XCD	EC\$

Guadeloupe	see France		
Guam	see United States		
Guatemala	Guatemalan quetzal	GTQ	Q
Guernsey	see United Kingdom		
Guinea-Bissau	West African CFA franc	XOF	CFA
Guinea	Guinean franc	GNF	FG
Guyana	Guyanese dollar	GYD	GY\$
<b>H</b>			
Haiti	Haitian gourde	HTG	G
Heard and McDonald Islands	see Australia		
Honduras	Honduran lempira	HNL	L
Hong Kong	Hong Kong dollar	HKD	HK\$
Hungary	Hungarian forint	HUF	Ft
<b>I</b>			
Iceland	Icelandic króna	ISK	kr
India	Indian rupee	INR	Rs
Indonesia	Indonesian rupiah	IDR	Rp
International Monetary Fund	Special Drawing Rights	XDR	SDR
Iran	Iranian rial	IRR	
Iraq	Iraqi dinar	IQD	
Ireland	European euro	EUR	€
Isle of Man	see United Kingdom		
Israel	Israeli new sheqel	ILS	
Italy	European euro	EUR	€
Ivory Coast	see Côte d'Ivoire		
<b>J</b>			

Jamaica	Jamaican dollar	JMD	J\$
Japan	Japanese yen	JPY	¥
Jersey	see United Kingdom		
Johnston Island	see United States		
Jordan	Jordanian dinar	JOD	
<b>K</b>			
Kampuchea	see Cambodia		
Kazakhstan	Kazakhstani tenge	KZT	T
Kenya	Kenyan shilling	KES	KSh
Kiribati	see Australia		
Korea, North	North Korean won	KPW	₩
Korea, South	South Korean won	KRW	₩
Kuwait	Kuwaiti dinar	KWD	
Kyrgyzstan	Kyrgyzstani som	KGS	
<b>L</b>			
Laos	Lao kip	LAK	₭
Latvia	Latvian lats	LVL	₹
Lebanon	Lebanese lira	LBP	
Lesotho	Lesotho loti	LSL	M
Liberia	Liberian dollar	LRD	L\$
Libya	Libyan dinar	LYD	LD
Liechtenstein	uses the Swiss Franc		
Lithuania	Lithuanian litas	LTL	Lt
Luxembourg	European euro	EUR	€
<b>M</b>			
Macau	Macanese pataca	MOP	P

Macedonia (Former Yug. Rep.)	Macedonian denar	MKD	
Madagascar	Malagasy ariary	MGA	FMG
Malawi	Malawian kwacha	MWK	MK
Malaysia	Malaysian ringgit	MYR	RM
Maldives	Maldivian rufiyaa	MVR	Rf
Mali	West African CFA franc	XOF	CFA
Malta	European Euro	EUR	€
Martinique	see France		
Mauritania	Mauritanian ouguiya	MRO	UM
Mauritius	Mauritian rupee	MUR	Rs
Mayotte	see France		
Micronesia	see United States		
Midway Islands	see United States		
Mexico	Mexican peso	MXN	\$
Moldova	Moldovan leu	MDL	
Monaco	see France		
Mongolia	Mongolian tugrik	MNT	₮
Montenegro	see Italy		
Montserrat	East Caribbean dollar	XCD	EC\$
Morocco	Moroccan dirham	MAD	
Mozambique	Mozambican metical	MZM	MTn
Myanmar	Myanma kyat	MMK	K
<b>N</b>			
Nauru	see Australia		
Namibia	Namibian dollar	NAD	N\$

Nepal	Nepalese rupee	NPR	NRs
Netherlands Antilles	Netherlands Antillean gulden	ANG	NA <i>f</i>
Netherlands	European euro	EUR	€
New Caledonia	CFP franc	XPF	F
New Zealand	New Zealand dollar	NZD	NZ\$
Nicaragua	Nicaraguan córdoba	NIO	C\$
Niger	West African CFA franc	XOF	CFA
Nigeria	Nigerian naira	NGN	<del>₦</del>
Niue	see New Zealand		
Norfolk Island	see Australia		
Northern Mariana Islands	see United States		
Norway	Norwegian krone	NOK	kr
<b>O</b>			
Oman	Omani rial	OMR	
<b>P</b>			
Pakistan	Pakistani rupee	PKR	Rs.
Palau	see United States		
Panama	Panamanian balboa	PAB	B./
Papua New Guinea	Papua New Guinean kina	PGK	K
Paraguay	Paraguayan guarani	PYG	
Peru	Peruvian nuevo sol	PEN	S/.
Philippines	Philippine peso	PHP	₱
Pitcairn Island	see New Zealand		
Poland	Polish zloty	PLN	
Portugal	European euro	EUR	€

Puerto Rico	see United States		
<b>Q</b>			
Qatar	Qatari riyal	QAR	QR
<b>R</b>			
Reunion	see France		
Romania	Romanian leu	RON	L
Russia	Russian ruble	RUB	R
Rwanda	Rwandan franc	RWF	RF
<b>S</b>			
Samoa (Western)	see Western Samoa		
Samoa (America)	see United States		
San Marino	see Italy		
São Tomé and Príncipe	São Tomé and Príncipe dobra	STD	Db
Saudi Arabia	Saudi riyal	SAR	SR
Sénégal	West African CFA franc	XOF	CFA
Serbia	Serbian dinar	RSD	din.
Seychelles	Seychellois rupee	SCR	SR
Sierra Leone	Sierra Leonean leone	LL	Le
Singapore	Singapore dollar	SGD	S\$
Slovakia	European euro	EUR	€
Slovenia	European euro	EUR	€
Solomon Islands	Solomon Islands dollar	SBD	SI\$
Somalia	Somali shilling	SOS	Sh.
South Africa	South African rand	ZAR	R
Spain	European euro	EUR	€



Sri Lanka	Sri Lankan rupee	LKR	Rs
St. Helena	Saint Helena pound	SHP	£
St. Kitts and Nevis	East Caribbean dollar	XCD	EC\$
St. Lucia	East Caribbean dollar	XCD	EC\$
St. Vincent and the Grenadines	East Caribbean dollar	XCD	EC\$
Sudan	Sudanese pound	SDG	
Suriname	Surinamese dollar	SRD	\$
Svalbard and Jan Mayen Islands	see Norway		
Swaziland	Swazi lilangeni	SZL	E
Sweden	Swedish krona	SEK	kr
Switzerland	Swiss franc	CHF	Fr.
Syria	Syrian pound	SYP	
<b>T</b>			
Tahiti	see French Polynesia		
Taiwan	New Taiwan dollar	TWD	NT\$
Tajikistan	Tajikistani somoni	TJS	
Tanzania	Tanzanian shilling	TZS	
Thailand	Thai baht	THB	฿
Timor-Leste	uses the U.S. Dollar		
Togo	West African CFA franc	XOF	CFA
Trinidad and Tobago	Trinidad and Tobago dollar	TTD	TT\$
Tunisia	Tunisian dinar	TND	DT
Turkey	Turkish new lira	TRY	YTL
Turkmenistan	Turkmen manat	TMT	m

Turks and Caicos Islands	see United States		
Tuvalu	see Australia		
<b>U</b>			
Uganda	Ugandan shilling	UGX	USh
Ukraine	Ukrainian hryvnia	UAH	
United Arab Emirates	UAE dirham	AED	
United Kingdom	British pound	GBP	£
United States of America	United States dollar	USD	US\$
Upper Volta	see Burkina Faso		
Uruguay	Uruguayan peso	UYU	\$U
Uzbekistan	Uzbekistani som	UZS	
<b>V</b>			
Vanuatu	Vanuatu vatu	VUV	VT
Vatican	see Italy		
Venezuela	Venezuelan bolivar	VEB	Bs
Vietnam	Vietnamese dong	VND	₫
Virgin Islands	see United States		
<b>W</b>			
Wake Island	see United States		
Wallis and Futuna Islands	CFP franc	XPF	F
Western Sahara	see Spain, Mauritania and Morocco		
Western Samoa	Samoan tala	WST	WS\$
<b>Y</b>			
Yemen	Yemeni rial	YER	
<b>Z</b>			
Zaire	see Congo, Democratic Republic		

Zambia	Zambian kwacha	ZMK	ZK
Zimbabwe	Zimbabwean dollar	ZWR	Z\$

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