

SHOW ME THE MONEY!



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I'm convinced that humour is an important element of language learning. We have lots of fun sections in this issue of **Skill Up!**, even though the topic is quite a serious one: **talking about money**. We start with an amusing illustration of basic, everyday money expressions (pages 4–5). If the image of our fraudster sticks in your mind, we hope the words will stick there, too.

If you like working with **visual memory aids**, turn to pages 10–11. On that double page, you can see clearly why you should always check your translations. When you're talking about financial matters, you don't want to use the wrong word. "**Credit**" is one of those words that you probably think is pretty easy to use — but it is in fact rather tricky. Turn to pages 12–13 to learn why.

In our **Word Bank** (pages 6–9), we present key financial terms, as well as the vocabulary you will need for talking about your personal finances.

Just remember, however, that not everyone likes to talk about money. If you're looking for a safe topic, go to our **Small Talk** section. You'll find useful weather vocabulary and idiomatic expressions on pages 20–21.

Don't forget to read the **Skill Up!** boxes for tips on remembering the vocabulary.

SKILL UP!

Try to spend at least ten minutes every day learning and reviewing new vocabulary. Why don't you set your alarm — on your computer, your watch or even your mobile phone — so you don't forget to study? Decide when you might have (or make) some extra time during the day and use it to learn business English expressions. Set your alarm now!

WWW.

SKILL UP! online

On our website, you'll find selected vocabulary from this guide in our **Word of the Day** section. To listen to the words, definitions and example sentences — and to download the mp3 file of each word — go to www.business-spotlight.de/skill-up



CHECKLIST: WHAT CAN YOU DO?

Below, you will find the contents of this issue of **Skill Up!** and a checklist of what you should be able to do with confidence after studying this guide. Ask yourself what you can really do. If you can't say yes to every statement, go back and spend more time on learning the relevant vocabulary. Don't forget to read our **Skill Up!** tips and to do the online exercises!

Contents	Page(s)	Checklist	Not yet	A little	Yes!
Picture This! Taking the money	4–5	I can use the correct words and expressions to talk about basic, everyday money matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Bank It's personal	6–7	I can use banking terms to talk about personal finances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It's just business	8–9	I can understand the vocabulary of financial statements and I can talk about company finances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
False Friends No financial mistakes	10–11	I can identify the false friends presented here — and use the correct translations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Focus Meanings of credit	12–13	I can use the common word partnerships with "credit" and understand the various meanings of "credit".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Just cash	14–15	I can confidently use the common word partnerships and expressions with "cash".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential Idioms Shoestrings and rope!	16–17	I can correctly use idiomatic expressions for talking about financial success and problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close Relations A profitable family	18–19	I can correctly use all members of the "profit" family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Talk Bit chilly, isn't it?	20–21	I can make small talk about the weather.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Profile Money and the weather	22	I can honestly say that I now feel more confident using the vocabulary in this guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preview	23				