

## Teaching Business English and ESP: Banking English

### **BANK PROFILES**

By Rosemary Richey

#### **Aim**

To practise and expand vocabulary and phrases associated with bank profile descriptions.

#### **Level**

Intermediate (groups)

#### **Pre-lesson**

This activity is suitable for any banking staff who would like to build confidence in describing their banks in English. This provides a useful lexical foundation for learning how to do presentations, meetings or negotiations as the participants progress to the Upper Intermediate level.

## YOUR BANK DESCRIPTION

Your manager has asked you to make presentations and to attend new customer meetings in English. You would like to prepare your basic bank descriptions.

1 Write sentences about your bank using these key words and phrases.

### Overview

institution  
leading  
worldwide  
(EU's) foremost  
operates

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### Organisation

headquarters  
comprise  
branches  
workforce  
head of bank: CEO or managing director

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### Services

offer  
include  
corporate banking  
private banking  
investment: shares, bonds, real estate  
pension funds  
interest making accounts/funds  
transactions

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2 With a partner make questions and answers using your description sentences. Add other information to his/her basic bank description.

## BANK PROFILES

### Teacher's Notes

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#### Procedure

- Find out from the learners how often they make presentations or go to meetings in their own language.
- Brainstorm about what points should be covered in a basic bank description. Make a list or web their answers on a flipchart or whiteboard.
- Distribute the worksheet. Compare their brainstorm ideas with the headings on the sheet.
- Review the headings and the language with the students. Ask the students to help each other with any new word or phrase. Monitor and help them directly if needed.
- Write an example on the board for each section. Ask the students if they know of another way to express your example. *BCF is a world wide bank. BCF is an international bank.*
- Students formulate sentences. They share and practise the formulations in a question/answer format with a partner. Help them start by giving one example.
- Wrap-up by learners sharing one example piece of information about their bank to the whole class.
- Depending on the time frame of the lesson, students can give a 1-2 minute mini-presentation about their bank description. Both you and the students can give language feedback.

#### Tips

- Download 2-3 examples of bank profiles for yourself from the Web. Review typical language for basic bank description. Add other relevant words or phrases to the worksheet headings.
- With banking services let the students add specific areas such as loans, credit cards, cash machine/point, etc. for either company or personal banking. Help them formulate these descriptions.
- Suggest to the learners to read websites, brochures, etc. from other banks to strengthen their English for company description.