

third edition

Dictionary of  
**Banking  
and Finance**

OVER 9,000 TERMS CLEARLY DEFINED

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Banking  
and Finance

third edition

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## **Preface to the first edition**

This dictionary provides a basic vocabulary of terms used in the fields of banking, investment, the Stock Exchange, and general finance. It covers both British and American usage.

The main words and phrases are defined in simple English, and many examples are given to show how the words may be used in context. In some cases, the definitions are expanded by explanatory comments. We also give quotations from newspapers and financial magazines from various parts of the world.

The supplements at the back of the book offer additional information.

## **Preface to the second edition**

The vocabulary of banking and finance, like that of so many modern disciplines, moves forward rapidly, and we have expanded and edited the text of the dictionary to keep pace with current changes. We have also made a further selection of recent quotations from newspapers and magazines.

At the same time, to make the dictionary more useful to students, we now give phonetic transcriptions for all the headwords.

## **Preface to the third edition**

The text and supplements have been thoroughly revised for this new edition and many new entries have been included to reflect recent changes in the field of banking and finance.

We are grateful to Stephen Curtis for his help with this edition. Thanks are also due to Katy McAdam, Joel Adams, Daisy Jackson, Sarah Luszkat, Jill Garner and Sandra Anderson for the excellent presentation of the text.

# Pronunciation Guide

The following symbols have been used to show the pronunciation of the main words in the dictionary.

Stress is indicated by a main stress mark ( ' ) and a secondary stress mark ( , ). Note that these are only guides, as the stress of the word changes according to its position in the sentence.

## *Vowels*

æ	back
ɑ:	harm
ɒ	stop
aɪ	type
aʊ	how
aɪə	hire
aʊə	hour
ɔ:	course
ɔɪ	annoy
e	head
eə	fair
eɪ	make
eʊ	go
ɜ:	word
i:	keep
i	happy
ə	about
ɪ	fit
ɪə	near
u	annual
u:	pool
ʊ	book
ʊə	tour
ʌ	shut

## *Consonants*

b	buck
d	dead
ð	other
dʒ	jump
f	fare
g	gold
h	head
j	yellow
k	cab
l	leave
m	mix
n	nil
ŋ	sing
p	print
r	rest
s	save
ʃ	shop
t	take
tʃ	change
θ	theft
v	value
w	work
x	loch
ʒ	measure
z	zone

# A

**A** /,sɪŋ(ə)l 'eɪ/, **AA** /,dʌb(ə)l 'eɪ/, **AAA** /,tɹɪp(ə)l 'eɪ/ *noun* letters that show how reliable a particular share, bond or company is considered to be ○ *These bonds have a AAA rating.*

'...the rating concern lowered its rating to single-A from double-A, and its senior debt rating to triple-B from single-A' [*Wall Street Journal*]

COMMENT: The AAA rating is given by Standard & Poor's or by Moody's, and indicates a very high level of reliability for a corporate or municipal bond in the US

**A1** /eɪ 'wɒn/ *adjective* □ **ship which is A1 at Lloyd's** a ship which is in the best possible condition according to Lloyd's Register

**AAD** *abbreviation* Arab accounting dinar

**ABA** *abbreviation* American Bankers Association

**abandonment** /ə'bændənmənt/ *noun* an act of giving up voluntarily something that you own, such as an option or the right to a property

**abatement** /ə'beɪtmənt/ *noun* an act of reducing

**ABA transit number** /,eɪ bi: eɪ 'trænzɪt ,nʌmbə/ *noun* a number allocated to an American financial institution, such as a bank (NOTE: The number appears on US cheques in the top right-hand corner, above the 'check routing symbol'.)

**ABI** *abbreviation* Association of British Insurers

**above par** /ə,bʌv 'pɑ: / *adjective* referring to a share with a market price higher than its par value

**above the line** /ə,bʌv ðə 'laɪn/ *adjective, adverb* **1.** COMPANIES forming part of normal income and expenditure before tax ○ *Exceptional items are noted above the line in company accounts.* **2.** relating to revenue items in a

government budget **3.** ADVERTISING relating to advertising for which payment is made (such as an ad in a magazine or a stand at a trade fair) and for which a commission is paid to an advertising agency. Compare **below the line**

**absolute** /'æbsəlu:t/ *adjective* complete or total

**absolute monopoly** /,æbsəlu:t mə'nɒpəli/ *noun* a situation where only one producer produces or only one supplier supplies something ○ *The company has an absolute monopoly of imports of French wine.* ○ *The supplier's absolute monopoly of the product meant that customers had to accept his terms.*

**absolute title** /,æbsəlu:t 'taɪt(ə)l/ *noun* a form of ownership of a piece of land in which the owner's right is guaranteed by being registered with the Land Registry (NOTE: Absolute title also exists to leasehold land, giving the proprietor a guaranteed valid lease.)

**absorb** /əb'zɔ:b/ *verb* to take in a small item so that it forms part of a larger one □ **overheads have absorbed all our profits** all our profits have gone in paying overhead expenses □ **to absorb a loss by a subsidiary** to include a subsidiary company's loss in the group accounts □ **a business which has been absorbed by a competitor** a small business which has been made part of a larger one

**absorption** /əb'zɔ:pʃən/ *noun* the process of making a smaller business part of a larger one, so that the smaller company in effect no longer exists

**absorption costing** /əb'zɔ:pʃən ,kɒstɪŋ/ *noun* a form of costing for a product that includes both the direct costs of production and the indirect overhead costs as well

**absorption rate** /əb'zɔ:pʃən reɪt/ *noun* a rate at which overhead costs are absorbed into each unit of production

**abstract** /'æbstrækt/ *noun* a short form of a report or document ○ *to make an abstract of the company accounts*

**a/c, acc** *abbreviation* account

**accelerate** /ək'seləreɪt/ *verb* **1.** to make something go faster **2.** to reduce the amount of time before a maturity date

**accelerated depreciation** /ək-seləreɪtɪd dɪpɪ:ʃɪ'eɪʃ(ə)n/ *noun* a system of depreciation which reduces the value of assets at a high rate in the early years to encourage companies, as a result of tax advantages, to invest in new equipment

COMMENT: This applied in the UK until 1984; until then companies could depreciate new equipment at 100% in the first year of purchase.

**acceleration** /ək'selə'reɪʃ(ə)n/ *noun* the act of making an unpaid balance or bond repayment become payable immediately

**accept** /ək'sept/ *verb* **1.** to take something which is being offered □ **to accept delivery of a shipment** to take goods into the warehouse officially when they are delivered **2.** to say 'yes' or to agree to something ○ *She accepted the offer of a job in Australia.* ○ *He accepted £2000 in lieu of notice.* ○ *60% of shareholders have accepted the offer.*

**acceptable** /ək'septəb(ə)l/ *adjective* which can be accepted ○ *Both parties found the offer acceptable.* ○ *The terms of the contract of employment are not acceptable to the candidate.* ○ *The offer is not acceptable to the shareholders.*

**acceptance** /ək'septəns/ *noun* **1.** the act of signing a bill of exchange to show that you agree to pay it □ **to present a bill for acceptance** to present a bill for payment by the person who has accepted it **2.** □ **acceptance of an offer** the act of agreeing to an offer □ **to give an offer a conditional acceptance** to accept an offer provided that specific things happen or that specific terms apply □ **we have their letter of acceptance** we have received a letter from them accepting the offer **3.** a bill which has been accepted **4.** the act of accepting

an offer of new shares for which you have applied

**acceptance credit** /ək'septəns ,kredɪt/ *noun* an arrangement of credit from a bank, where the bank accepts bills of exchange drawn on the bank by the debtor: the bank then discounts the bills and is responsible for paying them when they mature; the debtor owes the bank for the bills but these are covered by letters of credit

**acceptance sampling** /ək'septəns ,sɑ:mplɪŋ/ *noun* the process of testing a small sample of a batch to see if the whole batch is good enough to be accepted

**accepting house** /ək'septɪŋ 'haus/, **acceptance house** /ək'septəns 'haus/ *noun* a firm (usually a merchant bank) which accepts bills of exchange (i.e. promises to pay them) at a discount, in return for immediate payment to the issuer, in this case the Bank of England

**Accepting Houses Committee** /ək'septɪŋ ,haʊzɪz kə'mɪtɪ/ *noun* the main London merchant banks, which organise the lending of money with the Bank of England. They receive slightly better discount rates from the Bank.

**acceptor** /ək'septə/ *noun* a person who accepts a bill of exchange by signing it, thus making a commitment to pay it by a specified date

**access** /'ækses/ *noun* □ **to have access to something** to be able to obtain or reach something ○ *She has access to large amounts of venture capital.* ■ *verb* to call up data which is stored in a computer ○ *She accessed the address file on the computer.*

**Access** /'ækses/ a credit card system formerly operated by some British banks, part of the MasterCard network

**access fee** /'ækses fi:/ *noun* a fee charged to bank customers for using on-line services

**access time** /'ækses taɪm/ *noun* the time taken by a computer to find data stored in it

**accident insurance** /,æksɪd(ə)nt ɪn'ʃʊərəns/ *noun* insurance which will pay the insured person when an accident takes place

**accident policy** /,æksɪd(ə)nt 'pɒlɪsi/ *noun* an insurance contract

which provides a person with accident insurance

**accommodation** /ə,kɒmə'deɪf(ə)n/  
*noun* **1.** money lent for a short time **2.** □ **to reach an accommodation with creditors** to agree terms for settlement with creditors

**accommodation address** /ə-,kɒmə'deɪf(ə)n ə,dres/ *noun* an address used for receiving messages, but which is not the real address of the company

**accommodation bill** /ə,kɒmə-'deɪf(ə)n ,bɪl/ *noun* a bill of exchange where the person signing (the 'drawee') is helping another company (the 'drawer') to raise a loan

**accordance** /ə'kɔ:dns/ *noun* □ **in accordance with** in agreement or conformity with, as a result of what someone has said should be done ○ *In accordance with your instructions we have deposited the money in your current account.* ○ *I am submitting the claim for damages in accordance with the advice of our legal advisers.*

**accord and satisfaction** /ə,kɔ:d ən sətɪs'fækʃən/ *noun* the payment by a debtor of (part of) a debt

**accordingly** /ə'kɔ:dn̩li/ *adverb* in agreement with what has been decided ○ *We have received your letter and have altered the contract accordingly.*

**according to** /ə'kɔ:dn̩ tu:/ *preposition* **1.** in accordance with ○ *The computer was installed according to the manufacturer's instructions.* ○ *The shares were bought according to written instructions from the client.* **2.** as stated or shown by someone

'...the budget targets for employment and growth are within reach according to the latest figures' [Australian Financial Review]

**account** /ə'kaʊnt/ *noun* **1.** a record of financial transactions over a period of time, such as money paid, received, borrowed or owed ○ *Please send me your account or a detailed or an itemised account.* **2.** (in a shop) an arrangement which a customer has to buy goods and pay for them at a later date, usually the end of the month ○ *to have an account or a charge account or a credit account with Harrods* ○ *Put it on my account or charge it to my account.* ○ *They are one of our largest accounts.* □ **to open an**

**account** (of a customer) to ask a shop to supply goods which you will pay for at a later date □ **to open an account, to close an account** (of a shop) to start or to stop supplying a customer on credit □ **to settle an account** to pay all the money owed on an account □ **to stop an account** to stop supplying a customer until payment has been made for goods supplied **3.** □ **on account** as part of a total bill □ **to pay money on account** to pay to settle part of a bill □ **advance on account** money paid as a part payment **4.** a customer who does a large amount of business with a firm and has an account with it ○ *Smith Brothers is one of our largest accounts.* ○ *Our sales people call on their best accounts twice a month.* **5.** □ **to keep the accounts** to write each sum of money in the account book ○ *The bookkeeper's job is to enter all the money received in the accounts.* **6.** STOCK EXCHANGE a period during which shares are traded for credit, and at the end of which the shares bought must be paid for (NOTE: On the London Stock Exchange, there are twenty-four accounts during the year, each running usually for ten working days.) **7.** notice □ **to take account of inflation, to take inflation into account** to assume that there will be a specific percentage of inflation when making calculations ■ **verb** □ **to account for** to explain and record a money transaction ○ *to account for a loss or a discrepancy* ○ *The reps have to account for all their expenses to the sales manager.*

**account aggregation** /ə'kaʊnt ægre,geɪf(ə)n/ *noun* a service for on-line banking customers, which allows them to group various accounts, including credit card accounts, together

**accountancy** /ə'kaʊntənsi/ *noun* the work of an accountant ○ *They are studying accountancy or They are accountancy students.* (NOTE: The US term is **accounting** in this meaning.)

**accountant** /ə'kaʊntənt/ *noun* a person who keeps a company's accounts or deals with an individual person's tax affairs ○ *The chief accountant of a manufacturing group.* ○ *The accountant has shown that there is a sharp variance in our labour costs.* ○ *I send all my income tax queries to my accountant.*



**accountant's opinion** /ə-  
ˌkaʊntənts ə'pɪnjən/ *noun* a report of  
the audit of a company's books, carried  
out by a certified public accountant

**account book** /ə'kaʊnt bʊk/ *noun* a  
book with printed columns which is  
used to record sales and purchases

**account day** /ə'kaʊnt deɪ/ *noun* a  
day on which shares which have been  
bought must be paid for (usually a Mon-  
day ten days after the end of an ac-  
count). Also called **settlement day**

**account end** /ə'kaʊnt end/ *noun* the  
end of an accounting period

**account executive** /ə'kaʊnt ɪg-  
ˌzɛkjʊtɪv/ *noun* **1.** an employee who  
looks after customers or who is the link  
between customers and the company **2.**  
an employee of an organisation such  
as a bank, public relations firm or  
advertising agency who is responsible  
for looking after particular clients and  
handling their business with the  
organisation

**accounting** /ə'kaʊntɪŋ/ *noun* the  
work of recording money paid, re-  
ceived, borrowed or owed ○ *accounting  
methods* ○ *accounting procedures* ○ *an  
accounting machine* ○ *The auditors  
have introduced a new accounting  
system.*

'...applicants will be professionally qualified  
and have a degree in Commerce or Accounting'  
[*Australian Financial Review*]

**accounting period** /ə'kaʊntɪŋ  
ˌpɪəriəd/ *noun* a period of time at the  
end of which the firm's accounts are  
made up

**Accounting Standards Board** /ə-  
ˌkaʊntɪŋ 'stændədz bɔ:d/ *noun* a  
committee set up by British accounting  
institutions to monitor methods used in  
accounting

**account number** /ə'kaʊnt nʌmbə/  
*noun* a special number given to an  
account, either a bank account (in which  
case it appears on cheques) or a cus-  
tomer account

**account reconciliation** /ə'kaʊnt  
ˌrɛkən'saɪlmənt/ *noun* same as **bank  
reconciliation**

**accounts department** /ə'kaʊnts  
dɪˌpɑ:tmənt/ *noun* a department in a  
company which deals with money paid,  
received, borrowed or owed

**accounts manager** /ə'kaʊnts  
ˌmænɪdʒə/ *noun* the manager of an ac-  
counts department

**accounts payable** /ə'kaʊnts  
'peɪəb(ə)l/ *noun* money owed by a  
company

**accounts receivable** /ə'kaʊnts rɪ-  
'si:vəb(ə)l/ *noun* money owed to a  
company

**account statement** /ə'kaʊnt  
ˌsteɪtmənt/ *noun* a written document  
from a bank showing the balance of an  
account at the end of a period

**account trading** /ə'kaʊnt ˌtreɪdɪŋ/  
*noun* buying shares and selling the same  
shares during an account, which means  
that the dealer has only to pay the differ-  
ence between the price of the shares  
bought and the price obtained for them  
when they are sold

**accrete** /ə'kri:t/ *verb* to have some-  
thing added to it, especially (of a fund)  
to have interest added to it

**accretion** /ə'kri:ʃ(ə)n/ *noun* the pro-  
cess of adding interest to a fund over a  
period of time

**accrual** /ə'kru:əl/ *noun* **1.** the act of  
noting financial transactions when they  
take place, and not when payment is  
made **2.** a gradual increase by addition □  
**accrual of interest** the automatic addi-  
tion of interest to capital

**accruals basis** /ə'kru:əlz ˌbeɪsɪs/  
**accruals concept** /ə'kru:əlz  
ˌkɒnsept/ *noun* a method of preparing  
accounts in which revenues and costs  
are both reported during the period to  
which they refer and not during the pe-  
riod when payments are received or  
made

**accrue** /ə'kru:/ *verb* to increase and  
be due for payment at a later date ○ *In-  
terest accrues from the beginning of the  
month.*

**accrued dividend** /ə'kru:d ˌdɪvɪ-  
'dend/ *noun* a dividend earned since the  
last dividend was paid

**accrued interest** /ə'kru:d ɪ'ntrəst/  
*noun* interest which has been earned by  
an interest-bearing investment ○ *Ac-  
crued interest is added quarterly.*

**acct** *abbreviation* account

**accumulate** /ə'kju:mjʊleɪt/ *verb* to  
grow in quantity by being added to, or to  
get more of something over a period of

time ○ *We allow dividends to accumulate in the fund.*

**accumulated depreciation** /əˌkju:mjələtɪd dɪˌprɪ:fɪ'eɪʃ(ə)n/ *noun* the total amount by which an asset has been depreciated since it was purchased

**accumulated profit** /əˌkju:mjələtɪd 'prɒfɪt/ *noun* a profit which is not paid as dividend but is taken over into the accounts of the following year

**accumulated reserves** /əˌkju:mjələtɪd rɪ'zɜ:vz/ *plural noun* reserves which a company has put aside over a period of years

**accumulation** /əˌkju:mjə'leɪʃ(ə)n/ *noun* the process of growing larger by being added to, or of getting more and more of something

**accumulation unit** /əˌkju:mjə'leɪʃ(ə)n ˌju:nɪt/ *noun* a type of unit in a unit trust, which produces dividends which are used to form more units (as opposed to an income unit, which produces dividends which the investor receives as income)

**ACD** *abbreviation* authorized corporate director

**ACH** *abbreviation* US automated clearing house

**achieve** /ə'tʃi:v/ *verb* to succeed in doing something, to do something successfully ○ *The company has achieved great success in the Far East.* ○ *We achieved all our objectives in 2001.*

'...the company expects to move to profits of FFr 2m next year and achieve equally rapid growth in following years' [*Financial Times*]

**acid test ratio** /'æɪsɪd 'test 'reɪʃɪəʊ/ *noun* same as **liquidity ratio**

**ACP state** *noun* an African, Caribbean and Pacific state which is linked to the European Community through the Lomé Convention (1985)

**acquire** /ə'kwɪə/ *verb* to buy ○ *to acquire a company* ○ *We have acquired a new office building in the centre of town.*

**acquirer** /ə'kwɪərə/ *noun* a person or company which buys something

**acquisition** /ˌækwɪ'zɪʃ(ə)n/ *noun* something bought ○ *The chocolate factory is our latest acquisition.* ○ *The company has a record of making profit-*

*able acquisitions of traders in the retail sector.*

**acquisition accounting** /ˌækwɪ'zɪʃ(ə)n əˌkaʊntɪŋ/ *noun* a full consolidation, where the assets of a subsidiary company which has been purchased are included in the parent company's balance sheet, and the premium paid for the goodwill is written off against the year's earnings

**across-the-board** /əˌkrɒs ðə 'bɔ:d/ *adjective* applying to everything or everyone ○ *an across-the-board price increase* or *wage increase*

**across-the-board tariff increase** /əˌkrɒs ðɪ: bɔ:d 'tærɪf ˌɪnkrɪs/ *noun* an increase in duty which applies to a whole range of items

**act** /ækt/ *noun* a law passed by parliament which must be obeyed by the people ■ *verb* **1.** to work ○ *He has agreed to act as an agent for an American company.* ○ *The solicitor is acting for us or on our behalf.* **2.** to do something ○ *The board will have to act quickly if the company's losses are going to be reduced.* □ **to act on something** to do what you have been asked to do by someone ○ *to act on a letter* ○ *The lawyers are acting on our instructions.*

**ACT** *abbreviation* Advance Corporation Tax

**action** /'æksjən/ *noun **1.** a thing which has been done □ **to take action** to do something ○ *You must take action if you want to stop people cheating you.* **2.** □ **to take industrial action** to do something (usually to go on strike) to show that you are not happy with conditions at work **3.** a case in a law court where a person or company sues another person or company □ **to take legal action** to sue someone ○ *an action for libel* or *a libel action* ○ *an action for damages* ○ *She brought an action for wrongful dismissal against her former employer.**

**active** /'æktɪv/ *adjective* involving many transactions or activities ○ *an active demand for oil shares* ○ *an active day on the Stock Exchange* ○ *Computer shares are very active.*

**active account** /'æktɪv əˌkaʊnt/ *noun* an account, such as a bank account or investment account, which is used (i.e. money is deposited and withdrawn) frequently

**active partner** /,æktɪv 'pɑ:tnə/ *noun* a partner who works in a company that is a partnership

**activity** /æk'tɪvɪti/ *noun* the fact of being active or busy ○ a low level of business activity ○ *There was a lot of activity on the Stock Exchange.* □

**monthly activity report** a report by a department on what has been done during the past month

'...preliminary indications of the level of business investment and activity during the March quarter will provide a good picture of economic activity in the year' [Australian Financial Review]

**activity chart** /æk'tɪvɪti tʃɑ:t/ *noun* a plan showing work which has been done, made so that it can be compared to a previous plan showing how much work should be done

**act of God** /,ækt əv 'gɒd/ *noun* something you do not expect to happen, and which cannot be avoided, such as a storm or a flood (NOTE: Acts of God are not usually covered by insurance policies.)

**actual** *adjective* /'æktʃuəl/ real or correct ○ *What is the actual cost of one unit?* ○ *The actual figures for directors' expenses are not shown to the shareholders.* ■ *noun* a physical commodity which is ready for delivery (as opposed to futures)

**actual price** /,æktʃuəl 'praɪs/ *noun* a price for a commodity which is for immediate delivery

**actuals** /'æktʃuəlz/ *plural noun* real figures ○ *These figures are the actuals for last year.*

**actuarial** /,æktʃu'eəriəl/ *adjective* calculated by an actuary ○ *The premiums are worked out according to actuarial calculations.*

**actuarial tables** /,æktʃu,eəriəl 'teɪb(ə)lz/ *noun* lists showing how long people of certain ages are likely to live, used to calculate life assurance premiums and annuities

**actuary** /'æktʃuəri/ *noun* a person employed by an insurance company or other organisation to calculate the risk involved in an insurance, and therefore the premiums payable by people taking out insurance

COMMENT: In the UK, actuaries are qualified after passing the examinations of the Institute of Actuaries.

**ACU** *abbreviation* Asian Currency Unit

**adaptable** /ə'dæptəb(ə)l/ *adjective* able to change or be changed

**adaptation** /,ædæp'teɪʃ(ə)n/ *noun* the process of changing something, or of being changed, to fit new conditions ○ *adaptation to new surroundings*

**ADB** *abbreviation* 1. African Development Bank 2. Asian Development Bank

**add** /æd/ *verb* to put figures together to make a total ○ *If you add the interest to the capital you will get quite a large sum.* ○ *Interest is added monthly.*

**added value** /,ædɪd 'vælju:/ *noun* an amount added to the value of a product or service, equal to the difference between its cost and the amount received when it is sold. Wages, taxes, etc. are deducted from the added value to give the profit. ▶ **Value Added Tax**

**adding machine** /'ædɪŋ məʃi:n/ *noun* a machine which adds numbers

**addition** /ə'dɪʃ(ə)n/ *noun* an act of putting numbers together ○ *You don't need a calculator to do simple addition.*

**additional** /ə'dɪʃ(ə)nəl/ *adjective* extra which is added ○ *additional costs* ○ *They sent us a list of additional charges.* ○ *Some additional clauses were added to the contract.* ○ *Additional duty will have to be paid.*

**additional borrowing** /ə-,dɪʃ(ə)n(ə)l 'bɒrəʊɪŋ/ *noun* extra borrowing in addition to money already borrowed

**additional premium** /ə,dɪʃ(ə)nəl 'pri:mɪəm/ *noun* a payment made to cover extra items in an existing insurance

**additional voluntary contributions** /ə,dɪʃ(ə)n(ə)l ,vɒlənt(ə)ri kɒntrɪ'bju:ʃ(ə)nz/ *plural noun* extra payments made voluntarily by an employee to a pension scheme (on top of the normal contributions, up to a maximum of 15% of gross earnings). Abbreviation **AVCs**

**address** /ə'dres/ *noun* the details of number, street and town where an office is located or a person lives ○ *My business address and phone number are printed on the card.* ■ *verb* 1. to write

the details of an address on an envelope or package ○ *a letter addressed to the managing director* ○ *an incorrectly addressed package* ○ *Please address your enquiries to the manager.* **2.** to say something to someone ○ *The chairman addressed the meeting.*

**addressee** /ædre'si:/ *noun* a person to whom a letter or package is addressed

**addressing machine** /ə'dresɪŋ mə-  
ʃi:n/ *noun* a machine which puts addresses on envelopes automatically

**address list** /ə'dres lɪst/ *noun* a list of names and addresses of people and companies

**add up** /,æd 'ʌp/ *verb* **1.** to put several figures together to make a total ○ *He made a mistake in adding up the column of figures.* □ **the figures do not add up** the total given is not correct **2.** to make sense ○ *The complaints in the letter just do not add up.*

**add up to** /,æd 'ʌp tu/ *verb* to make a total of ○ *The total expenditure adds up to more than £1,000.*

**adequacy** /'ædɪkwəsi/ *noun* the fact of being large enough or good enough for something

**adequate** /'ædɪkwət/ *adjective* large or good enough □ **to operate without adequate cover** to act without being completely protected by insurance

**adjudicate** /ə'dʒu:dɪkeɪt/ *verb* to give a judgement between two parties in law or to decide a legal problem ○ *to adjudicate a claim* ○ *to adjudicate in a dispute* □ **he was adjudicated bankrupt** he was declared legally bankrupt

**adjudication** /ə,dʒu:dɪ'keɪʃ(ə)n/ *noun* the act of giving a judgement or of deciding a legal problem

**adjudication of bankruptcy** /ə-  
dʒu:dɪkeɪʃ(ə)n əv 'bæŋkrʌptsi/ *noun* a legal order making someone bankrupt

**adjudication tribunal** /ə,dʒu:dɪ-  
'keɪʃ(ə)n trɪ'bju:n(ə)l/ *noun* a group which adjudicates in industrial disputes

**adjudicator** /ə'dʒu:dɪkeɪtə/ *noun* a person who gives a decision on a problem ○ *an adjudicator in an industrial dispute*

**adjust** /ə'dʒʌst/ *verb* to change something to fit new conditions ○ *Prices are adjusted for inflation.*

'...inflation-adjusted GNP moved up at a 1.3% annual rate' [*Fortune*]

'Saudi Arabia will no longer adjust its production to match short-term supply with demand' [*Economist*]

'...on a seasonally-adjusted basis, output of trucks, electric power, steel and paper decreased' [*Business Week*]

**adjustable** /ə'dʒʌstəb(ə)l/ *adjective* which can be adjusted

**adjustable peg** /ə'dʒʌstəb(ə)l peɡ/ *noun* a method of pegging one currency to another, which allows the exchange rate to be adjusted from time to time

**adjustable rate mortgage** /ə-  
dʒʌstəb(ə)l reɪt 'mɔ:ɡɪdʒ/ *noun* a mortgage where the interest rate changes according to the current market rates. Abbreviation **ARM**

**adjustable rate preferred stock** /ə,dʒʌstəb(ə)l reɪt prɪ'fɜ:d 'stɒk/ *noun* a preference shares on which dividends are paid in line with the interest rate on Treasury bills. Abbreviation **ARPS**

**adjusted balance** /ə,dʒʌstɪd  
'bæləns/ *noun* a balance in a bank account which is adjusted to take account of debits and credits during a period. This balance can then be used as a basis for calculating bank charges.

**adjusted gross income** /ə,dʒʌstɪd  
grəʊs 'ɪŋkʌm/ *noun* **US** a person's total annual income less expenses, pension contributions, capital losses, etc., used as a basis to calculate federal income tax. Abbreviation **AGI**

**adjuster** /ə'dʒʌstə/ *noun* a person who calculates losses for an insurance company

**adjustment** /ə'dʒʌstmənt/ *noun* **1.** the act of adjusting ○ *to make an adjustment to salaries* ○ *an adjustment of prices to take account of rising costs* **2.** a slight change ○ *Details of tax adjustments are set out in the enclosed document.* **3.** an entry in accounts which does not represent a receipt or payment, but which is made to make the accounts correct **4.** a change in the exchange rates, made to correct a balance of payment deficit

**adjustment credit** /ə'dʒʌstmənt  
'kredit/ *noun* a short-term loan from the Federal Reserve to a commercial bank

**adjustment trigger** /ə'dʒʌstmənt ,trɪgə/ *noun* a factor such as a certain level of inflation which triggers an adjustment in exchange rates

**adjustor** /ə'dʒʌstə/ *noun* same as **adjuster**

**administer** /əd'mɪnɪstə/ *verb* to organise, manage or direct the whole of an organisation or part of one ○ *She administers a large pension fund.* ○ *It will be the HR manager's job to administer the induction programme.*

**administered price** /əd'mɪnɪstəd praɪs/ *noun* US a price fixed by a manufacturer which cannot be varied by a retailer (NOTE: The UK term is **resale price maintenance**.)

**administration** /əd,mɪnɪ'strɛɪʃ(ə)n/ *noun* **1.** the action of organising, controlling or managing a company **2.** a person or group of people who manage or direct an organisation ○ *It is up to the administration to solve the problem, not the government.* **3.** an appointment by a court of a person to manage the affairs of a company

**administration costs** /əd,mɪnɪ'strɛɪʃ(ə)n ,kɒsts/, **administration expenses** /əd,mɪnɪ'strɛɪʃ(ə)n ɪk-,spensɪz/ *plural noun* the costs of management, not including production, marketing or distribution costs

**administration order** /əd,mɪnɪ'strɛɪʃ(ə)n ,ɔ:də/ *noun* **1.** an order by a court, by which a debtor repays his debts in instalments **2.** an order by a court to appoint an administrator for a company

**administrative receiver** /əd-,mɪnɪstrətɪv rɪ'sɪvə/ *noun* a person appointed by a court to administer the affairs of a company

**administrator** /əd'mɪnɪstreɪtə/ *noun* **1.** a person who directs the work of other employees in a business ○ *After several years as a college teacher, she hopes to become an administrator.* **2.** a person appointed by a court to manage the affairs of someone who dies without leaving a will

**admission charge** /əd'mɪʃ(ə)n tʃɑ:dʒ/ *noun* the price to be paid before going into an area or building, e.g. to see an exhibition

**ADR** *abbreviation* American Depository Receipt

**ad valorem** /əd və'lɔ:rəm/ *adjective* from a Latin phrase meaning 'according to value', showing that a tax is calculated according to the value of the goods taxed ○ *ad valorem duty* ○ *ad valorem tax*

COMMENT: Most taxes are 'ad valorem'.

For example VAT is calculated as a percentage of the charge made, and income tax is a percentage of income earned.

**ad valorem duty** /,æd və'lɔ:rəm ,dʒu:ti/ *noun* the duty calculated on the sales value of the goods

**ad valorem tax** /,æd və'lɔ:rəm tæks/ *noun* tax calculated according to the value of the goods taxed

**advance** /əd'vɑ:ns/ *noun* **1.** money paid as a loan or as a part of a payment to be made later ○ *She asked if she could have a cash advance.* ○ *We paid her an advance on account.* **2.** an increase **3.** □ **in advance** early, before something happens ○ *freight payable in advance* ○ *prices fixed in advance* ■ **adjective** early, or taking place before something else happens ○ *advance payment* ○ *Advance holiday bookings are up on last year.* ○ *You must give seven days' advance notice of withdrawals from the account.* ■ **verb** **1.** to lend ○ *The bank advanced him £100,000 against the security of his house.* **2.** to increase ○ *Prices generally advanced on the stock market.* **3.** to make something happen earlier ○ *The date of the AGM has been advanced to May 10th.* ○ *The meeting with the German distributors has been advanced from 11.00 to 09.30.*

**Advance Corporation Tax** /əd-,vɑ:ns ,kɔ:pə'reɪʃ(ə)n tæks/ *noun* a tax (abolished in 1999) which was paid by a company in advance of its main corporation tax payments. It was paid when dividends were paid to shareholders and was deducted from the main tax payment when that fell due. It appeared on the tax voucher attached to a dividend warrant. Abbreviation **ACT**

**adverse** /'ædvɜ:s/ *adjective* unfavourable □ **adverse balance of trade** a situation in which a country imports more than it exports □ **adverse trading conditions** bad conditions for trade

**adverse action** /,ædvɜ:s 'ækʃən/ *noun* a decision which has unfavourable consequences for employees ○ *The new*

*bonus system was considered adverse action by underachievers in the organisation.*

**advertising agency** /'ædvətəɪzɪŋ ˌeɪdʒənsi/ *noun* an office which plans, designs and manages advertising for other companies

**advertising budget** /'ædvətəɪzɪŋ ˌbʌdʒɪt/ *noun* money planned for spending on advertising ○ *Our advertising budget has been increased.*

**advice** /əd'vaɪs/ *noun* an opinion as to what action to take ○ *The accountant's advice was to send the documents to the police.* □ **to take legal advice** to ask a lawyer to say what should be done ◇ **as per advice 1.** according to what is written on the advice note **2.** advising that a bill of exchange has been drawn

**advise** /əd'vaɪz/ *verb* **1.** to tell someone what has happened ○ *We have been advised that the shipment will arrive next week.* **2.** to suggest to someone what should be done ○ *The lawyer advised us to send the documents to the police.*

**advise against** /əd'vaɪz ə'genst/ *verb* to suggest that something should not be done ○ *The HR manager advised against dismissing the staff without notice.*

**adviser** /əd'vaɪzə/, **advisor** *noun* a person who suggests what should be done ○ *He is consulting the company's legal adviser.*

**advisory** /əd'vaɪz(ə)ri/ *adjective* as an adviser ○ *He is acting in an advisory capacity.*

**advisory board** /əd'vaɪz(ə)ri bɔ:d/ *noun* a group of advisors

**advisory funds** /əd'vaɪz(ə)ri fʌndz/ *plural noun* funds placed with a financial institution to invest on behalf of a client, the institution investing them at its own discretion

**AER** *abbreviation* Annual Equivalent Rate

**AEX** *abbreviation* Amsterdam Stock Exchange

**AFBD** *abbreviation* Association of Futures Brokers and Dealers

**Affärsvärlden General Index** *noun* an index of prices on the Stockholm Stock Exchange

**affect** /ə'fekt/ *verb* to cause some change in something, especially to have a bad effect on something ○ *The new government regulations do not affect us.*

**affiliate** /ə'fɪliət/ *noun* a company which partly owns another company, or is partly owned by the same holding company as another

**affiliated** /ə'fɪliətɪd/ *adjective* connected with or owned by another company ○ *Smiths Ltd is one of our affiliated companies.*

**affinity card** /ə'fɪnɪti kɑ:d/ *noun* a credit card where a percentage of each purchase made is given by the credit card company to a stated charity

**affluent** /ə'fluənt/ *adjective* rich ○ *Our more affluent clients prefer the luxury model.* □ **the affluent** rich people □ **the mass affluent** people with more than £50,000 in liquid assets

**affluent society** /ə'fluənt sə'saɪətɪ/ *noun* a type of society where most people are rich

**afford** /ə'fɔ:d/ *verb* to be able to pay for or buy something ○ *We could not afford the cost of two telephones.* ○ *The company cannot afford the time to train new staff.* (NOTE: Only used after **can**, **cannot**, **could**, **could not**, **able to**)

**afghani** /æf'gɑ:ni/ a unit of currency used in Afghanistan

**African Development Bank** /ɪ'æfrɪkən dɪ'veləpmənt/ *noun* a bank set up by African countries to provide long-term loans to help agricultural development and improvement of the infrastructure. Abbreviation **ADB** (NOTE: The bank now has non-African members.)

**afterdate** /'ɑ:ftədəɪt/ *noun* a bill of exchange payable at a date later than that on the bill

**aftermarket** /'ɑ:ftəmə:kɪt/ *noun* a market in new shares, which starts immediately after trading in the shares begins (i.e. a secondary market)

**after tax** /,ɑ:ftə 'tæks/ *adverb* after tax has been paid

**after-tax profit** /,ɑ:ftə 'tæks ˌprɒfɪt/ *noun* profit after tax has been deducted

**AG** *abbreviation* Aktiengesellschaft

**against** /ə'genst/ *preposition* **1.** in view of the fact that something else is owed or has been pledged ○ *Can I have*

*an advance against next month's salary?* ○ *The bank advanced him £10,000 against the security of his house.* **2.** compared with

'...investment can be written off against the marginal rate of tax' [*Investors Chronicle*]

**aged debtors analysis** /ˌeɪdʒd 'detəz əˌnæləsɪs/ **ageing schedule** /'eɪdʒɪŋ 'fedʒu:l/ **noun** a list which analyses a company's debtors, showing the number of days their payments are outstanding

COMMENT: An ageing schedule shows all the debtors of a company and lists (usually in descending order of age) all the debts that are outstanding. The debtors will be shown as: £X at 30 days, £Y at 60 days, £Z at 90 days, etc.

**agency** /'eɪdʒənsi/ **noun** **1.** an office or job of representing another company in an area ○ *They signed an agency agreement or an agency contract.* **2.** an office or business which arranges things for other companies **3.** *US* a security issued by a government agency, such as a Federal Home Loan Bank

**agency bank** /'eɪdʒənsi bæŋk/ **noun** a bank which does not accept deposits, but acts as an agent for another (usually foreign) bank

**agency bill** /'eɪdʒənsi bɪl/ **noun** a bill of exchange drawn on the local branch of a foreign bank

**agency broker** /'eɪdʒənsi ˌbrəʊkə/ **noun** a dealer who acts as the agent for an investor, buying and selling for a commission

**agent** /'eɪdʒənt/ **noun** **1.** a person who represents a company or another person in an area ○ *to be the agent for BMW cars* **2.** a person in charge of an agency ○ *an advertising agent* ○ *The estate agent sent me a list of properties for sale.* ○ *Our trip was organised through our local travel agent.* **3.** □ **(business)** **agent** *US* the chief local official of a trade union ○ *Management would only discuss the new payment scheme with agents officially representing the workers.*

**agent bank** /'eɪdʒənt bæŋk/ **noun** a bank which uses the credit card system set up by another bank

**agent de change** **noun** the French word for **stockbroker**

**agente de cambio y bolsa** **noun** the Spanish word for **stockbroker**

**agente di cambio** **noun** the Italian word for **stockbroker**

**agent's commission** /ˌeɪdʒənts kə'mɪʃ(ə)n/ **noun** money, often a percentage of sales, paid to an agent

**aggregate** /'ægrɪgət/ **adjective** total, with everything added together ○ *aggregate output*

**aggregate demand** /'ægrɪgət dɪ'mɑːnd/ **noun** total demand for goods and services from all sectors of the economy, such as individuals, companies and the government ○ *Economists are studying the recent fall in aggregate demand.* ○ *As incomes have risen, so has aggregate demand.*

**aggregate risk** /'ægrɪgət 'rɪsk/ **noun** the risk which a bank runs in lending to a customer

**aggregate supply** /'ægrɪgət sə'plɑɪ/ **noun** all goods and services on the market ○ *Is aggregate supply meeting aggregate demand?*

**AGI** **abbreviation** **1.** *US* adjusted gross income **2.** annual gross income

**agio** /'ædʒɪəʊ/ **noun** **1.** a charge made for changing money of one currency into another, or for changing banknotes into cash **2.** the difference between two values, such as between the interest charged on loans made by a bank and the interest paid by the bank on deposits, or the difference between the values of two currencies, or between a gold coin and paper currency of the same face value

**AGM** **abbreviation** Annual General Meeting

**agree** /ə'grɪː/ **verb** **1.** to decide and approve something together with another person or other people ○ *The figures were agreed between the two parties.* ○ *We have agreed the budgets for next year.* ○ *He has agreed your prices.* ○ *The terms of the contract are still to be agreed.* **2.** □ **to agree on something** to come to a decision that is acceptable to everyone about something ○ *We all agreed on the need for action.* **3.** □ **to agree to something** to say that you accept something that is suggested ○ *After some discussion he agreed to our plan.* □ **to agree to do something** to say that you will do something ○ *She agreed to*

be chairman. ○ *Will the finance director agree to resign?*

**agreed** /ə'grɪ:d/ *adjective* which has been accepted by everyone ○ *We pay an agreed amount each month.* ○ *The agreed terms of employment are laid down in the contract.*

**agreed price** /ə'grɪ:d praɪs/ *noun* a price which has been accepted by both the buyer and seller

**agreed takeover bid** /ə,grɪ:d 'teɪkəʊvə bɪd/ *noun* a takeover bid which is accepted by the target company and recommended by its directors to its shareholders

**agreement** /ə'grɪ:mənt/ *noun* a spoken or written contract between people or groups which explains how they will act ○ *a written agreement* ○ *an unwritten or verbal agreement* ○ *to draw up or to draft an agreement* ○ *to break an agreement* ○ *to sign an agreement* ○ *to reach an agreement or to come to an agreement on something* ○ *a collective wage agreement*

'...after three days of tough negotiations the company has reached agreement with its 1,200 unionized workers' [*Toronto Star*]

**agreement among underwriters** /ə,grɪ:mənt ə,mʌŋ 'ʌndəraɪtəz/ *noun* a document which forms a syndicate of underwriters, linking them to the issuer of a new share issue

**agree with** /ə'grɪ: wɪð/ *verb* **1.** to say that your opinions are the same as someone else's ○ *I agree with the chairman that the figures are lower than normal.* **2.** to be the same as ○ *The auditors' figures do not agree with those of the accounts department.*

**AICPA** *abbreviation* American Institute of Certified Public Accountants

**AIM** *abbreviation* alternative investment market

**AIMA** *abbreviation* Alternative Investment Management Association

**air carrier** /'eə ,kæriə/ *noun* a company which sends cargo or passengers by air

**air forwarding** /'eə ,fɔ:wədɪŋ/ *noun* the process of arranging for goods to be shipped by air

**air freight** /'eə freɪt/ *noun* the transportation of goods in aircraft, or goods

sent by air ○ *to send a shipment by air freight* ○ *Air freight tariffs are rising.*

**air freight charges** /'eə freɪt ,tʃɑ:dʒɪz/, **air freight rates** /'eə freɪt reɪts/ *plural noun* money charged for sending goods by air

**airmail** /'eəmeɪl/ *noun* a postal service which sends letters or parcels by air ○ *to send a package by airmail* ○ *Airmail charges have risen by 15%.* ■ *verb* to send letters or parcels by air ○ *We airmailed the document to New York.*

**airmail envelope** /'eəmeɪl ,envələʊp/ *noun* a very light envelope for sending airmail letters

**airmail sticker** /'eəmeɪl ,stɪkə/ *noun* a blue sticker with the words 'air mail', which can be stuck on an envelope or parcel to show that it is being sent by air

**airmail transfer** /'eəmeɪl ,trænsfɜ:/ *noun* an act of sending money from one bank to another by airmail

**airport tax** /'eəpɔ:t tæks/ *noun* a tax added to the price of an air ticket to cover the cost of running an airport

**Aktie** *noun* the German word for **share**

**Aktiengesellschaft** *noun* the German word for **public limited company**. Abbreviation **AG**

**alien corporation** /'eɪlɪən ,kɔ:pə-'reɪf(ə)n/ *noun* **US** a company which is incorporated in a foreign country

**all-in policy** /,ɔ:l ɪn 'pɒləsɪ/ *noun* an insurance policy which covers all risks

**all-in rate** /,ɔ:l ɪn 'reɪt/ *noun* **1.** a price which covers all the costs connected with a purchase, such as delivery, tax and insurance, as well as the cost of the goods themselves **2.** a wage which includes all extra payments, such as bonuses and merit pay

**allocate** /'æləkeɪt/ *verb* **1.** to provide a particular amount from a total sum of money for a particular purpose ○ *We allocate 10% of revenue to publicity.* ○ *\$2,500 was allocated to office furniture.* **2.** to divide something in various ways and share it out ○ *How are we going to allocate the available office space?*

**allocation** /,ælə'keɪf(ə)n/ *noun* the process of providing sums of money for particular purposes, or a sum provided for a purpose ○ *the allocation of funds to a project*



**allocation rate** /ælə'keɪʃ(ə)n reɪt/ *noun* the percentage of a payment that is actually invested in a fund after initial charges have been taken into account

**allonge** /æ'lɒŋz/ *noun* a piece of paper attached to a bill of exchange, so that more endorsements can be written on it

**All Ordinaries Index** /ɔ:l 'ɔ:d(ə)n(ə)rɪz ˌɪndeks/ *noun* the index of prices on the Australian Stock Exchange. Abbreviation **AO Index, AO**

**all or none** /ɔ:l ɔ: 'nʌn/ *noun* a buying order which stipulates that the whole order has to be bought at a certain price and no parts of the order can be executed separately. Abbreviation **AON**

**allot** /ə'lɒt/ *verb* to share out □ **to allot shares** to give a certain number of shares to people who have applied for them

**allotment** /ə'lɒtmənt/ *noun* **1.** the process of sharing out something, especially money between various departments, projects or people ○ *The allotment of funds to each project is the responsibility of the finance director.* **2.** the act of giving shares in a new company to people who have applied for them ○ *share allotment* ○ *payment in full on allotment*

**allow** /ə'laʊ/ *verb* **1.** to say that someone can do something ○ *Junior members of staff are not allowed to use the chairman's lift.* ○ *The company allows all members of staff to take six days' holiday at Christmas.* **2.** to give ○ *to allow 5% discount to members of staff* **3.** to agree to or accept legally ○ *to allow a claim or an appeal*

**allowable** /ə'laʊəb(ə)l/ *adjective* legally accepted

**allowable expenses** /ə'laʊəb(ə)l ɪk'spensɪz/ *plural noun* business expenses which can be claimed against tax

**allowance** /ə'laʊəns/ *noun* **1.** money which is given for a special reason ○ *a travel allowance* ○ *a travelling allowance* **2.** part of an income which is not taxed ○ *allowances against tax* or *tax allowances* ○ *personal allowances* **3.** money removed in the form of a discount ○ *an allowance for depreciation* ○ *an allowance for exchange loss*

...the compensation plan includes base, incentive and car allowance totalling \$50,000+ [Globe and Mail (Toronto)]

**allowance for bad debt** /ə'laʊəns fə bæd 'det/ *noun* provision made in a company's accounts for debts which may never be paid

**allow for** /ə'laʊ fɔ:/ *verb* **1.** to give a discount for something, or to add an extra sum to cover something ○ *to allow for money paid in advance* ○ *Add on an extra 10% to allow for postage and packing.* □ **delivery is not allowed for** delivery charges are not included **2.** to include something in your calculations □ **allow 28 days for delivery** calculate that delivery will take up to 28 days

**all-risks policy** /ɔ:l 'rɪks ˌpɒlɪsi/ *noun* an insurance policy which covers risks of any kind, with no exclusions

**All-Share Index** /ɔ:l 'ʃeə ˌɪndeks/ *noun* an index based on the market price of about 700 companies listed on the London Stock Exchange (NOTE: The full name is the **Financial Times Actuaries All-Share Index.**)

**alpha** /'ælfə/ *noun* **1.** an anticipated performance of a share, compared to the market in general **2.** a rate of return on a unit trust or mutual fund, compared with typical returns for that category of trust.

♦ **beta**

**alphabetical order** /ɪ'ælfəbetɪk(ə)l 'ɔ:də/ *noun* the arrangement of records (such as files and index cards) in the order of the letters of the alphabet (A, B, C, D, etc.)

**alpha shares** /'ælfə ʃeəz/, **alpha securities** /'ælfə sɪ,kjuəɪtɪz/, **alpha stocks** /'ælfə stɒks/ *plural noun* shares in the main companies listed on the London Stock Exchange (about 130 companies, whose shares are frequently traded, normally in parcels of 1000 shares) (NOTE: Transactions in alpha stocks are listed on SEAQ.)

**alternate account** /ɔ:l'tɜ:ntət ə-'kaʊnt/ *noun* a bank account where the several signatories can each sign cheques without asking another to validate their signature

**alternative** /ɔ:l'tɜ:nətɪv/ *adjective* other, which can take the place of something □ **to find someone alternative employment** to find someone another job

**Alternative Investment Market**

/ɔ:l,lɜ:nə'tɪv ɪn'vestmənt ,mɑ:kɪt/  
*noun* a London stock market, regulated by the London Stock Exchange, dealing in shares in smaller companies which are not listed on the main London Stock Exchange. Abbreviation **AIM** (NOTE: The **AIM** is a way in which smaller companies can sell shares to the investing public without going to the expense of obtaining a full share listing.)

**Alternative Minimum Tax** /ɔ:l,lɜ:nə'tɪv ,mɪnɪməm 'tæks/ *noun* US a federal tax on certain capital gains and other income above normal taxable income. Abbreviation **AMT**

**alternative order** /ɔ:l'tɜ:nə'tɪv ,ɔ:də/ *noun* an order to do one of two things (such as buy or sell stock at certain prices)

**aluminium** /,ælə'mɪniəm/ *noun* a metal which is frequently traded on commodity exchanges such as the London Metal Exchange (NOTE: The US spelling is **aluminum**.)

**a.m.** /eɪ 'em/ *adverb* in the morning, before 12 midday ○ *The flight leaves at 9.20 a.m.* ○ *Telephone calls before 6 a.m. are charged at the cheap rate.* (NOTE: The US spelling is **A.M.**)

**American Bankers Association**

/ə,merɪkən 'bæŋkəz ə,səʊsɪəf(ə)n/  
*noun* an association which represents US banks and promotes good practice. Abbreviation **ABA**

**American Depositary Receipt**

/ə-'merɪkən drɪ'pɒzɪtri rɪ'si:t/ *noun* a document issued by an American bank to US citizens, making them unregistered shareholders of companies in foreign countries. The document allows them to receive dividends from their investments, and ADRs can themselves be bought or sold. Abbreviation **ADR**

COMMENT: Buying and selling ADRs is easier for American investors than buying or selling the actual shares themselves, as it avoids stamp duty and can be carried out in dollars without incurring exchange costs.

**American Institute of Banking**

/ə,merɪkən ɪn'stɪtju:t əv 'bæŋkɪŋ/  
*noun* part of the ABA which organises training for bank staff. Abbreviation **AIB**

**American Institute of Certified Public Accountants** /ə,merɪkən ɪn'stɪtju:t əv ,sɜ:tɪfɪd ,pʌblɪk ə-'kaʊntənts/ *noun* an official organisation representing CPAs. Abbreviation **AICPA**

**American Stock Exchange** /ə-'merɪkən 'stɒk ɪks,tʃeɪndʒ/ *noun* the smaller of the two Stock Exchanges based in New York (the other is the New York Stock Exchange or NYSE). Abbreviation **Amex** (NOTE: Also called **Curb Exchange** or **Little Board**, as opposed to the **Big Board**, or NYSE.)

**Amex** /'æmeks/ *abbreviation* American Stock Exchange (*informal*)

**AmEx** /'æmeks/ *abbreviation* American Express

**amortisable** /,æmə:'taɪzəb(ə)l/ *adjective* which can be amortised ○ *The capital cost is amortisable over a period of ten years.*

**amortisation** /ə,mɔ:tə'zeɪf(ə)n/, **amortising** *noun* an act of amortising ○ *amortisation of a debt*

**amortise** /ə'mɔ:təɪz/, **amortize** *verb*  
**1.** to repay a loan by regular payments, most of which pay off the interest on the loan at first, and then reduce the principal as the repayment period progresses ○ *The capital cost is amortised over five years.* **2.** to depreciate or to write down the capital value of an asset over a period of time in a company's accounts

**amount** /ə'maʊnt/ *noun* a quantity of money ○ *A small amount has been deducted to cover our costs.* ○ *A large amount is still owing.* ○ *What is the amount to be written off?* ○ *She has a small amount invested in gilt-edged stock.* ■ *verb* □ **to amount to** to make a total of ○ *Their debts amount to over £1m.*

**amount paid up** /ə'maʊnt peɪd 'ʌp/ *noun* an amount paid for a new issue of shares, either the total payment or the first instalment, if the shares are offered with instalment payments

**amount to** /ə'maʊnt tu/ *verb* to make a total of ○ *Their debts amount to over £1m.*

**Amsterdam Stock Exchange**

/,æmstə'dæm 'stɒk ɪks,tʃeɪndʒ/ *noun* the main stock exchange in the Netherlands. Business is transacted by 'hoekmen' (marketmakers) or directly

between banks on the Amsterdam Interprofessional Market (AIM). Abbreviation **AEX**

**analogue computer** /,æŋələdʒ kəm-  
'pjʊ:tə/ *noun* a computer which works  
on the basis of electrical impulses repre-  
sented by numbers

**analyse** /'æŋəlaɪz/, **analyze** *verb* to  
examine someone or something in detail  
○ *to analyse a statement of account* ○ *to  
analyse the market potential*

**analysis** /ə'ni:æləsɪs/ *noun* a detailed  
examination and report ○ *a job analysis*  
○ *market analysis* ○ *Her job is to pro-  
duce a regular sales analysis.* (NOTE:  
The plural is **analyses**.)

**analyst** /'æŋəlɪst/ *noun* a person who  
analyses ○ *a market analyst* ○ *a systems  
analyst*

**angel** /'eɪndʒəl/ *noun* a person who  
provides backing for a stage perfor-  
mance, such as a play or musical, and  
receives a percentage dividend when the  
start-up costs have been covered

**angel network** /'eɪndʒəl ,netwɜ:k/  
*noun* a network of backers, organised  
through a central office which keeps a  
database of suitable investors and puts  
them in touch with entrepreneurs who  
need financial backing

**announce** /ə'naʊns/ *verb* to tell  
something to the public ○ *to announce  
the first year's trading results* ○ *The di-  
rector has announced a programme of  
investment.*

**announcement** /ə'naʊnsmənt/  
*noun* an act of telling something in pub-  
lic ○ *the announcement of a cutback in  
expenditure* ○ *the announcement of the  
appointment of a new managing direc-  
tor* ○ *The managing director made an  
announcement to the staff.*

**annual** /'æŋjuəl/ *adjective* for one  
year ○ *an annual statement of income* ○  
*They have six weeks' annual leave.* ○  
*The company has an annual growth of  
5%.* ○ *We get an annual bonus.* □ **on an  
annual basis** each year ○ *The figures  
are revised on an annual basis.*

'...real wages have risen at an annual rate of  
only 1% in the last two years' [*Sunday Times*]

'...the remuneration package will include an  
attractive salary, profit sharing and a company  
car together with four weeks' annual holiday'  
[*Times*]

**annual accounts** /,æŋjuəl ə-  
'kaʊnts/ *plural noun* the accounts pre-  
pared at the end of a financial year ○  
*The annual accounts have been sent to  
the shareholders.*

**annual depreciation** /,æŋjuəl  
,dɪprɪ:'fɪ:ɪʃ(ə)n/ *noun* a reduction in  
the book value of an asset at a particular  
rate per year. † **straight line  
depreciation**

**Annual Equivalent Rate** /,æŋjuəl  
ɪ,kwɪvələnt 'reɪt/ *noun* a figure which  
shows what the interest rate on an ac-  
count would be if interest was paid for a  
full year and compounded. Abbreviation  
**AER**

**Annual General Meeting** /,æŋjuəl  
,dʒen(ə)rəl 'mɪ:tɪŋ/ *noun* an annual  
meeting of all shareholders of a com-  
pany, when the company's financial sit-  
uation is presented by and discussed  
with the directors, when the accounts for  
the past year are approved and when  
dividends are declared and audited. Ab-  
breviation **AGM** (NOTE: The US term is  
**annual meeting** or **annual stock-  
holders' meeting**.)

**annual gross income** /,æŋjuəl  
grəʊs 'ɪŋkʌm/ *noun* total annual in-  
come before any deductions or exclu-  
sions. Abbreviation **AGI**

**annual income** /,æŋjuəl 'ɪŋkʌm/  
*noun* money received during a calendar  
year

**annualised** /'æŋjuələɪzɪd/, **annual-  
ized** *adjective* shown on an annual basis  
'...he believes this may have caused the  
economy to grow at an annualized rate of almost  
5 per cent in the final quarter of last year'  
[*Investors Chronicle*]

**annualised percentage rate**  
/,æŋjuələɪzɪd pə'sentɪdʒ reɪt/ *noun* a  
yearly percentage rate, calculated by  
multiplying the monthly rate by twelve  
(NOTE: The annualised percentage rate  
is not as accurate as the Annual Per-  
centage Rate (APR), which includes  
fees and other charges.)

**annually** /'æŋjuəli/ *adverb* each year  
○ *The figures are updated annually.*

**annual management charge**  
/,æŋjuəl 'mænɪdʒmənt tʃɑ:dʒ/ *noun* a  
charge made by the financial institution  
which is managing an account

**annual management fee** /,æŋjuəl  
'mænɪdʒmənt fi:/ *noun* an annual

charge made for running a fund, usually calculated as a percentage of the amount invested

**Annual Percentage Rate** /,ænjʊəl pə'sentɪdʒ reɪt/ *noun* a rate of interest (such as on a hire-purchase agreement) shown on an annual compound basis, and including fees and charges. Abbreviation **APR**

COMMENT: Because hire purchase agreements quote a flat rate of interest covering the whole amount borrowed or a monthly repayment figure, the Consumer Credit Act, 1974, forces lenders to show the APR on documentation concerning hire purchase agreements, so as to give an accurate figure of the real rate of interest as opposed to the nominal rate. The APR includes various fees charged (such as the valuation of a house for mortgage). It may also vary according to the sum borrowed – a credit card company will quote a lower APR if the borrower's credit limit is low.

**annual percentage yield** /,ænjʊəl pə'sentɪdʒ 'jɪ:ld/ *noun* the annual rate of compound interest earned by an account. Abbreviation **APY**

**annual report** /,ænjʊəl rɪ'pɔ:t/ *noun* a report of a company's financial situation at the end of a year, sent to all the shareholders

**annual rest system** /,ænjʊəl 'rest ,sɪstəm/ *noun* a system by which extra payments or overpayments made to reduce the amount borrowed on a mortgage are credited to the account only once a year

**annual return** /,ænjʊəl rɪ'tʌ:n/ *noun* an official report which a registered company has to make each year to the Registrar of Companies

**annuitant** /ə'nju:ɪtənt/ *noun* a person who receives an annuity

**annuity** /ə'nju:ɪti/ *noun* money paid each year to a retired person, usually in return for a lump-sum payment. The value of the annuity depends on how long the person lives, as it usually cannot be passed on to another person. Annuities are fixed payments, and lose their value with inflation, whereas a pension can be index-linked. ○ *to buy or to take out an annuity* ○ *He has a government annuity or an annuity from the government.*

COMMENT: When a person retires, he or she is required by law to purchase a 'compulsory purchase annuity' with the funds accumulated in his or her pension fund. This provides a taxable income for the rest of his or her life, but usually it is a fixed income which does not change with inflation.

**annuity certain** /,ænjʊ:ɪti 'sɜ:tən/ *noun* an annuity that provides payments for a certain number of years, regardless of life or death of the annuitant

**antedate** /,æntɪ'deɪt/ *verb* to put an earlier date on a document ○ *The invoice was antedated to January 1st.*

**anti-** /æntɪ/ *prefix* against

**anticipate** /æn'tɪsɪpeɪt/ *verb* to expect something to happen

**anticipated balance** /æn,tɪsɪpeɪtɪd 'bæləns/ *noun* a balance which is forecast from a deposit when it matures

**anti-dumping** /,æntɪ 'dʌmpɪŋ/ *adjective* which protects a country against dumping ○ *anti-dumping legislation*

**anti-inflationary** /,æntɪ ɪn-'fleɪʃ(ə)n(ə)rɪ/ *adjective* which tries to restrict inflation ○ *anti-inflationary measures*

**anti-trust** /,æntɪ 'trʌst/ *adjective* attacking monopolies and encouraging competition ○ *anti-trust measures*

**anti-trust laws** /,æntɪ 'trʌst lɔ:z/, **anti-trust legislation** /,æntɪ 'trʌst ,ledʒɪ'sleɪʃ(ə)n/ *plural noun* laws in the US which prevent the formation of monopolies

**AO** *abbreviation* All-Ordinaries Index

**AOB** *abbreviation* any other business

**AON** *abbreviation* all or none

**APACS** *abbreviation* Association for Payment Clearing Services

**appendix** /ə'pendɪks/ *noun* additional pages at the back of a book

**applicant** /'æplɪkənt/ *noun* a person who applies for something ○ *an applicant for a job or a job applicant* ○ *an applicant to an industrial tribunal* ○ *There were thousands of applicants for shares in the new company.*

**application** /,æplɪ'keɪʃ(ə)n/ *noun* 1. the act of asking for something, usually in writing, or a document in which someone asks for something, e.g. a job ○ *shares payable on application* ○ *She*

sent off six applications for job or six job applications. **2.** effort or diligence ○ *She has shown great application in her work on the project.*

**application form** /ˌæplɪ'keɪʃ(ə)n fɔ:m/ *noun* a form to be filled in when applying for a new issue of shares or for a job

**apply** /ə'plai/ *verb* **1.** to ask for something, usually in writing ○ *to apply in writing* ○ *to apply in person* ○ *The more ambitious of the office workers will apply for the management trainee programme.* ○ *About fifty people have applied for the job, but there is only one vacancy.* **2.** to affect or to relate to ○ *This clause applies only to deals outside the EU.* (NOTE: [all senses] **applies – applying – applied**)

**appoint** /ə'pɔɪnt/ *verb* to choose someone for a job ○ *We have appointed a new distribution manager.* ○ *They've appointed Janet Smith (to the post of) manager.* (NOTE: You appoint a person to a job.)

**appointment** /ə'pɔɪntmənt/ *noun* the act of being appointed to a job, or of appointing someone to a job □ **on his appointment as manager** when he was made manager

**apportion** /ə'pɔ:ʃ(ə)n/ *verb* to share out something, e.g. costs, funds or blame ○ *Costs are apportioned according to projected revenue.*

**apportionment** /ə'pɔ:ʃ(ə)nmənt/ *noun* the sharing out of costs

**appraisal** /ə'preɪz(ə)l/ *noun* a calculation of the value of someone or something

‘...we are now reaching a stage in industry and commerce where appraisals are becoming part of the management culture. Most managers now take it for granted that they will appraise and be appraised’ [*Personnel Management*]

**appraise** /ə'preɪz/ *verb* to assess or to calculate the value of something or someone

**appraisee** /ə'preɪ'zi:/ *noun* an employee who is being appraised by his or her manager in an appraisal interview

**appreciate** /ə'pri:ʃi'eɪt/ *verb* **1.** to notice how good something is ○ *The customer always appreciates efficient service.* **2.** (of currency, shares, etc.) to increase in value

**appreciation** /ə'pri:ʃi'eɪʃ(ə)n/ *noun* **1.** an increase in value ○ *The appreciation of the dollar against the peseta.* Also called **capital appreciation** **2.** the act of valuing something highly ○ *He was given a rise in appreciation of his excellent work.*

**appro** /ə'ɒprəʊ/ *noun* same as **approval** (informal) □ **to buy something on appro** to buy something which you will only pay for if it is satisfactory

**appropriate** *adjective* /ə'prəʊpriət/ suitable ○ *I leave it to you to take appropriate action.* ■ *verb* /ə'prəʊpri'eɪt/ to put a sum of money aside for a special purpose ○ *to appropriate a sum of money for a capital project*

**appropriation** /ə'prəʊpri'eɪʃ(ə)n/ *noun* the act of putting money aside for a special purpose ○ *appropriation of funds to the reserve*

**appropriation account** /ə'prəʊpri'eɪʃ(ə)n ə'kaʊnt/ *noun* the part of a profit and loss account which shows how the profit has been dealt with, e.g., how much has been given to the shareholders as dividends and how much is being put into the reserves

**approval** /ə'pru:v(ə)l/ *noun* **1.** the act of saying or thinking that something is good ○ *to submit a budget for approval* **2.** □ **on approval** in order to be able to use something for a period of time and check that it is satisfactory before paying for it ○ *to buy a photocopier on approval*

**approve** /ə'pru:v/ *verb* **1.** □ **to approve of something** to think something is good ○ *The chairman approves of the new company letter heading.* ○ *The sales staff do not approve of interference from the accounts division.* **2.** to agree to something officially ○ *to approve the terms of a contract* ○ *The proposal was approved by the board.*

**approved securities** /ə'pru:vd sɪ'kjʊəritiz/ *plural noun* state bonds which can be held by banks to form part of their reserves (NOTE: The list of these bonds is the 'approved list'.)

**approximate** /ə'prɒksɪmət/ *adjective* not exact, but almost correct ○ *The sales division has made an approximate forecast of expenditure.*

**approximately** /ə'prɒksɪmətli/ *adverb* not quite exactly, but close to the

figure shown ○ *Expenditure on marketing is approximately 10% down on the previous quarter.*

**approximation** /əˌprɒksɪ'meɪʃ(ə)n/ *noun* a rough calculation ○ *Each department has been asked to provide an approximation of expenditure for next year.* ○ *The final figure is only an approximation.*

**APR** *abbreviation* Annual Percentage Rate

**APY** *abbreviation* annual percentage yield

**Arab accounting dinar** /ˌæɹəb ə-'kaʊntɪŋ ˌdiːnɑː/ *noun* a unit used for accounting purposes between member countries of the Arab Monetary Fund. **Abbreviation** **AAD**

**arb** *abbreviation* arbitrageur (*informal*)

**arbitrage** /'ɑːbɪˌtrɑːʒ/ *noun* the business of making a profit from the difference in value of various assets, e.g. by: selling foreign currencies or commodities on one market and buying on another at almost the same time to profit from different exchange rates; buying currencies forward and selling them forward at a later date, to benefit from a difference in prices; buying a security and selling another security to the same buyer with the intention of forcing up the value of both securities

**arbitrage fund** /'ɑːbɪˌtrɑːʒ ˌfʌnd/ *noun* a fund which tries to take advantage of price discrepancies for the same asset in different markets

**arbitrage syndicate** /'ɑːbɪˌtrɑːʒ ˌsɪndɪkət/ *noun* a group of people who together raise the capital to invest in arbitrage deals

**arbitrageur** /'ɑːbɪˌtreɪdʒə/, **arbitrager** /ˌɑːbɪˌtrɑː'ʒɜː/ *noun* a person whose business is arbitrage

COMMENT: Arbitrageurs buy shares in companies which are potential takeover targets, either to force up the price of the shares before the takeover bid, or simply as a position while waiting for the takeover bid to take place. They also sell shares in the company which is expected to make the takeover bid, since one of the consequences of a takeover bid is usually that the price of the target company rises while that of the bidding company falls. Arbitrageurs may then sell the shares in the target company at a profit, either to

one of the parties making the takeover bid, or back to the company itself.

**arbitration** /ˌɑːbɪˌtreɪʃ(ə)n/ *noun* the settling of a dispute by an outside party agreed on by both sides ○ *to take a dispute to arbitration* or *to go to arbitration* ○ *arbitration in an industrial dispute* ○ *The two sides decided to submit the dispute to arbitration* or *to refer the question to arbitration.*

**area code** /'eəriə kəʊd/ *noun* a special telephone number which is given to a particular area ○ *The area code for central London is 0207.*

**area manager** /ˌeəriə 'mænɪdʒə/ *noun* a manager who is responsible for a company's work in a specific part of the country

**arithmetic average** /ˌæɹɪθmətɪk 'æv(ə)rɪdʒ/ *noun* same as **average**

**ARM** *abbreviation* adjustable rate mortgage

**armed robbery** /ɑːmɪd 'rɒbəri/ *noun* a robbery where the robber is armed with a gun

**arm's length** /ɑːmz 'leŋθ/ *adjective*

□ **arm's length transaction** a transaction which is carried out by two parties with no connection between them (resulting in a fair market value for the item sold) □ **to deal with someone at arm's length** to deal as if there were no financial link between the two parties (as when a company buys a service from one of its own subsidiaries)

**around** /ə'raʊnd/ *preposition* **1.** approximately ○ *The office costs around £2,000 a year to heat.* ○ *His salary is around \$85,000.* **2.** with a premium or discount □ **5 points around** with a 5-point premium and a 5-point discount, both calculated on the spot price

**ARPS** *abbreviation* adjustable rate preferred stock

**arrangement fee** /ə'reɪndʒmənt fiː/ *noun* a charge made by a bank to a client for arranging credit facilities

**arrears** /ə'rɪəz/ *plural noun* **1.** money which is owed, but which has not been paid at the right time ○ *a salary with arrears effective from January 1st* ○ *We are pressing the company to pay arrears of interest.* ○ *You must not allow the mortgage payments to fall into arrears.* **2.** □ **in arrears** owing money which

should have been paid earlier ○ *The payments are six months in arrears.* ○ *He is six weeks in arrears with his rent.*

**arrive** /ə'raɪv/ *verb* to reach a place ○ *The consignment has still not arrived.* ○ *The shipment arrived without any documentation.* ○ *The plane arrives in Sydney at 04.00.* ○ *The train leaves Paris at 09.20 and arrives at Bordeaux two hours later.* (NOTE: You arrive **at** or **in** a place or town, but only **in** a country.)

**arrive at** /ə'raɪv ət/ *verb* to work out and agree on something ○ *They very quickly arrived at an acceptable price.* ○ *After some discussion we arrived at a compromise.*

**article** /'ɑ:tɪk(ə)/ *noun* **1.** a product or thing for sale ○ *to launch a new article on the market* ○ *a black market in luxury articles* **2.** a section of a legal agreement such as a contract or treaty ○ *See article 8 of the contract.*

**article 8 currency** /,ɑ:tɪk(ə)l 'eɪt ,klɹænsɪ/ *noun* a strong convertible currency (according to the IMF)

**articled clerk** /,ɑ:tɪk(ə)ld 'klɑ:k/ *noun* a clerk who is bound by contract to work in a solicitor's office for some years to learn the law (NOTE: Such as person is now officially called a **trainee solicitor**, though the old term is still used)

**articles of association** /,ɑ:tɪk(ə)lz əv əsəʊsi'eɪʃ(ə)n/ *plural noun* a document which lays down the rules for a company regarding such matters as the issue of shares, the conduct of meetings and the appointment of directors ○ *This procedure is not allowed under the articles of association of the company.*

**articles of incorporation** /,ɑ:tɪk(ə)lz əv ɪnkɔ:pə'reɪʃ(ə)n/ *plural noun* US a document which sets up a company and lays down the relationship between the shareholders and the company (NOTE: The UK term is **Memorandum of Association**.)

**articles of partnership** /,ɑ:tɪk(ə)lz əv 'pɑ:tənəʃɪp/ *plural noun* same as **partnership agreement**

**asap** /,eɪ es eɪ 'pi:, 'eɪsəp/, **ASAP** *abbreviation* as soon as possible

**ascending tops** /ə,sendɪŋ 'tɒps/ *noun* a term used by chartists to refer to an upward trend in the market, where

each peak is higher than the preceding one

**ASEAN** *abbreviation* Association of Southeast Asian Nations

**A shares** /'eɪ ʃeəz/ *plural noun* ordinary shares with limited voting rights or no voting rights at all

COMMENT: A company may be set up with two classes of share: 'A' shares, which are available to the general investor, and 'B' shares which are only bought by certain individuals, such as the founder and his family. Such division of shares is becoming less usual nowadays.

**Asian** /'eɪʒ(ə)n/ *adjective* relating or belonging to Asia

**Asian Currency Unit** /,eɪʒ(ə)n 'klɹænsɪ ,ju:nɪt/ *noun* a unit of account for dollar deposits held in Singapore and other Asian markets. Abbreviation **ACU**

**Asian Development Bank** /,eɪʒ(ə)n drɪ'veləpmənt bæŋk/ *noun* a bank set up by various Asian countries, with other outside members, to assist countries in the region with money and technical advice. Abbreviation **ADB**

**Asian dollar** /,eɪʒ(ə)n 'dɒlə/ *noun* an American dollar deposited in Singapore and other Asian markets, and traded in Singapore

**Asian dollar bonds** /,eɪʒ(ə)n 'dɒlə bɒndz/ *plural noun* bonds issued in Asian dollars

**Asian monetary unit** /,eɪʒ(ə)n 'mʌnɪt(ə)rɪ ,ju:nɪt/ *noun* a unit used in financial dealings between members of the Asian Clearing Union

**ask** /ɑ:sk/ *verb* **1.** to put a question to someone ○ *He asked the information office for details of companies exhibiting at the motor show.* ○ *Ask the salesgirl if the bill includes VAT.* **2.** to tell someone to do something ○ *He asked the switchboard operator to get him a number in Germany.* ○ *She asked her secretary to fetch a file from the managing director's office.* ○ *Customs officials asked him to open his case.*

**asked price** /'ɑ:skt praɪs/ *noun* a price at which a commodity or stock is offered for sale by a seller (also called 'offer price' in the UK)

**ask for** /'ɑ:sk fɔ:/ *verb* **1.** to say that you want or need something ○ *They asked for more time to repay the loan.* **2.**

to put a price on something for sale ○ *They are asking £24,000 for the car.*

**asking price** /'ɑ:skɪŋ praɪs/ *noun* a price which the seller is hoping will be paid for the item being sold ○ *the asking price is £24,000*

**as per** /'æz pɜ:/ *prep*

**assay mark** /'æseɪ mɑ:k/ *noun* a mark put on gold or silver items to show that the metal is of the correct quality

**assess** /ə'ses/ *verb* to calculate the value of something or someone ○ *to assess damages at £1,000* ○ *to assess a property for the purposes of insurance*

**assessment** /ə'sesmənt/ *noun* a calculation of value ○ *a property assessment* ○ *a tax assessment* ○ *They made a complete assessment of each employee's contribution to the organisation.*

**assessor** /ə'sesə/ *noun* a person who advises a tribunal

**asset** /'æset/ *noun* something which belongs to a company or person, and which has a value ○ *Her assets are only £640 as against liabilities of £24,000.*

'...many companies are discovering that a well-recognised brand name can be a priceless asset that lessens the risk of introducing a new product' [*Duns Business Month*]

COMMENT: A company's balance sheet will show assets in various forms: current assets, fixed assets, intangible assets, etc.

**asset allocation** /'æset ælə-keɪʃ(ə)n/ *noun* the work of deciding how much money should be spent on the purchase of different types of investment, such as growth units or income units, depending on the particular needs of the individual investor

**asset-backed securities** /,æset bækt sɪ'kjʊərɪtɪz/ *plural noun* shares which are backed by the security of assets

**asset backing** /'æset ,bækɪŋ/ *noun* a support for a share price provided by the value of the company's assets ○ *he has an excess of assets over liabilities* ○ *her assets are only £640 as against liabilities of £24,000*

**asset management account** /,æset 'mænɪdʒmənt ə,kɑʊnt/ *noun* an account with a stockbroker which also acts as a bank account, and has credit card facilities as well. Also called **central assets account**

**asset play** /'æset pleɪ/ *noun* a share which seems to be undervalued based on its asset value and so is an attractive buy

**asset stripper** /'æset ,stri:pə/ *noun* a person who buys a company to sell its assets

**asset stripping** /'æset ,stri:pɪŋ/ *noun* the practice of buying a company at a lower price than its asset value, and then selling its assets

**asset value** /,æset 'vælju:/ *noun* the value of a company calculated by adding together all its assets

**assign** /ə'saɪn/ *verb* **1.** to give something to someone by means of an official legal transfer ○ *to assign a right to someone* ○ *to assign shares to someone* **2.** to give someone a job of work to do and make him or her responsible for doing it ○ *He was assigned the task of checking the sales figures.*

**assignment** /,æsaɪn'ment/ *noun* a legal transfer ○ *the assignment of shares to someone* ○ *the assignment of a patent*

**assignee** /,æsaɪ'ni:/ *noun* a person who receives something which has been assigned to him or her

**assignment** /ə'saɪnmənt/ *noun* **1.** the legal transfer of a property or right ○ *the assignment of a patent* or of a copy-right ○ *to sign a deed of assignment* **2.** a particular task given to someone ○ *Her first assignment was to improve the company's image.* ○ *The oil team is on an assignment in the North Sea.*

**assignor** /,æsaɪ'nɔ:/ *noun* a person who assigns something to someone

**assigns** /ə'saɪnz/ *plural noun* people to whom property has been assigned □ **his heirs and assigns** the people who have inherited his property and had it transferred to them

**associate** /ə'səʊsɪət/ *adjective* linked ■ *noun* **1.** a person who works in the same business as someone ○ *She is a business associate of mine.* **2.** a person or company linked to another in a take-over bid **3.** same as **associate company**

**associate bank** /ə'səʊsɪət 'bæŋk/ *noun* a bank which is part of a group such as Visa or MasterCard



**associate company** /ə,səʊsiət 'kʌmp(ə)ni/ *noun* a company which is partly owned by another company

**associated company** /ə,səʊsiətɪd 'kʌmp(ə)ni/ *noun* a company which is partly owned by another company (though less than 50%), which exerts some management control over it or has a close trading relationship with it ○ *Smith Ltd and its associated company, Jones Brothers*

**associate director** /ə,səʊsiət daɪ'rektə/ *noun* a director who attends board meetings, but has not been elected by the shareholders

**association** /ə,səʊsi'eɪʃ(ə)n/ *noun* a group of people or companies with the same interest ○ *an employers' association* ○ *Our company has applied to join the trade association.* ○ *The manufacturers' association has sent a letter to the minister.*

**Association for Payment Clearing Services** /ə,səʊsi'eɪʃ(ə)n fə 'peɪmənt ,klɪərɪŋ ,sɜ:visɪz/ *noun* an organisation which deals with the clearing of payments in the UK. Abbreviation **APACS**

**Association of British Insurers** /ə,səʊsi'eɪʃ(ə)n əv ,brɪtɪʃ ɪn'ʃʊərəz/ *noun* an organisation representing British companies which are authorised to transact insurance business. Abbreviation **ABI**

**Association of Chartered Certified Accountants** /ə,səʊsi'eɪʃ(ə)n əv ,tʃɑ:rtəd ,sɜ:tɪfɪd ə'kaʊntənts/ *noun* an organisation whose members are certified accountants. Abbreviation **ACCA**

**Association of Futures Brokers and Dealers** /ə,səʊsi'eɪʃ(ə)n əv 'fju:tʃəz ,brəʊkəz ən ,di:ləz/ *noun* a self-regulating organisation which oversees the activities of dealers in futures and options. Abbreviation **AFBD**

**Association of Southeast Asian Nations** /ə,səʊsi'eɪʃ(ə)n əv ,sauθi:st ,eɪʒ(ə)n 'neɪʃ(ə)nz/ *noun* an organisation formed originally in 1967 to promote economic growth, social and educational development and general stability in Southeast Asia. Abbreviation **ASEAN** (NOTE: The current members are: Brunei, Indonesia, Laos, Malaysia,

Myanmar, Philippines, Singapore, Thailand and Vietnam.)

**assumable mortgage** /ə- ,sju:məb(ə)l 'mɔ:ɡɪdʒ/ *noun* *US* a mortgage which can be passed to another person, such as a person buying the property from the mortgagor

**assume** /ə'sju:m/ *verb* to take for yourself ○ *He has assumed responsibility for marketing.* ○ *The company will assume all risks.*

**assumption** /ə'sʌmpʃən/ *noun* **1.** the act of taking for yourself ○ *assumption of risks* **2.** the transfer of the rest of a mortgage to someone

**assurance** /ə'ʃʊərəns/ *noun* a type of insurance which pays compensation for an event that is certain to happen at some time, especially for the death of the insured person. Also called **life assurance, life insurance**

**assure** /ə'ʃʊə/ *verb* to insure someone, or someone's life, so that the insurance company will pay compensation when that person dies ○ *He has paid the premiums to have his wife's life assured.* (NOTE: **Assure, assurer and assurance** are used in Britain for insurance policies relating to something which will certainly happen (such as death); for other types of policy (i.e. those against something which may or may not happen, such as an accident) use the terms **insure, insurer and insurance.**)

**assurer** /ə'ʃʊərə/, **assuror** *noun* an insurer or a company which insures

**AST** *abbreviation* Automated Screen Trading

**ASX** *abbreviation* Australian Stock Exchange

**at best** /'æt 'best/ *adverb* □ **buy at best** an instruction to a stockbroker to buy securities at the best price available, even if it is high □ **sell at best** an instruction to a stockbroker to sell shares at the best price possible

**at call** /æt 'kɔ:l/ *adverb* immediately available

**ATM** *abbreviation* automated teller machine

...the major supermarket operator is planning a new type of bank that would earn 90% of its revenue from fees on automated teller machine transactions. With the bank setting up ATMs at 7,000 group outlets nationwide, it would have a

branch network at least 20 times larger than any of the major banks' [*Nikkei Weekly*]

**ATM alliance** /,eɪ ti: 'em ə,laiəns/  
*noun* a group of banks whose cards can be used at the same ATMs

**ATS** *abbreviation* automatic transfer service

**at sight** /æt 'saɪt/ *noun* immediately, when it is presented ○ *a bill of exchange payable at sight*

**attaché** /ə'tæʃeɪ/ *noun* a junior diplomat who does special work

**attachment order** /ə'tætʃmənt ,ɔ:də/ *noun* an order from a court to hold a debtor's property to prevent it being sold until debts are paid

**attract** /ə'trækt/ *verb* to make someone want to join or come to something ○ *The company is offering free holidays in Spain to attract buyers.* ○ *We have difficulty in attracting skilled staff to this part of the country.*

**attractive** /ə'træktɪv/ *adjective* which attracts □ **attractive prices** prices which are cheap enough to make buyers want to buy □ **attractive salary** a good salary to make high-quality applicants apply for the job

**attributable profit** /ə,tribjʊtəb(ə)l 'prɒfɪt/ *noun* a profit which can be shown to come from a particular area of the company's operations

**auction** /'ɔ:kʃən/ *noun* **1.** a method of selling goods where people want to buy compete with each other by saying how much they will offer for it, and the item is sold to the person who makes the highest offer ○ *Their furniture will be sold in the auction rooms next week.* ○ *They announced a sale by auction of the fire-damaged stock.* ○ *The equipment was sold by auction or at auction.* □ **to put an item up for auction** to offer an item for sale at an auction **2.** a method of selling government stock, where all stock on issue will be sold, and the highest price offered will be accepted (as opposed to tendering, where not all the stock may be sold if the tender prices are too low) ■ *verb* to sell something at an auction ○ *The factory was closed and the machinery was auctioned off.*

**auction system** /'ɔ:kʃən ,sɪstəm/  
*noun* a system where prices are agreed as the result of marketmakers offering stock for sale on the trading floor (as op-

posed to a quote system, where prices are quoted on a computerised screen)

**audit** /'ɔ:ɪdɪt/ *noun* **1.** the examination of the books and accounts of a company ○ *to carry out the annual audit* **2.** a detailed examination of something in order to assess it ○ *A thorough job audit was needed for job evaluation.* ○ *A manpower audit showed up a desperate lack of talent.* ■ *verb* to examine the books and accounts of a company ○ *Messrs Smith have been asked to audit the accounts.* ○ *The books have not yet been audited.*

**auditing** /'ɔ:ɪdɪtɪŋ/ *noun* the work of examining the books and accounts of a company

**auditor** /'ɔ:ɪdɪtə/ *noun* a person who audits

COMMENT: Auditors are appointed by the company's directors and voted for by the AGM. In the USA, audited accounts are only required by corporations which are registered with the SEC, but in the UK all limited companies with a turnover over a certain limit must provide audited annual accounts.

**auditors' fees** /'ɔ:ɪdɪtəz fi:z/ *plural noun* fees paid to a company's auditors, which are approved by the shareholders at an AGM

**auditors' qualification** /,ɔ:ɪdɪtəz ,kwɒlɪfɪ'keɪʃ(ə)n/ *noun* a form of words in a report from the auditors of a company's accounts, stating that in their opinion the accounts are not a true reflection of the company's financial position. Also called **qualification of accounts**

**auditors' report** /,ɔ:ɪdɪtəz rɪ'pɔ:t/ *noun* a report written by a company's auditors after they have examined the accounts of the company (NOTE: If the auditors are satisfied, the report certifies that, in their opinion, the accounts give a 'true and fair' view of the company's financial position.)

**audit trail** /'ɔ:ɪdɪt treɪl/ *noun* the records that show all the stages of a transaction, e.g. a purchase, a sale or a customer complaint, in the order in which they happened (NOTE: An audit trail can be a useful tool for problem-solving and, in financial markets, may be used to ensure that the dealers

have been fair and accurate in their proceedings.)

**austral** /'ɔ:stɹ(ə)l/ *noun* a unit of currency used in Argentina

**Australian Stock Exchange** /ɔ-,stɹeɪliən 'stɒk ɪk,stʃeɪndʒ/ *noun* the national stock exchange of Australia, made up of six exchanges (in Adelaide, Brisbane, Hobart, Melbourne, Perth and Sydney). Abbreviation **ASX**

**AUT** *abbreviation* authorised unit trust

**authenticate** /ɔ:'θentɪkeɪt/ *verb* to say that something is true or genuine, especially to state that gold is of a correct quality

**authentication** /ɔ:'θentɪ'keɪʃ(ə)n/ *noun* **1.** an action of checking that something is true, such as an instruction sent to a bank by email **2.** a method of proving the identity of a person or company

COMMENT: Authentication is particularly important on the Internet where you do not actually see the person or premises of a company when making a purchase. If CompanyX wants to prove to Internet customers that they are really CompanyX and not a fraudster, they must ask an independent authenticator to issue them with a unique certificate of authentication. A visitor to the CompanyX website can ask to see this certificate and will be shown the unique number supplied by the trustworthy independent authenticator. Authentication is normally only used on commercial web sites that are selling goods.

**authorisation** /ɔ:'θəraɪ'zeɪʃ(ə)n/, **authorization** *noun* permission or power to do something ○ *Do you have authorisation for this expenditure?* ○ *He has not been given authorisation to act on our behalf.*

**authorise** /'ɔ:'θəraɪz/, **authorize** *verb* **1.** to give permission for something to be done ○ *to authorise payment of £10,000* **2.** to give someone the authority to do something ○ *to authorise someone to act on the company's behalf*

**authorised** /'ɔ:'θəraɪzd/, **authorized** *adjective* permitted

**authorised capital** /ɔ:'θəraɪzd 'kæpɪt(ə)l/ *noun* an amount of capital which a company is allowed to have, as stated in the memorandum of association

**authorised corporate director** /ɔ:'θəraɪzd ,kɔ:p(ə)rət dar'rektə/ *noun* the person who is in charge of an Open-ended investment company. Abbreviation **ACD**

**authorised dealer** /ɔ:'θəraɪzd 'di:lə/ *noun* a person or company (such as a bank) that is allowed by the country's central bank to buy and sell foreign currency

**authorised stock** /ɔ:'θəraɪzd 'stɒk/ *noun* same as **authorised capital**

**authorised unit trust** /ɔ:'θəraɪzd 'ju:nɪt trʌst/ *noun* the official name for a unit trust which has to be managed according to EU directives. Abbreviation **AUT**

**authorities** /ɔ:'θɔ:ɪtɪz/ *plural noun* the government, the people in control

**authority** /ɔ:'θɔ:ɪti/ *noun* the power to do something ○ *a manager with authority to sign cheques* ○ *He has no authority to act on our behalf.* ○ *Only senior managers have the authority to initiate these changes.*

**authority to purchase** /ɔ:'θɔ:ɪti tə 'pɜ:tʃɪs/ *noun* a bill drawn up and presented with shipping documentation to the purchaser's bank, allowing the bank to purchase the bill

**automaker** /'ɔ:'təʊmeɪkə/ *noun* US a company that manufactures cars (NOTE: The UK term is **car maker**.)

**automated** /'ɔ:'təmeɪtɪd/ *adjective* worked automatically by machines ○ *a fully automated car assembly plant*

**Automated Clearing House** /ɔ:'təmeɪtɪd 'klɪərɪŋ haʊs/ *noun* an organisation set up by the federal authorities to settle transactions carried out by computer, such as automatic mortgage payments, and trade payments between businesses. Abbreviation **ACH**

**Automated Screen Trading** /ɔ:'təmeɪtɪd 'skri:n ,treɪdɪŋ/ *noun* a system where securities are bought, sold and matched automatically by computer. Abbreviation **AST**

**automated teller machine** /ɔ:'təmeɪtɪk 'telɪŋ məʃɪn/ *noun* a machine which gives out money when a special card is inserted and special instructions given. Abbreviation **ATM**

**automatic** /ɔ:'tə'mætɪk/ *adjective* which works or takes place without any

person making it happen ○ *There is an automatic increase in salaries on January 1st.*

**automatically** /ɔ:ətə'mætɪkli/ *adverb* without a person giving instructions ○ *The invoices are sent out automatically.* ○ *Addresses are typed in automatically.* ○ *A demand note is sent automatically when the invoice is overdue.*

**automatic data processing** /ɔ:ətəmætɪk 'deɪtə 'prəʊsesɪŋ/ *noun* data processing done by a computer

**automatic transfer service** /ɔ:ətəmætɪk 'trænsfə 'sɜ:vɪs/ *noun* *US* a service by which money can be transferred automatically from a customer's savings account to cover an overdraft in a current account. Abbreviation **ATS**

**automatic vending machine** /ɔ:ətəmætɪk 'vɛndɪŋ məʃi:n/ *noun* a machine which provides drinks, cigarettes etc., when a coin is put in

**automation** /ɔ:ətə'meɪʃ(ə)n/ *noun* the use of machines to do work with very little supervision by people

**availability** /ə'veɪlə'bɪləti/ *noun* the fact of being easy to obtain □ **offer subject to availability** the offer is valid only if the goods are available

**availability float** /ə'veɪlə'bɪləti fləʊt/ *noun* **1.** a time between the moment a cheque is deposited and the time the money will have cleared **2.** the amount of money in an account represented by deposits which have not yet cleared

**available** /ə'veɪləb(ə)l/ *adjective* which can be obtained or bought ○ *an item which is no longer available* ○ *funds which are made available for investment in small businesses* ○ *This product is available in all branches.*

**available capital** /ə'veɪləb(ə)l 'kæpɪt(ə)l/ *noun* capital which is ready to be used

**available funds** /ə'veɪləb(ə)l 'fʌndz/ *plural noun* funds held by a bank which it can use for loans or other investments

**aval** /ə'vɑ:l/ *noun* a term used in Europe to refer to a bill or promissory note which is guaranteed by a third party

**AVC** *abbreviation* average variable cost

**average** /'æv(ə)rɪdʒ/ *noun* **1.** a number calculated by adding several figures together and dividing by the number of figures added ○ *the average for the last three months or the last three months' average* ○ *sales average or average of sales* **2.** □ **on average, on an average** in general ○ *On average, £15 worth of goods are stolen every day.* **3.** the sharing of the cost of damage or loss of a ship between the insurers and the owners ■ **adjective** equal to the average of a set of figures ○ *the average increase in salaries* ○ *The average cost per unit is too high.* ○ *The average sales per representative are rising.* ■ **verb** **1.** to amount to something when the average of a set of figures is worked out ○ *Price increases have averaged 10% per annum.* ○ *Days lost through sickness have averaged twenty-two over the last four years.* **2.** to work out an average figure for something

'...a share with an average rating might yield 5 per cent and have a PER of about 10' [*Investors Chronicle*]

'...the average price per kilogram for this season to the end of April has been 300 cents' [*Australian Financial Review*]

**average adjuster** /,æv(ə)rɪdʒ ə-'dʒʌstə/ *noun* a person who calculates how much of a maritime insurance is to be paid by the insurer against a claim

**average adjustment** /,æv(ə)rɪdʒ ə-'dʒʌstmənt/ *noun* a calculation of the share of the cost of damage or loss of a ship that an insurer has to pay

**average balance** /,æv(ə)rɪdʒ 'bæləns/ *noun* the balance in an account calculated over a period

**average daily balance** /,æv(ə)rɪdʒ ,deɪli 'bæləns/ *noun* the balance in an account calculated by taking the final balances for each day, and averaging them (NOTE: The average daily balance is used for the purpose of calculating interest or bank charges.)

**average due date** /,æv(ə)rɪdʒ dju: 'deɪt/ *noun* the average date when several different payments fall due

**average out** /,æv(ə)rɪdʒ 'aʊt/ *verb* to come to a figure as an average ○ *It averages out at 10% per annum.* ○ *Sales increases have averaged out at 15%.*

**averager** /'ævərɪdʒə/ *noun* a person who buys the same share at various times and at various prices to get an average value

**average-sized** /,ævərɪdʒ 'saɪzd/ *adjective* of a similar size to most others, not very large or very small ○ *They are an average-sized company.* ○ *He has an average-sized office.*

**averaging** /'ævərɪdʒɪŋ/ *noun* buying or selling shares at different times and at different prices to establish an average price

**avoid** /ə'vɔɪd/ *verb* to try not to do something ○ *My aim is to avoid paying too much tax.* ○ *We want to avoid direct competition with Smith Ltd.* ○ *The company is struggling to avoid bankruptcy.* (NOTE: You avoid something or avoid doing something.)

**avoidance** /ə'vɔɪdəns/ *noun* the act of trying not to do something or not to pay something ○ *tax avoidance*

**avoirdupois** /,ævwɑ: dʒu 'pwa: / *noun* a non-metric system of weights used in the UK, the USA and other countries, whose basic units are the ounce, the pound, the hundredweight and the ton (NOTE: The system is now no longer officially used in the UK)

COMMENT: Avoirdupois weight is divided into drams (16 drams = 1 ounce); ounces

(16 ounces = one pound); pounds (100 pounds = 1 hundredweight); hundredweight (20 hundredweight = 1 ton). Avoirdupois weights are slightly heavier than troy weights with the same names: the avoirdupois pound equals 0.45kg, whereas the troy pound equals 0.37kg.

**award** /ə'wɔ:ɪd/ *noun* something given by a court, tribunal or other official body, especially when settling a dispute or claim ○ *an award by an industrial tribunal* ○ *The arbitrator's award was set aside on appeal.* ○ *The latest pay award has been announced.* ■ *verb* to decide the amount of money to be given to someone ○ *to award someone a salary increase* ○ *He was awarded £10,000 damages in the libel case.* ○ *The judge awarded costs to the defendant.* □ **to award a contract to someone** to decide that someone will be given the contract

**away** /ə'weɪ/ *adverb* not here, somewhere else ○ *The managing director is away on business.* ○ *My secretary is away sick.* ○ *The company is moving away from its down-market image.* □ **the bid is away from the market** US the bid is lower than the quoted market level

**ax** /æks/ *noun* US the financial adviser who is the current expert on a particular stock or market sector (*informal*)

## B

**B2B** /,bi: tə 'bi:/ *adjective* referring to advertising or marketing that is aimed at other businesses rather than at consumers (NOTE: The word is most commonly used of business-to-business dealings conducted over the Internet.)

**B2C** /,bi: tə 'si:/ *adjective* referring to advertising or marketing that is aimed at consumers rather than at other businesses (NOTE: The word is most commonly used of business-to-consumer dealings conducted over the Internet.)

**baby bonds** /'beɪbi bɒndz/ *plural noun* US bonds in small denominations (e.g. \$100) which the small investor can afford to buy

**baby boom** /'beɪbi bu:m/ *noun* a period, such as after a war, when more children are born than usual

**baby boomer** /'beɪbi ,bu:mə/ *noun* a person born during the period from 1945 to 1965, when the population of the UK and the USA increased rapidly

**back** /bæk/ *noun* the opposite side to the front ○ Write your address on the back of the envelope. ○ Please endorse the cheque on the back. ■ *adjective* referring to the past ○ a back payment ■ *adverb* so as to make things as they were before ○ He will pay back the money in monthly instalments. ○ The store sent back the cheque because the date was wrong. ○ The company went back on its agreement to supply at £1.50 a unit. ■ *verb* **1.** to help someone, especially financially ○ The bank is backing us to the tune of £10,000. ○ She is looking for someone to back her project. **2.** □ to back a bill to sign a bill promising to pay it if the person it is addressed to is not able to do so

'...the businesses we back range from start-up ventures to established companies in need of further capital for expansion' [Times]

**back and filling** /,bæk ən 'fɪlɪŋ/ *adjective* referring to a market where prices rise and fall slightly

**backdate** /bæk'deɪt/ *verb* **1.** to put an earlier date on a document such as a cheque or an invoice ○ Backdate your invoice to April 1st. **2.** to make something effective from an earlier date than the current date ○ The pay increase is backdated to January 1st.

**back door** /bæk 'dɔ:/ *noun* □ by the back door by buying a listed company on order to acquire a listing on a Stock Exchange (which is cheaper than applying for a new listing)

**back-end load** /,bæk end 'ləʊd/ *noun* a management charge or commission which is levied when the investor sells out of the fund

**back-end loaded** /,bæk end 'ləʊdɪd/ *adjective* referring to an insurance or investment scheme where commission is charged when the investor withdraws his or her money from the scheme. Compare **front-end loaded**

**backer** /'bækə/ *noun* **1.** a person or company that backs someone ○ One of the company's backers has withdrawn. **2.** □ the backer of a bill the person who backs a bill

**backhander** /'bæk,hændə/ *noun* a bribe or money given to persuade someone to do something for you (*informal*) ○ He was accused of taking backhanders from the company's suppliers.

**backing** /'bækɪŋ/ *noun* support, especially financial support ○ She has the backing of an Australian bank. ○ The company will succeed only if it has sufficient backing. ○ She gave her backing to the proposal.

'...the company has received the backing of a number of oil companies who are willing to pay for the results of the survey' [Lloyd's List]

**back interest** /bæk 'intrəst/ *noun* interest which has not yet been paid

**backlog** /'bæklɒg/ *noun* an amount of work, or of items such as orders or letters, which should have been dealt with earlier but is still waiting to be done ○ *The warehouse is trying to cope with a backlog of orders.* ○ *We're finding it hard to cope with the backlog of paperwork.*

**back office** /bæk 'ɒfɪs/ *noun* **US 1.** the part of a broking firm where the paperwork involved in buying and selling shares is processed **2.** the part of a bank where cheques are processed, statements of account drawn up and other administrative tasks are done **3.** the general administration department of a company

**back orders** /'bæk ˌɔ:dəz/ *plural noun* orders received and not yet fulfilled, usually because the item is out of stock ○ *It took the factory six weeks to clear all the accumulated back orders.*

**back out** /,bæk 'aʊt/ *verb* to stop being part of a deal or an agreement ○ *The bank backed out of the contract.* ○ *We had to cancel the project when our German partners backed out.*

**back pay** /'bæk peɪ/ *noun* a salary which has not been paid ○ *I am owed £500 in back pay.*

**back payment** /'bæk ˌpeɪmənt/ *noun 1.* a payment which is due but has not yet been paid **2.** the act of paying money which is owed

**back rent** /'bæk rent/ *noun* a rent due but not paid ○ *The company owes £100,000 in back rent.*

**back tax** /'bæk tæks/ *noun* tax which is owed

**back-to-back credit** /,bæk tə 'bæk 'kredit/ *noun 1.* credit facilities for the purchase of goods, where the credit is asked for by the purchaser, but is granted to a middleman, who buys the goods, then sells them on to the final purchaser, and uses the credit as a basis for obtaining further credit facilities **2.** credit in a currency allowed to a foreign trader on the basis of credit which has been granted by a bank in the trader's own country

**back-to-back loan** /,bæk tə 'bæk ləʊn/ *noun* a loan from one company to another in one currency arranged

against a loan from the second company to the first in another currency. Also called **parallel loan** (NOTE: Back-to-back loans are (used by international companies to get round exchange controls.)

**back up** /,bæk 'ʌp/ *verb 1.* to support or help ○ *The finance director said the managing director had refused to back him up in his argument* ○ *He brought along a file of documents to back up his claim.* **2.** to go into reverse **3. □ to back up a portfolio** to sell long-term bonds and replace them by short-term bonds

**backup** /'bækʌp/ *adjective* supporting or helping ○ *We offer a free backup service to customers.* ○ *After a series of sales tours by representatives, the sales director sends backup letters to all the contacts.*

**backup copy** /'bækʌp ˌkɒpi/ *noun* a copy of a computer disk to be kept in case the original disk is damaged

**backup credit** /'bækʌp ˌkredit/ *noun* credit provided by banks for a eurocurrency note

**backup line** /'bækʌp laɪn/ *noun* credit provided by banks against the security of commercial bills of exchange which are about to mature

**backup withholding** /'bækʌp wɪθ-ˌhəʊldɪŋ/ *noun* **US** a tax retained from investment income so that the IRS is sure of getting the tax due

**back wages** /'bæk weɪdʒɪz/ *plural noun* same as **back pay**

**backwardation** /,bækwə'deɪʃ(ə)n/ *noun 1.* a penalty paid by the seller when postponing delivery of shares to the buyer (NOTE: The opposite is **forwardation**.) **2.** a situation where the spot price of a commodity or currency is higher than the futures price **3.** the difference between the spot and futures prices

**backward integration** /,bækwəd ɪntɪ'greɪʃ(ə)n/ *noun* a process of expansion in which a business which deals with the later stages in the production and sale of a product acquires a business that deals with an earlier stage in the same process, usually a supplier ○ *Buying up rubber plantations is part of the tyre company's backward integration policy.* ○ *Backward integration will ensure cheap supplies but forward inte-*

gration would bring us nearer to the market. Also called **vertical integration** (NOTE: The opposite is **forward integration**.)

**BACS** /bæks/ *noun* a company set up to organise the payment of direct debits, standing orders, salary cheques and other payments generated by computers. It operates for all the British clearing banks and several building societies; it forms part of APACS. Full form **Bankers' Automated Clearing Services**

**bad** /bæd/ *adjective* not good

**bad bargain** /bæd 'bɑ:ɡɪn/ *noun* an item which is not worth the price asked

**bad buy** /bæd 'baɪ/ *noun* a thing bought which was not worth the money paid for it

**bad cheque** /bæd 'tʃek/ *noun* a cheque which is returned to the drawer for any reason

**bad debt** /bæd 'det/ *noun* a debt which will not be paid, usually because the debtor has gone out of business, and which has to be written off in the accounts ○ *The company has written off £30,000 in bad debts.*

**bad debt provision** /bæd 'det prə-  
vɪʒ(ə)n/ *noun* money put aside in accounts to cover potential bad debts

**baht** /bɑ:t/ *noun* a unit of currency used in Thailand

**bailee** /,beɪ'li:/ *noun* a person who receives property by way of bailment

**bailment** /'beɪlmənt/ *noun* a transfer of goods by someone (the bailor) to someone (the bailee) who then holds them until they have to be returned to the bailor (NOTE: Putting jewels in a bank's safe deposit box is an example of bailment.)

**bailor** /,beɪ'lɔ:z/ *noun* a person who transfers property by way of bailment

**bail out** /,beɪl 'aʊt/ *verb* **1.** to rescue a company which is in financial difficulties **2.** □ **to bail someone out** to pay money to a court as a guarantee that someone will return to face charges ○ *She paid \$3,000 to bail him out.*

'...the government has decided to bail out the bank which has suffered losses to the extent that its capital has been wiped out' [*South China Morning Post*]

**bail-out** /'beɪlaʊt/ *noun* a rescue of a company in financial difficulties

**balance** /'bæləns/ *noun* **1.** the amount which has to be put in one of the columns of an account to make the total debits and credits equal □ **balance in hand** cash held to pay small debts □ **balance brought down or forward** the closing balance of the previous period used as the opening balance of the current period □ **balance carried down or forward** the closing balance of the current period **2.** the rest of an amount owed ○ *You can pay £100 deposit and the balance within 60 days.* □ **balance due to us** the amount owed to us which is due to be paid ■ *verb* **1.** to be equal (i.e. the assets owned must always equal the total liabilities plus capital) □ **the February accounts do not balance** the two sides are not equal □ **to balance off the accounts** to make the two sides of an account balance at the end of an accounting period, by entering a debit balance in the credit side or a credit balance in the debit side, and carrying the balance forward into the next period **2.** to calculate the amount needed to make the two sides of an account equal ○ *I have finished balancing the accounts for March.* **3.** to plan a budget so that expenditure and income are equal ○ *The president is planning for a balanced budget.*

**balance certificate** /'bæləns sɜ:ɪ-  
tɪfɪkət/ *noun* a share certificate given to an investor who has sold part of his or her shareholding and shows the number of shares which he or she has retained

**balanced budget** /,bælənst  
'bʌdʒɪt/ *noun* a budget where expenditure and income are equal

**balance of payments** /,bæləns əv  
'peɪmənts/ *noun* a comparison between total receipts and payments arising from a country's international trade in goods, services and financial transactions. Abbreviation **BOP**

**balance of payments deficit** /,bæləns əv 'peɪməntz  
'defɪsɪt/ *noun* a situation when a country imports more than it exports

**balance of payments surplus** /,bæləns əv 'peɪmənts  
'sɜ:pləs/ *noun* a situation where a country sells more to other countries than it buys from them



**balance of trade** /ˌbæləns əv ˈtreɪd/ *noun* a record of the international trading position of a country in merchandise, excluding invisible trade. Also called **trade balance**

**balance sheet** /ˈbæləns ʃi:t/ *noun* a statement of the financial position of a company at a particular time, such as the end of the financial year or the end of a quarter, showing the company's assets and liabilities ○ *Our accountant has prepared the balance sheet for the first half-year.* ○ *The company balance sheet for the last financial year shows a worse position than for the previous year.* ○ *The company balance sheet for 1984 shows a substantial loss.*

COMMENT: The balance sheet shows the state of a company's finances at a certain date. The profit and loss account shows the movements which have taken place since the end of the previous accounting period. A balance sheet must balance, with the basic equation that assets (i.e. what the company owns, including money owed to the company) must equal liabilities (i.e. what the company owes to its creditors) plus capital (i.e. what it owes to its shareholders). A balance sheet can be drawn up either in the horizontal form, with (in the UK) liabilities and capital on the left-hand side of the page (in the USA, it is the reverse) or in the vertical form, with assets at the top of the page, followed by liabilities, and capital at the bottom. Most are usually drawn up in the vertical format, as opposed to the more old-fashioned horizontal style.

**balancing item** /ˈbælənsɪŋ ˌaɪtəm/, **balancing figure** /ˈbælənsɪŋ ˌfɪɡə/ *noun* an item introduced into a balance sheet to make the two sides balance

**balboa** /bælˈbʊə/ *noun* a unit of currency used in Panama

**balloon** /bəˈlu:n/ *noun* a loan where the last repayment is larger than the others

**balloon mortgage** /bəˈlu:n ˈmɔ:ɡɪdʒ/ *noun* **US** a mortgage where the final payment (called a 'balloon payment') is larger than the others

**ballot** /ˈbælət/ *noun* **1.** an election where people vote for someone by marking a cross on a paper with a list of names ○ *Six names were put forward for three vacancies on the committee so a ballot was held.* **2.** a selection made by

taking papers at random out of a box ○ *The share issue was oversubscribed, so there was a ballot for the shares.* ■ **verb** to take a vote by ballot ○ *The union is balloting for the post of president.*

**ballot box** /ˈbælət bɒks/ *noun* a sealed box into which ballot papers are put

**ballot paper** /ˈbælət ˌpeɪpə/ *noun* a paper on which the voter marks a cross to show who they want to vote for

**Baltic Futures Exchange** /ˌbɔ:ltɪk ˈfju:tʃəz ɪks,tʃeɪndʒ/ *noun* an institution in London specialising in the chartering of shipping for sea freight and planes for airfreight, and also in commodity futures, such as wheat, barley, potatoes and pigs. Abbreviation **BFE**

**banca** *noun* the Italian word for **bank**

**Banca d'Italia** *noun* the central bank of Italy

**bancassurer** /ˈbæŋkəsɪʃʊərə/ *noun* a bank offering a range of financial services to its customers, including insurance from a subsidiary insurance company

**banco** *noun* the word for **bank** in Spanish and Portuguese

**Banco de España** *noun* the central bank of Spain

**Banco de Portugal** *noun* the central bank of Portugal

**band** /bænd/ *noun* a range of figures with an upper and a lower limit, to which something, e.g. the amount of someone's salary or the exchange value of a currency, is restricted but within which it can move ○ *a salary band*

**bank** /bæŋk/ *noun* a business which holds money for its clients, lends money at interest, and trades generally in money ○ *the First National Bank* ○ *the Royal Bank of Scotland* ○ *She put all her earnings into the bank.* ○ *I have had a letter from my bank telling me my account is overdrawn.* ■ **verb** to deposit money into a bank or to have an account with a bank ○ *He banked the cheque as soon as he received it.* □ **where do you bank?** where do you have a bank account? ○ *I bank at or with Barclays*

**Bank** *noun* a German word meaning **bank**

**bankable** /'bæŋkəb(ə)l/ *adjective*  
which a bank will accept as security for a loan

**bankable paper** /,bæŋkəb(ə)l 'peɪpəl/ *noun* a document which a bank will accept as security for a loan

**bank account** /'bæŋk ə,kaʊnt/ *noun*  
an account which a customer has with a bank, where the customer can deposit and withdraw money ○ *to open a bank account* ○ *to close a bank account* ○ *How much money do you have in your bank account?* ○ *If you let the balance in your bank account fall below £100, you have to pay bank charges.* (NOTE: The US term is **banking account**.)

**bank advance** /'bæŋk əd,vɑ:ns/ *noun* same as **bank loan** ○ *She asked for a bank advance to start her business.*

**bank balance** /'bæŋk ,bæləns/ *noun*  
the state of a bank account at any particular time ○ *Our bank balance went into the red last month.*

**bank base rate** /bæŋk 'beɪs reɪt/ *noun*  
a basic rate of interest, on which the actual rate a bank charges on loans to its customers is calculated

**bank bill** /'bæŋk bɪl/ *noun* **1.** *GB* a bill of exchange by one bank telling another bank (usually in another country) to pay money to someone **2.** *GB* same as **banker's bill** **3.** *US* same as **banknote**

**bank book** /'bæŋk bʊk/ *noun* a book, given by a bank, which shows money which you deposit or withdraw from your savings account (also called a 'passbook')

**bank borrowing** /bæŋk 'bɔ:ɹɔʊŋ/ *noun*  
money borrowed from a bank ○ *The new factory was financed by bank borrowing.*

**bank card** /'bæŋk kɑ:d/ *noun* a credit card or debit card issued to a customer by a bank for use instead of cash when buying goods or services (NOTE: There are internationally recognised rules that govern the authorisation of the use of bank cards and the clearing and settlement of transactions in which they are used.)

**bank charges** /'bæŋk ,tʃɑ:dʒɪz/ *plural noun*  
charges which a bank makes for carrying out work for a customer (NOTE: The US term is **service charge**.)

**bank charter** /bæŋk 'tʃɑ:tə/ *noun*  
an official government document allowing the establishment of a bank

**bank cheque** /'bæŋk tʃek/ *noun*  
a bank's own cheque, drawn on itself and signed by a bank official

**bank clerk** /'bæŋk klɑ:k/ *noun*  
a person who works in a bank, but is not a manager

**bank credit** /'bæŋk ,kredɪt/ *noun*  
loans or overdrafts from a bank to a customer

**bank deposits** /bæŋk dɪ'pɔ:zɪtɪz/ *plural noun*  
all money placed in banks by private or corporate customers

**bank discount rate** /bæŋk 'dɪskaʊnt reɪt/ *noun*  
a rate charged by a bank for a loan where the interest charges are deducted when the loan is made

**bank draft** /'bæŋk drɑ:ft/ *noun*  
an order by one bank telling another bank, usually in another country, to pay money to someone

**banker** /'bæŋkə/ *noun* **1.** a person who is in an important position in a bank **2.** a bank ○ *the company's banker is Barclays*

**banker's acceptance** /,bæŋkəz ək-'septəns/ *noun*  
a bill of exchange guaranteed by a bank

**Bankers' Automated Clearing Services** /,bæŋkəz ,ɔ:təmeɪtɪd 'klɪəɪŋ ,sɜ:vɪsɪz/ *plural noun*  
full form of **BACS**. Compare **CHAPS**

**banker's bill** /'bæŋkəz bɪl/ *noun*  
an order by one bank telling another bank, usually in another country, to pay money to someone

**banker's draft** /,bæŋkəz 'drɑ:ft/ *noun*  
a draft payable by a bank in cash on presentation

**banker's lien** /,bæŋkəz 'li:ən/ *noun*  
the right of a bank to hold some property of a customer as security against payment of a debt

**banker's order** /'bæŋkəz ,ɔ:də/ *noun*  
an order written by a customer asking a bank to make a regular payment ○ *He pays his subscription by banker's order.*

**banker's reference** /,bæŋkəz 'ref(ə)rəns/ *noun*  
details of a company's bank, account number, etc., sup-

plied so that a client can check if the company is a risk

**Bank Examiner** /'bæŋk ɪg,zæmɪnə/ *noun* *US* an official of one of the Federal Reserve Banks who examines the working of companies who apply to become banks, and who supervises the running of banks within the Reserve Bank's district

**Bank for International Settlements** /,bæŋk fə ɪntə,næʃ(ə)nəl 'set(ə)lmənts/ *noun* a bank (based in Basle) which acts as the clearing bank for the central banks of various countries through which they settle their currency transactions, and which also acts on behalf of the IMF. Abbreviation **BIS**

**bank giro** /'bæŋk ˌdʒaɪrəʊ/ *noun* a method used by clearing banks to transfer money rapidly from one account to another

**bank giro credit** /bæŋk ˌdʒaɪrəʊ 'kredit/ *noun* a cash or cheque payment to an organisation or person which usually takes three working days to process. Abbreviation **BGC**

**bank holiday** /bæŋk 'hɒlɪdeɪ/ *noun* a weekday which is a public holiday when the banks are closed ○ *New Year's Day is a bank holiday.* ○ *Are we paid for bank holidays in this job?*

**bank identification number** /bæŋk ˌaɪdentɪfɪ'keɪʃ(ə)n ˌnʌmbə/ *noun* internationally organised six-digit number which identifies a bank for charge card purposes. Abbreviation **BIN**

**banking** /'bæŋkɪŋ/ *noun* the business of banks ○ *He is studying banking.* ○ *She has gone into banking.* □ a **banking crisis** a crisis affecting the banks

**banking account** /'bæŋkɪŋ əˌkaʊnt/ *noun* *US* an account which a customer has with a bank

**Banking Code** /'bæŋkɪŋ kəʊd/ *noun* a voluntary code of practice adopted by banks and building societies in their dealings with their customers

**banking hours** /'bæŋkɪŋ əʊəz/ *plural noun* the hours when a bank is open for its customers ○ *You cannot get money out of the bank after banking hours.*

**banking service** /'bæŋkɪŋ ˌsɜ:vɪs/ *noun* the various ways in which a bank can help a customer, such as operating

accounts, making transfers, paying standing orders and selling foreign currency

**bank line** /'bæŋk laɪn/ *noun* same as **line of credit**

**bank loan** /'bæŋk ləʊn/ *noun* a loan made by a bank to a customer, usually against the security of a property or asset ○ *He asked for a bank loan to start his business.* Also called **bank advance**

**bank manager** /'bæŋk ˌmænɪdʒə/ *noun* the person in charge of a branch of a bank ○ *They asked their bank manager for a loan.*

**bank mandate** /bæŋk 'mændeɪt/ *noun* a written order to a bank, asking it to open an account and allow someone to sign cheques on behalf of the account holder, and giving specimen signatures and relevant information

**banknote** /'bæŋknəʊt/ *noun* **1.** a piece of printed paper money (in England, issued by the Bank of England; in Scotland, commercial banks can issue notes) ○ *a counterfeit £20 note* ○ *He pulled out a pile of used notes.* (NOTE: The US term is **bill**.) **2.** *US* a non-interest bearing note, issued by a Federal Reserve Bank, which can be used as cash

**Bank of England** /,bæŋk əv 'ɪŋɡlənd/ *noun* the British central bank, owned by the state, which, together with the Treasury, regulates the nation's finances

COMMENT: The Bank of England issues banknotes which carry the signatures of its officials. It is the lender of last resort to commercial banks and supervises banking institutions in the UK Its Monetary Policy Committee is independent of the government and sets interest rates. The Governor of the Bank of England is appointed by the government.

**Bank of Japan** /,bæŋk əv dʒə'pæn/ *noun* the central bank of Japan. Abbreviation **BOJ**

**bank on** /'bæŋk ɒn/ *verb* to feel sure that something will happen ○ *He is banking on getting a loan from his father to set up in business.* ○ *Do not bank on the sale of your house.*

**bank rate** /'bæŋk reɪt/ *noun* **1.** the discount rate of a central bank **2.** formerly, the rate at which the Bank of

England lent to other banks (then also called the Minimum Lending Rate (MLR), and now called the base rate)

**bank reconciliation** /bəŋk ˌrɛkənsɪli'eɪʃ(ə)n/ *noun* the act of making sure that the bank statements agree with the company's ledgers

**bank reference** /'bəŋk ˌref(ə)rəns/ *noun* same as **banker's reference**

**bank release** /'bəŋk ɾɪˌliːs/ *noun* same as **release note**

**bank reserves** /bəŋk ɾɪ'zɜːvz/ *noun* cash and securities held by a bank to cover deposits

**bank return** /'bəŋk ɾɪˌtɜːn/ *noun* a regular report from a bank on its financial position

**bankroll** /'bəŋkrɔʊl/ *verb* to provide the money that enables something or someone to survive (*informal*) ○ *How long can he go on bankrolling his daughter's art gallery?*

**bankrupt** /'bəŋkrʌpt/ *noun, adjective* (a person) who has been declared by a court not to be capable of paying his or her debts and whose affairs are put into the hands of a receiver ○ *a bankrupt property developer* ○ *She was adjudicated or declared bankrupt.* ○ *He went bankrupt after two years in business.* ■ *verb* to make someone become bankrupt ○ *The recession bankrupted my father.*

**bankruptcy** /'bəŋkrʌptsi/ *noun* the state of being bankrupt ○ *The recession has caused thousands of bankruptcies.* (NOTE: The plural is **bankruptcies**.)

COMMENT: In the UK, bankruptcy is applied only to individual persons, but in the USA the term is also applied to corporations. In the UK, a bankrupt cannot hold public office (for example, they cannot be elected an MP) and cannot be the director of a company. They also cannot borrow money. In the USA, there are two types of bankruptcy: involuntary, where the creditors ask for a person or corporation to be made bankrupt; and voluntary, where a person or corporation applies to be made bankrupt (in the UK, this is called voluntary liquidation).

**bankruptcy order** /'bəŋkrʌptsi ˌɔːdə/ *noun* same as **declaration of bankruptcy**

**bank statement** /'bəŋk ˌsteɪtmənt/ *noun* a written statement from a bank

showing the balance of an account at a specific date

**bank syndicate** /'bəŋk ˌsɪndɪkət/ *noun* a group of major international banks which group together to underwrite a massive loan

**bank transfer** /'bəŋk ˌtrænsfɜː/ *noun* an act of moving money from a bank account to another account

**Bankwire** /'bəŋkwɪə/ *noun* *US* a system operated by a group of banks to pass information among member banks

**banque** *noun* the French word for **bank**

**banque d'affaires** *noun* the French word for **merchant bank**

**Banque de France** *noun* the Central Bank of France

**bar** /bɑː/ *noun* **1.** a place where you can buy and drink alcohol ○ *The sales reps met in the bar of the hotel.* **2.** a thing which stops you doing something ○ *Government legislation is a bar to foreign trade.*

**bar-bell** /'bɑː bel/ *noun* *US* a portfolio which concentrates on very long-term and very short-term bonds only. Compare **ladder**

**bar chart** /'bɑː tʃɑːt/ *noun* a chart where values or quantities are shown as columns of different heights set on a base line, the different lengths expressing the quantity of the item or unit. Also called **bar graph, histogram**

**Barclays Index** /'bɑːklɪz ˌɪndeks/ *noun* an index of prices on the New Zealand Stock Exchange

**bar code** /'bɑː kəʊd/ *noun* a system of lines printed on a product which, when read by a computer, give a reference number or price

**bargain** /'bɑːgɪn/ *noun* **1.** an agreement on the price of something ○ *to strike a bargain* or *to make a bargain* □ **to drive a hard bargain** to be a difficult person to negotiate with □ **it is a bad bargain** it is not worth the price **2.** something which is cheaper than usual ○ *That car is a (real) bargain at £500.* **3.** a sale and purchase of one lot of shares on the Stock Exchange ■ *verb* to try to reach agreement about something, especially a price, usually with each person or group involved putting forward suggestions or offers which are dis-

cussed until a compromise is arrived at ○ *You will have to bargain with the dealer if you want a discount.* ○ *They spent two hours bargaining about or over the price.* (NOTE: You bargain **with** someone **over** or **about** or **for** something.)

**bargain hunter** /'bɑ:gɪn ˌhʌntə/ *noun* a person who looks for cheap deals

**bargain hunting** /'bɑ:gɪn ˌhʌntɪŋ/ *noun* looking for cheap goods or shares, which no one has noticed

**bargaining** /'bɑ:gɪnɪŋ/ *noun* the act of trying to reach agreement about something, e.g. a price or a wage increase for workers

**bargaining position** /'bɑ:gɪnɪŋ pə-ˌzɪʃ(ə)n/ *noun* the offers or demands made by one group during negotiations

**bargaining power** /'bɑ:gɪnɪŋ ˌpaʊə/ *noun* the strength of one person or group when discussing prices or wage settlements

**bargain offer** /'bɑ:gɪn ˈɒfə/ *noun* the sale of a particular type of goods at a cheap price ○ *This week's bargain offer – 30% off all carpet prices.*

**bargain price** /'bɑ:gɪn praɪs/ *noun* a cheap price ○ *These carpets are for sale at a bargain price.*

**bargain sale** /'bɑ:gɪn seɪl/ *noun* the sale of all goods in a store at cheap prices

**bargains done** /'bɑ:gɪnz dʌn/ *plural noun* the number of deals made on the Stock Exchange during a day

**barrels per day** /ˌbærəlz pə ˈdeɪ/ *plural noun* a figure used to show the output of an oilfield

**barren** /'bærən/ *adjective* referring to money which is not earning any interest

**barrier** /'bæriə/ *noun* anything which makes it difficult for someone to do something, especially to send goods from one place to another □ **to impose trade barriers on certain goods** to restrict the import of some goods by charging high duty ○ *They considered imposing trade barriers on some food products.* □ **to lift trade barriers from imports** to remove restrictions on imports ○ *The government has lifted trade barriers on foreign cars.*

'...a senior European Community official has denounced Japanese trade barriers, saying they

cost European producers \$3 billion a year' [*Times*]

'...to create a single market out of the EC member states, physical, technical and tax barriers to free movement of trade between member states had to be removed. Imposing VAT on importation of goods from other member states was seen as one such tax barrier' [*Accountancy*]

**barrier to entry** /ˌbæriə tə ˈentri/ *noun* a factor that makes it impossible or unprofitable for a company to try to start selling its products in a particular market (NOTE: Barriers to entry may be created, for example, when companies already in a market have patents that prevent their goods from being copied, when the cost of the advertising needed to gain a market share is too high, or when an existing product commands very strong brand loyalty.)

**barter** /'bɑ:tə/ *noun* **1.** a system in which goods are exchanged for other goods and not sold for money **2.** a system in which advertising space or time is exchanged for goods from the advertiser ■ **verb** to exchange goods for other goods and not for money ○ *They agreed a deal to barter tractors for barrels of wine.*

'...under the barter agreements, Nigeria will export 175,000 barrels a day of crude oil in exchange for trucks, food, planes and chemicals' [*Wall Street Journal*]

**barter agreement** /ˌbɑ:tə ə-ˈɡri:mənt/ *noun* an agreement to exchange goods by barter ○ *The company has agreed a barter deal with Bulgaria.*

**bartering** /'bɑ:tərɪŋ/ *noun* the act of exchanging goods for other goods and not for money

**base** *noun* /beɪs/ **1.** the lowest or first position ○ *Turnover increased by 200%, but started from a low base.* **2.** a place where a company has its main office or factory, or a place where a businessperson's office is located ○ *The company has its base in London and branches in all the European countries.* ○ *He has an office in Madrid which he uses as a base while travelling in Southern Europe.* ■ **verb** /beɪs/ **1.** □ **to base something on something** to calculate something using something as your starting point or basic material for the calculation ○ *We based our calculations on the forecast turnover.* □ **based on** calculating from ○ *based on last year's figures* ○ *based on*

*population forecasts* **2.** to set up a company or a person in a place ○ *The Euro-pean manager is based in our London office.* ○ *Our overseas branch is based in the Bahamas.* ■ *adjective* lowest or first, and used for calculating others

'...the base lending rate, or prime rate, is the rate at which banks lend to their top corporate borrowers' [*Wall Street Journal*]

'...other investments include a large stake in the Chicago-based insurance company' [*Lloyd's List*]

**base currency** /'beɪs ˌkʌrənəsi/ *noun* a currency against which exchange rates of other currencies are quoted ○ *turn-over increased by 200%, but starting from a low base*

**base metals** /beɪs 'met(ə)lz/ *plural noun* ordinary metals used in industry, such as aluminium and lead

**base rate** /'beɪs reɪt/ *noun* same as **bank base rate**

**base-weighted index** /,beɪs ˌweɪtɪd 'ɪndeks/ *noun* an index which is weighted according to the base year

**base year** /'beɪs jɪə/ *noun* the first year of an index, against which changes occurring in later years are measured

**basic** /'beɪsɪk/ *adjective* **1.** normal **2.** most important **3.** simple, or from which everything starts ○ *She has a basic knowledge of the market.* ○ *To work at the cash desk, you need a basic qualification in maths.*

**basic balance** /,beɪsɪk 'bæləns/ *noun* the balance of current account and long-term capital accounts in a country's balance of payments

**basic banking service** /,beɪsɪk 'bæŋkɪŋ ˌsɜ:vɪs/ *noun* basic service offered by banks to their customers, in connection with operating their accounts

**basic commodities** /,beɪsɪk kə-ˈmɒdɪtɪz/ *plural noun* ordinary farm produce, produced in large quantities, e.g. corn, rice or sugar

**basic discount** /,beɪsɪk 'dɪskaʊnt/ *noun* a normal discount without extra percentages ○ *Our basic discount is 20%, but we offer 5% extra for rapid settlement.*

**basic industry** /,beɪsɪk 'ɪndəstri/ *noun* the most important industry of a country, e.g. coal, steel or agriculture

**basic pay** /,beɪsɪk 'peɪ/ *noun* a normal salary without extra payments

**basic product** /,beɪsɪk 'prɒdʌkt/ *noun* the main product made from a raw material

**basic rate tax** /'beɪsɪk reɪt ˌtæks/ *noun* the lowest rate of income tax

**basics** /'beɪsɪks/ *plural noun* simple and important facts or principles ○ *She has studied the basics of foreign exchange dealing.* □ **to get back to basics** to consider the main facts or principles again

**basic salary** /,beɪsɪk 'sæləri/ *noun* same as **basic pay**

**basic wage** /,beɪsɪk 'weɪdʒ/ *noun* same as **basic pay** ○ *The basic wage is £110 a week, but you can expect to earn more than that with overtime.*

**basis** /'beɪsɪs/ *noun* **1.** a point or number from which calculations are made ○ *We forecast the turnover on the basis of a 6% price increase.* **2.** the general terms of agreement or general principles on which something is decided or done ○ *This document should form the basis for an agreement.* ○ *We have three people working on a freelance basis.* □ **on a short-term, long-term basis** for a short or long period ○ *He has been appointed on a short-term basis.* (NOTE: [all senses] The plural is **bases**.)

**basis point** /'beɪsɪs pɔɪnt/ *noun* an one hundredth of a percentage point (0.01%), the basic unit used in measuring market movements or interest rates

**basis price** /'beɪsɪs praɪs/ *noun* **1.** the price agreed between buyer and seller on the over-the-counter market **2.** the price of a bond shown as its annual percentage yield to maturity

**basis swap** /'beɪsɪs swɒp/ *noun* the exchange of two financial instruments, each with a variable interest calculated on a different rate

**basket** /'bɑːskɪt/ *noun* **1.** a container made of thin pieces of wood, metal, plastic, etc. ○ *a basket of apples* **2.** US a group of prices or currencies taken as a standard ○ *the price of the average shopping basket* ○ *The pound has fallen against a basket of European currencies.* ○ *The market basket has risen by 6%.*

'...the weekly adjusted average total basket price of €37.89 was just 3p more than the week before Christmas' [*The Grocer*]

**basket of currencies** /ˌbɑːskɪt əv 'kʌrənsɪz/ *noun* same as **currency basket**

**batch** /bætʃ/ *noun* **1.** a group of items which are made at one time ○ *This batch of shoes has the serial number 25–02.* **2.** a group of documents which are processed at the same time ○ *Today's batch of invoices is ready to be mailed.* ○ *The accountant signed a batch of cheques.* ○ *We deal with the orders in batches of fifty at a time.* ■ *verb* to put items together in groups ○ *to batch invoices or cheques*

**batch number** /'bætʃ ˌnʌmbə/ *noun* a number attached to a batch ○ *When making a complaint always quote the batch number on the packet.*

**batch processing** /'bætʃ ˌprəʊsesɪŋ/ *noun* a system of data processing where information is collected into batches before being loaded into the computer

**batch production** /'bætʃ prə-ˌdʌkʃən/ *noun* production in batches

**BBA** *abbreviation* British Bankers' Association

**bear** /beə/ *noun* STOCK EXCHANGE a person who sells shares, commodities or currency because he or she thinks their price will fall and it will be possible to buy them again more cheaply later (NOTE: The opposite is **bull**.) □ **taking a bear position** acting on the assumption that the market is likely to fall ■ *verb* **1.** to give interest ○ *government bonds which bear 5% interest* **2.** to have something, especially to have something written on it ○ *an envelope which bears a London postmark* ○ *a letter bearing yesterday's date* ○ *The cheque bears the signature of the company secretary.* ○ *The share certificate bears his name.* **3.** to pay costs ○ *The costs of the exhibition will be borne by the company.* ○ *The company bore the legal costs of both parties.* (NOTE: **bearing – bore – has borne**)

**bear covering** /'beə ˌkʌvərɪŋ/ *noun* STOCK EXCHANGE a point in a market where dealers who sold stock short, now buy back (at lower prices) to cover their positions

**bearer** /'beərə/ *noun* a person who holds a cheque or certificate □ **the cheque is payable to bearer** the cheque will be paid to the person who holds it, not to any particular name written on it

**bearer bond** /'beərə bɒnd/, **bearer security** *noun* a bond which is payable to the bearer and does not have a name written on it

**bearing** /'beərɪŋ/ *adjective* which bears, which produces ○ *certificates bearing interest at 5%* ○ *interest-bearing deposits*

**bearish** /'beərɪʃ/ *adjective* referring to a factor which tends to make market prices fall

**bear market** /'beə ˌmɑːkɪt/ *noun* a period when share prices fall because shareholders are selling since they believe the market will fall further (NOTE: The opposite is a **bull market**)

**bear position** /'beə pəˌzɪʃ(ə)n/ *noun* STOCK EXCHANGE a short position, that is, selling shares which you do not own (you will buy them later at a lower price so as to be able to settle)

**bear raid** /'beə reɪd/ *noun* selling large numbers of shares to try to bring down prices

**bear squeeze** /'beə skwiːz/ *noun* **1.** an action by banks to raise exchange rates, forcing currency bear sellers to buy back currency at a loss (i.e. at a higher price) **2.** an operation by marketmakers to increase the price of shares, so as to force bears to buy at higher prices than they intended

**bed-and-breakfast deal** /ˌbed ən 'brekfəst ˌdiːl/ *noun* formerly, an arrangement where shares were sold one day and bought back the following day, in order to establish a profit or loss for tax declaration (NOTE: Doing such deals was called 'bed-and-breakfasting'.)

COMMENT: This is no longer possible, since a period of thirty days has to elapse between the sale and repurchase of the same shares to allow a new price to be established.

**bed-pepping** /'bed ˌpepɪŋ/ *noun* an arrangement by which you sell existing investments and put the resulting cash into a PEP. This establishes any gains on the investments, so that you can cal-

culate whether you should pay capital gains tax.

**behavioural finance** /bɪˌheɪvjərəl 'faɪnæns/ *noun* a psychological view of the way people take financial decisions

**Beige Book** /beɪʒ 'bʊk/ *noun* US a report on the financial position prepared by the district banks for the Federal Reserve Board. ▶ **Blue Book**, **Green Book**

**bellwether** /'belwədə/ *noun* a leading share which is thought of as an indicator of market trends as a whole (such as Lloyds in the UK)

**belly up** /ˌbelɪ 'ʌp/ *adverb* □ **to go belly up** to fail or to go into liquidation (*informal*)

**below par** /bɪˌləʊ 'pɑː/ *adjective* referring to a share with a market price lower than its par value

**below the line** /bɪˌləʊ ðə 'laɪn/ *adjective, adverb* part of a budget referring to receipts from redeemed debts and from expenditure covered by borrowings

**below-the-line expenditure** /bɪˌləʊ ðə laɪn ɪk'spendɪtʃə/ *noun* **1.** payments which do not arise from a company's normal activities, e.g. redundancy payments **2.** extraordinary items which are shown in the profit and loss account below net profit after taxation, as opposed to exceptional items which are included in the figure for profit before taxation

**belt and braces** /ˌbɛlt ən 'breɪsɪz/, **belt and suspenders** /ˌbɛlt ən səs-'pendəz/ *noun* □ **a belt and braces person** a very cautious lender, one who asks for extra collateral as well as guarantees for a loan

**benchmark** /'bentʃmɑːk/ *noun* a point in an index which is important, and can be used to compare with other figures

**beneficial interest** /ˌbenɪfɪʃ(ə)l 'ɪntrəst/ *noun* a situation where someone is allowed to occupy or receive rent from a house without owning it

**beneficial occupier** /ˌbenɪfɪʃ(ə)l 'ɒkjʊpərə/ *noun* a person who occupies a property but does not own it fully

**beneficial owner** /ˌbenɪfɪʃ(ə)l 'əʊnə/ *noun* a person who owns a prop-

erty which is being used by someone else

**beneficiary** /ˌbenɪ'fɪʃəri/ *noun* a person who gains money from something ○ *the beneficiaries of a will*

**benefit** /'benɪfɪt/ *noun* **1.** payments which are made to someone under a national or private insurance scheme ○ *She receives £75 a week as unemployment benefit.* ○ *Sickness benefit is paid monthly.* ○ *The insurance office sends out benefit cheques each week.* **2.** something of value given to an employee in addition to their salary ■ *verb* **1.** to make better or to improve ○ *A fall in inflation benefits the exchange rate.* **2.** □ **to benefit from or by something** to be improved by something, to gain more money because of something ○ *Exports have benefited from the fall in the exchange rate.* ○ *The employees have benefited from the profit-sharing scheme.*

'...the retail sector will also benefit from the expected influx of tourists' [*Australian Financial Review*]

'...what benefits does the executive derive from his directorship? Compensation has increased sharply in recent years and fringe benefits for directors have proliferated' [*Duns Business Month*]

'...salary is negotiable to £30,000, plus car and a benefits package appropriate to this senior post' [*Financial Times*]

'California is the latest state to enact a program forcing welfare recipients to work for their benefits' [*Fortune*]

**benefit in kind** /ˌbenɪfɪt ɪn 'kaɪnd/ *noun* a benefit other than money received by an employee as part of his or her total compensation package, e.g. a company car or private health insurance. Such benefits are usually subject to tax.

**bequest** /bɪ'kwɛst/ *noun* something, e.g. property or money (but not freehold land), given to someone in a will ○ *He made several bequests to his staff.*

**berhad** *noun* a Malay word meaning 'private', used to describe a limited company in Malaysia. Abbreviation **Bhd.** ▶ **Sdn**

**best practice** /ˌbest 'præktɪs/ *noun* the most effective and efficient way to do something or to achieve a particular aim (NOTE: In business, best practice is often determined by benchmarking, that is by comparing the method one organisation uses to carry out a task



with the methods used by other similar organisations and determining which method is most efficient and effective.)

**best-selling** /ˌbest 'selɪŋ/ *adjective* which sells better than any other ○ *These computer disks are our best-selling line.*

**bet** /bet/ *noun* an amount deposited when you risk money on the result of a race or of a game ■ *verb* to risk money on the result of something ○ *He bet £100 on the result of the election.* ○ *I bet you £25 the dollar will rise against the pound.*

**beta** /ˈbi:tə/ *noun* a measurement of the return on investment in a certain stock compared against a one percentage point return on the stock market in general: it shows the volatility in the price of the share compared to the FTSE All-Share Index

**beta shares** /ˈbi:tə ʃeəz/, **beta securities** /ˈbi:tə sɪˌkjʊərɪtɪz/, **beta stocks** /ˈbi:tə stɒks/ *plural noun* a group of about 500 shares which are traded on the London Stock Exchange, but not as frequently as the alpha shares (NOTE: Prices of beta shares are quoted on SEAQ, but not the share transactions.)

**betting tax** /ˈbetɪŋ tæks/ *noun* a tax levied on betting on horses, dogs, etc. (NOTE: **betting – bet – has bet**)

**b/f** *abbreviation* brought forward

**BFE** *abbreviation* Baltic Futures Exchange

**BGC** *abbreviation* bank giro credit

**Bhd** *abbreviation* berhad

**bi-** /baɪ/ *prefix* twice □ **bi-monthly** twice a month □ **bi-annually** twice a year

**bid** /bɪd/ *noun* **1.** an offer to buy something at a specific price. ▶ **takeover bid** □ **to make a bid for something** to offer to buy something ○ *We made a bid for the house.* ○ *The company made a bid for its rival.* □ **to make a cash bid** to offer to pay cash for something □ **to put in or enter a bid for something** to offer to buy something, usually in writing **2.** an offer to sell something or do a piece of work at a specific price ○ *She made the lowest bid for the job.* ○ *They asked for bids for the supply of spare parts.* ■ *verb* to offer to buy □ **to bid for some-**

**thing** (*at an auction*) to offer to buy something □ **he bid £1,000 for the jewels** he offered to pay £1,000 for the jewels

**bid basis** /ˈbɪd ˌbeɪsɪs/ *noun* the pricing of unit trusts at a lower bid price to encourage buyers

**bidder** /ˈbɪdə/ *noun* a person who makes a bid, usually at an auction ○ *Several bidders made offers for the house.* □ **the property was sold to the highest bidder** to the person who had made the highest bid or who offered the most money □ **the tender will go to the lowest bidder** to the person who offers the best terms or the lowest price for services

**bidding** /ˈbɪdɪŋ/ *noun* the act of making offers to buy, usually at an auction □ **the bidding started at £1,000** the first and lowest bid was £1,000 □ **the bidding stopped at £250,000** the last bid, i.e. the successful bid, was for £250,000 □ **the auctioneer started the bidding at £100** the auctioneer suggested that the first bid should be £100

**bid market** /ˈbɪd ˌmɑːkɪt/ *noun* a market where there are more bids to buy than offers to sell (NOTE: The opposite is an **offered market**.)

**bid-offer price** /ˌbɪd ˈɒfə praɪs/ *noun* a price charged by unit trusts to buyers and sellers of units, based on the bid-offer spread

**bid-offer spread** /ˌbɪd ˈɒfə spred/ *noun* the difference between buying and selling prices (i.e. between the bid and offer prices)

**bid price** /ˈbɪd praɪs/ *noun* a price at which investors sell shares or units in a unit trust (NOTE: The opposite, i.e. the buying price, is called the **offer price**; the difference between the two is the **spread**.)

**bid rate** /ˈbɪd reɪt/ *noun* a rate of interest offered on deposits

**Big Bang** /bɪg ˈbæŋ/ *noun* **1.** the change in practices on the London Stock Exchange, with the introduction of electronic trading on October 27th 1986 **2.** a similar change in financial practices in another country

COMMENT: The changes included the abolition of stock jobbers and the removal of the system of fixed commissions. The Stock Exchange trading floor closed and

deals are now done by phone or computer or on the Internet.

**Big Blue** /bɪg 'bluː/ *noun* IBM (*informal*)

**Big Board** /bɪg 'bɔːd/ *noun* US same as **New York Stock Exchange** (*informal*)

'...at the close, the Dow Jones Industrial Average was up 24.25 at 2,559.65, while New York S.E. volume totalled 180m shares. Away from the Big Board, the American S.E. Composite climbed 2.31 to 297.87' [*Financial Times*]

**big business** /bɪg 'bɪznɪs/ *noun* very large commercial firms

**Big Four** /bɪg 'fɔː/ *noun* **1.** the four large British commercial banks: Barclays, LloydsTSB, HSBC and Natwest (now joined by several former building societies that have become banks) **2.** the four largest Japanese securities houses: Daiwa, Nikko, Nomura and Yamaichi

**Big Three** /bɪg 'θriː/ *noun* US a name for the three big car makers in Detroit, i.e. General Motors (GM), Chrysler and Ford (*informal*)

**bilateral** /baɪ'læt(ə)rəl/ *adjective* between two parties or countries ○ *The minister signed a bilateral trade agreement.*

**bilateral clearing** /baɪ'læt(ə)rəl 'klɪərɪŋ/ *noun* the system of annual settlements of accounts between certain countries, where accounts are settled by the central banks

**bilateral credit** /baɪ'læt(ə)rəl 'kredɪt/ *noun* credit allowed by banks to other banks in a clearing system (to cover the period while cheques are being cleared)

**bilateral netting** /baɪ'læt(ə)rəl 'netɪŋ/ *noun* the settlement of contracts between two banks to give a new position

**bill** /bɪl/ *noun* **1.** a written list of charges to be paid ○ *The sales assistant wrote out the bill.* ○ *Does the bill include VAT?* ○ *The bill is made out to Smith Ltd.* ○ *The builder sent in his bill.* ○ *She left the country without paying her bills.* **2.** a list of charges in a restaurant ○ *Can I have the bill please?* ○ *The bill comes to £20 including service.* **3.** a written paper promising to pay money ○ **bills payable (B/P)** bills, especially bills

of exchange, which a company will have to pay to its creditors □ **bills receivable (B/R)** bills, especially bills of exchange, which are due to be paid by a company's debtors □ **due bills** bills which are owed but not yet paid. † **bill of exchange** **4.** US same as **banknote** ○ *a \$5 bill* (NOTE: The UK term is **note** or **banknote**.) **5.** a draft of a new law which will be discussed in Parliament **6.** a small poster □ **'stick no bills'** the unauthorised putting up of posters is prohibited ■ *verb* to present a bill to someone so that it can be paid ○ *The plumbers billed us for the repairs.*

**bill broker** /'bɪl ,brəʊkə/ *noun* a discount house, a firm which buys and sells bills of exchange for a fee

**billing** /'bɪlɪŋ/ *noun* the work of writing invoices or bills

**billing error** /'bɪlɪŋ ,erə/ *noun* a mistake in charging a sum to a credit card

**billion** /'bɪljən/ one thousand million (NOTE: In the USA, it has always meant one thousand million, but in UK English it formerly meant one million million, and it is still sometimes used with this meaning. With figures it is usually written **bn**: **\$5bn** say 'five billion dollars'.)

'...gross wool receipts for the selling season to end June 30 appear likely to top \$2 billion' [*Australian Financial Review*]

'...at its last traded price the bank was capitalized at around \$1.05 billion' [*South China Morning Post*]

**bill of exchange** /,bɪl əv ɪks-'tʃeɪndʒ/ *noun* a document, signed by the person authorising it, which tells another person or a financial institution to pay money unconditionally to a named person on a certain date (NOTE: Bills of exchange are usually used for payments in foreign currency.) □ **to accept a bill** to sign a bill of exchange to show that you promise to pay it □ **to discount a bill** to buy or sell a bill of exchange at a lower price than that written on it in order to cash it later

COMMENT: A bill of exchange is a document raised by a seller and signed by a purchaser, stating that the purchaser accepts that he owes the seller money, and promises to pay it at a later date. The person raising the bill is the 'drawer'; the person who accepts it is the 'drawee'. The seller can then sell the bill at a discount to

raise cash. This is called a 'trade bill'. A bill can also be accepted (i.e. guaranteed) by a bank, and in this case it is called a 'bank bill'.

**bill of lading** /bɪl əv 'leɪdɪŋ/ *noun* a list of goods being shipped, which the transporter gives to the person sending the goods to show that the goods have been loaded

**bill of sale** /bɪl əv 'seɪl/ *noun* a document which the seller gives to the buyer to show that the sale has taken place

**BIN** *abbreviation* bank identification number

**bind** /baɪnd/ *verb* **1.** to tie or to attach **2.** to make it a legal duty for someone or something to act in a particular way ○ *The company is bound by its articles of association.* ○ *He does not consider himself bound by the agreement which was signed by his predecessor.* (NOTE: [all senses] **binding – bound**)

**binder** /'baɪndə/ *noun* **1.** a stiff cardboard cover for papers **2.** US a temporary agreement for insurance sent before the insurance policy is issued (NOTE: The UK term is **cover note**.)

**binding** /'baɪndɪŋ/ *adjective* which legally forces someone to do something ○ *a binding contract* ○ *This document is not legally binding.* □ **the agreement is binding on all parties** all parties signing it must do what is agreed

**birr** /bɜː/ *noun* a unit of currency used in Ethiopia

**birth rate** /'bɜːθ reɪt/ *noun* the number of children born per 1,000 of the population

**BIS** *abbreviation* Bank for International Settlements

**black** /blæk/ *noun* □ **in the black, into the black** in or into credit ○ *The company has moved into the black.* ○ *My bank account is still in the black.* ■ *verb* to forbid trading in specific goods or with specific suppliers ○ *Three firms were blacked by the government.* ○ *The union has blacked a trucking firm.*

**black economy** /blæk ɪ'kɒnəmi/ *noun* goods and services which are paid for in cash, and therefore not declared for tax. Also called **hidden economy, parallel economy, shadow economy**  
**Black Friday** /blæk 'fraɪdeɪ/ *noun* a sudden collapse on a stock market

(NOTE: Called after the first major collapse of the US stock market on 24th September, 1869.)

**blackleg** /'blækleg/ *noun* an employee who continues working when there is a strike

**black list** /'blæk lɪst/ *noun* **1.** a list of goods, people or companies which have been blacked **2.** a list of people considered by an employer to be too dangerous or disruptive to employ

**blacklist** /'blæk lɪst/ *verb* to put goods, people or a company on a black list ○ *Their firm was blacklisted by the government.*

**black market** /blæk 'mɑːkɪt/ *noun* the buying and selling of goods or currency in a way which is not allowed by law ○ *There is a flourishing black market in spare parts for cars.* ○ *You can buy gold coins on the black market.* □ **to pay black market prices** to pay high prices to get items which are not easily available

**Black Monday** /blæk 'mʌndeɪ/ *noun* Monday, 19th October, 1987, when world stock markets crashed

**Black Tuesday** /blæk 'tjuːzdeɪ/ *noun* Tuesday, 29th October, 1929, when the US stock market crashed

**Black Wednesday** /blæk 'wenzdeɪ/ *noun* Wednesday, 16th September, 1992, when the pound sterling left the European Exchange Rate Mechanism and was devalued against other currencies

COMMENT: Not always seen as 'black', since some people believe it was a good thing that the pound left the ERM.

**blank** /blæŋk/ *adjective* with nothing written on it ■ *noun* a space on a form which has to be completed ○ *Fill in the blanks and return the form to your local office.*

**blank cheque** /blæŋk 'tʃek/ *noun* a cheque with the amount of money and the payee left blank, but signed by the drawer

**blank endorsement** /blæŋk ɪn-'dɔːsmənt/ *noun* an endorsement which consists of a signature, and no other details

**blanket agreement** /'blæŋkɪt ə-'grɪ:mənt/ *noun* an agreement which covers many different items

**blanket lien** /ˌblæŋkɪt 'li:ən/ *noun* *US* a lien on a person's property (including personal effects)

**blind trust** /'blaɪnd trʌst/ *noun* a trust set up to run a person's affairs without the details of any transaction being known to the person concerned (NOTE: Blind trusts are set up by politicians to avoid potential conflicts of interest.)

**blip** /blɪp/ *noun* bad economic figures (a higher inflation rate, lower exports, etc.), which only have a short-term effect

'...whether these pressures are just a cyclical blip in a low inflation era, or whether the UK is drifting back to the bad old days will be one of the crucial questions for the stock market this year' [*Financial Times*]

**block** /blɒk/ *noun* **1.** a series of items grouped together ○ *I bought a block of 6,000 shares.* **2.** a series of buildings forming a square with streets on all sides ○ *They want to redevelop a block in the centre of the town.* □ **a block of offices, an office block** a large building which only contains offices ■ *verb* to stop something taking place ○ *He used his casting vote to block the motion.* ○ *The planning committee blocked the development plan.*

**block booking** /blɒk 'bʊkɪŋ/ *noun* booking of several seats or rooms at the same time ○ *The company has a block booking for twenty seats on the plane or for ten rooms at the hotel.*

**blocked account** /blɒkt ə'kaʊnt/ *noun* a bank account which cannot be used, usually because a government has forbidden its use

**blocked currency** /blɒkt 'kʌrənsɪ/ *noun* a currency which cannot be taken out of a country because of government exchange controls ○ *The company has a large account in blocked roubles.*

**block trading** /blɒk 'treɪdɪŋ/ *noun* trading in very large numbers of shares

**blowout** /'bləʊaʊt/ *noun* *US* a rapid sale of the whole of a new stock issue (*informal*)

**Blue Book** /blu: 'bʊk/ *noun* **1.** *GB* an annual publication of national statistics of personal incomes and spending patterns **2.** *US* a document reviewing monetary policy, prepared for the Federal Reserve

**blue chip** /'blu: tʃɪp/ *noun* a very safe investment, a risk-free share in a good company

**blue-chip investments** /,blu: tʃɪp ɪn'vestmənts/, **blue-chip shares** /,blu: tʃɪp 'seəz/, **blue-chips** /'blu: tʃɪps/ *plural noun* low-risk shares in good companies

**blue-collar union** /blu: 'kɒlə ,ju:njən/ *noun* a trade union formed mainly of blue-collar workers

**blue-collar worker** /blu: 'kɒlə ,wɜ:kə/ *noun* a manual worker in a factory

**Blue list** /'blu: lɪst/ *noun* *US* a daily list of municipal bonds and their ratings, issued by Standard & Poor's

**blue sky laws** /,blu: 'skaɪ lɔ:z/ *plural noun* *US* state laws to protect investors against fraudulent traders in securities

**bluetooth** /'blu:tu:θ/ *trademark* a type of technology allowing for communication between mobile phones, computers and the Internet

**bn** /'bɪljən/ *abbreviation* billion

**board** /bɔ:d/ *noun* **1.** † **board of directors** ○ *He sits on the board as a representative of the bank.* ○ *Two directors were removed from the board at the AGM.* **2.** a group of people who run an organisation, trust or society **3.** □ **on board** on a ship, plane or train **4.** a screen on which share prices are posted (on the wall of the trading floor in a Stock Exchange) ■ *verb* to go on to a ship, plane or train ○ *Customs officials boarded the ship in the harbour.*

'CEOs, with their wealth of practical experience, are in great demand and can pick and choose the boards they want to serve on' [*Duns Business Month*]

**board meeting** /'bɔ:d ,mi:tɪŋ/ *noun* a meeting of the directors of a company

**board of directors** /,bɔ:d əv daɪ'rektəz/ *noun* **1.** *GB* a group of directors elected by the shareholders to run a company ○ *The bank has two representatives on the board of directors.* **2.** *US* a group of people elected by the shareholders to draw up company policy and to appoint the president and other executive officers who are responsible for managing the company

'...a proxy is the written authorization an investor sends to a stockholder meeting

conveying his vote on a corporate resolution or the election of a company's board of directors' [Barrons]

**COMMENT:** Directors are elected by shareholders at the AGM, though they are usually chosen by the chairman or chief executive. A board will consist of a chairman (who may be non-executive), a chief executive or managing director, and a series of specialist directors in charge of various activities of the company (such as production director or sales director). The company secretary will attend board meetings, but is not a director. Apart from the executive directors, who are in fact employees of the company, there may be several non-executive directors, appointed either for their expertise and contacts, or as representatives of important shareholders such as banks. These non-executive directors are paid fees. The board of an American company may be made up of a large number of non-executive directors and only one or two executive officers; a British board has more executive directors.

**board order** /'bɔ:d ɔ:də/ *noun* an order to a stockbroker to buy or sell at a particular price

**boardroom** /'bɔ:dru:m/ *noun* a room where the directors of a company meet

**boardroom battle** /,bɔ:dru:m 'bæt(ə)/ *noun* an argument between directors

**boiler room** /'bɔɪlə rʊm/ *noun* a room in which telephone sales executives try to sell securities to potential investors

**BOJ** *abbreviation* Bank of Japan

**bolivar** /'bɒlɪvɜ:/ *noun* the unit of currency used in Venezuela

**boliviano** /bɒ,lɪvɪ'ɑ:nəʊ/ *noun* a unit of currency used in Bolivia (NOTE: Also called the **Bolivian peso**.)

**bolsa** *noun* the Spanish word for **stock exchange**

**Bombay Stock Exchange** /,bɒmbeɪ 'stɒk ɪks,tʃeɪndʒ/ *noun* the main stock exchange in India. Abbreviation **BSE**

**bona fide** /,bɒnə 'fɑ:dɪ/ *adjective* trustworthy, which can be trusted □ a **bona fide offer** an offer which is made honestly

**bonanza** /bə'nænzə/ *noun* great wealth, or a source of great wealth ○

*The oil well was a bonanza for the company.* ○ *Last year was a bonanza year for the electronics industry.*

**bona vacantia** /,bɒnə vəkæntɪə/ *noun* a property with no owner, or which does not have an obvious owner, and which usually passes to the Crown

**bond** /bɒnd/ *noun* **1.** a contract document promising to repay money borrowed by a company or by the government at a certain date, and paying interest at regular intervals **2.** □ **goods (held) in bond** goods held by customs until duty has been paid □ **entry of goods under bond** bringing goods into a country in bond □ **to take goods out of bond** to pay duty on goods so that they can be released by customs **3.** a form of insurance fund which is linked to a unit trust, but where there is no yield because the income is automatically added to the fund

**COMMENT:** Bonds are in effect another form of long-term borrowing by a company or government. They can carry a fixed interest or a floating interest, but the yield varies according to the price at which they are bought; bond prices go up and down in the same way as share prices.

**bonded** /'bɒndɪd/ *adjective* held in bond

**bonded warehouse** /,bɒndɪd 'weəhəʊs/ *noun* a warehouse where goods are stored until excise duty has been paid

**bondholder** /'bɒndhəʊldə/ *noun* a person who holds government bonds

**bondised** /'bɒndaɪzɪd/, **bondized** *adjective* referring to an insurance fund linked to a unit trust

**bond market** /'bɒnd ˌmɑ:kɪt/ *noun* a market in which government or municipal bonds are traded

**bond rating** /'bɒnd ˌreɪtɪŋ/ *noun* a rating of the reliability of a company or government or local authority which has issued a bond (the highest rating is **AAA**)

**bond-washing** /'bɒnd ˌwɒʃɪŋ/ *noun* selling securities cum dividend and buying them back later ex dividend, or selling US Treasury bonds with the interest coupon, and buying them back ex-coupon, so as to reduce tax

**bond yield** /'bɒnd ʒi:ld/ *noun* income produced by a bond, shown as a percentage of its purchase price

**bonus** /'bəʊnəs/ *noun* an extra payment in addition to a normal payment

**bonus issue** /,bəʊnəs 'ɪʃu:/ *noun* a scrip issue or capitalisation issue, where a company transfers money from reserves to share capital and issues free extra shares to the shareholders (the value of the company remains the same, and the total market value of shareholders' shares remains the same, the market price being adjusted to account for the new shares). Also called **share split** (NOTE: The US term is **stock dividend** or **stock split**.)

**bonus share** /'bəʊnəs ʃeə/ *noun* an extra share given to an existing shareholder

**book** /bʊk/ *noun* **1.** a set of sheets of paper attached together □ **a company's books** the financial records of a company **2.** □ **to make a book** to have a list of shares which he or she is prepared to buy or sell on behalf of clients

COMMENT: The books of account record a company's financial transactions. These are: sales (sales day book and sales returns book); purchases (purchases day book and purchases returns book); cash payments and receipts (cash book) and adjustments (journal). These books are commonly known as the 'books of prime entry', but in addition, a company's accounting records usually include the ledger accounts (nominal ledger, sales ledger and purchases ledger) which may also be referred to as 'books of account'.

**book debts** /'bʊk detz/ *plural noun* trade debts as recorded in a company's accounts

**bookkeeper** /'bʊkki:pə/ *noun* a person who keeps the financial records of a company or an organisation

**bookkeeping** /'bʊkki:pɪŋ/ *noun* the work of keeping the financial records of a company or an organisation

**bookkeeping transaction** /'bʊkki:pɪŋ træn,zækʃən/ *noun* a transaction (such as the issue of bonus shares) which involves changes to a company's books of accounts, but does not alter the value of the company in any way

**book sales** /'bʊk seɪlz/ *plural noun* sales as recorded in the sales book

**book-squaring** /'bʊk ,skweərɪŋ/ *noun* the process of reducing the dealer's exposure to the market to nil

**book value** /'bʊk væljʊ:/ *noun* the value of an asset as recorded in the company's balance sheet

**bookwork** /'bʊkwɜ:k/ *noun* the keeping of financial records

**boom** /bu:m/ *noun* **1.** a time when sales, production or business activity are increasing ○ *a period of economic boom* ○ *the boom of the 1990s* □ **the boom years** years when there is an economic boom **2.** a time when anything is increasing ■ **verb** to expand or to become prosperous ○ *business is booming* ○ *sales are booming*

**boomer** /'bu:mə/ *noun* a person born during a baby boom ○ *Most boomers have not saved enough money for retirement.*

**boom industry** /'bu:m ,ɪndəstri/ *noun* an industry which is expanding rapidly

**booming** /'bu:mɪŋ/ *adjective* which is expanding or becoming prosperous ○ *a booming industry or company* ○ *Technology is a booming sector of the economy.*

**boom share** /'bu:m ʃeə/ *noun* a share in a company which is expanding

**boost** /bu:st/ *noun* help given to increase something ○ *This publicity will give sales a boost.* ○ *The government hopes to give a boost to industrial development.* ■ **verb** to make something increase ○ *We expect our publicity campaign to boost sales by 25%.* ○ *The company hopes to boost its market share.* ○ *Incentive schemes are boosting production.*

'...the company expects to boost turnover this year to FFr 16bn from FFr 13.6bn last year' [*Financial Times*]

**BOP abbreviation** balance of payments

**border** /'bɔ:də/ *noun* a frontier between two countries

**borderline case** /'bɔ:dəlaɪn keɪs/ *noun* a worker who may or may not be recommended for a particular type of treatment, such as for promotion or dismissal

**border tax adjustment** /'bɔ:də tæks ə,dʒʌstmənt/ *noun* a deduction of indirect tax paid on goods being exported or imposition of local indirect tax on goods being imported

**borrow** /'bɒrəʊ/ *verb* **1.** to take money from someone for a time, possibly paying interest for it, and repaying it at the end of the period ○ *She borrowed £1,000 from the bank.* ○ *The company had to borrow heavily to repay its debts.* ○ *They borrowed £25,000 against the security of the factory.* **2.** to buy at spot prices and sell forward at the same time

**borrower** /'bɒrəʊə/ *noun* a person who borrows ○ *Borrowers from the bank pay 12% interest.*

**borrowing** /'bɒrəʊɪŋ/ *noun* the action of borrowing money ○ *The new factory was financed by bank borrowing.*

'...we tend to think of building societies as having the best borrowing rates and indeed many do offer excellent terms' [*Financial Times*]

**borrowing costs** /'bɒrəʊɪŋ kɒsts/ *plural noun* the interest and other charges paid on money borrowed

**borrowing power** /'bɒrəʊɪŋ ˌpaʊə/ *noun* the amount of money which a company can borrow

**borrowings** /'bɒrəʊɪŋz/ *plural noun* money borrowed ○ *The company's borrowings have doubled.*

COMMENT: Borrowings are sometimes shown as a percentage of shareholders' funds (i.e. capital and money in reserves); this gives a percentage which is the 'gearing' of the company.

**borrow short** /'bɒrəʊ ʃɔ:t/ *verb* to borrow for a short period

**borsa** *noun* the Italian word for **stock exchange**

**Börse** *noun* the German word for **stock exchange**

**bottom** /'bɒtəm/ *noun* the lowest part or point □ **sales have reached rock bottom** the very lowest point of all □ **the bottom has fallen out of the market** sales have fallen below what previously seemed to be the lowest point □ **rock-bottom price** the lowest price of all □ **to go bottom up** to crash or to go into liquidation ■ *verb* to reach the lowest point

**bottom feeder** /,bɒtəm 'fi:də/ *noun* a someone who tries to buy shares when

they are falling or have fallen substantially, in the hope that they will rise again (*informal*)

**bottom fishing** /'bɒtəm ˌfɪʃɪŋ/ *noun* the act of buying shares when they are falling or have fallen substantially, in the hope that they will rise again (*informal*)

**bottom line** /,bɒtəm 'laɪn/ *noun* **1.** the last line on a balance sheet indicating profit or loss **2.** the final decision on a matter ○ *The bottom line was that any workers showing dissatisfaction with conditions would be fired.*

**bought** /bɔ:t/ ◊ *buy*

**bought deal** /bɔ:t 'di:l/ *noun* a method of selling shares in a new company or selling an issue of new shares in an existing company, where securities houses guarantee to buy all the shares on offer at a fixed price

**bought ledger** /'bɔ:t ˌledʒə/ *noun* a book in which purchases are recorded

**bought ledger clerk** /,bɔ:t 'ledʒə ˌklɜ:k/ *noun* an office worker who deals with the bought ledger or the sales ledger

**bounce** /baʊns/ *verb* to be returned by the bank to the person who has tried to cash it, because there is not enough money in the payer's account to pay it ○ *He paid for the car with a cheque that bounced.*

**bounty** /'baʊnti/ *noun* a government subsidy made to help an industry

**bourse** *noun* the French word for **stock exchange** (NOTE: In English, the word is often used of European stock exchanges in general.)

**boutique** /bu:'ti:k/ *noun* **1.** a section of a department store selling up-to-date clothes **2.** a small financial institution offering specialist advice or services

**box file** /'bɒks faɪl/ *noun* a cardboard box for holding documents

**box number** /'bɒks ˌnʌmbə/ *noun* a reference number used when asking for mail to be sent to a post office or when asking for replies to an advertisement to be sent to the newspaper's offices ○ *Please reply to Box No. 209.*

**boycott** /'bɔɪkɒt/ *noun* a refusal to buy or to deal in certain products ○ *The union organised a boycott against or of imported cars.* ■ *verb* to refuse to buy

or deal in a product ○ *We are boycotting all imports from that country.* □ **the management has boycotted the meeting** the management has refused to attend the meeting

**bracket** /'brækt/ *noun* a group of items or people taken together □ **people in the middle-income bracket** people with average incomes, not high or low □ **she is in the top tax bracket** she pays the highest level of tax

**bracket together** /,brækt tə'geðə/ *verb* to treat several items together in the same way ○ *In the sales reports, all the European countries are bracketed together.*

**branch** /brɑ:ntʃ/ *noun* the local office of a bank or large business, or a local shop which is part of a large chain

**branch manager** /brɑ:ntʃ 'mænidʒə/ *noun* a person in charge of a branch of a company

'...a leading manufacturer of business, industrial and commercial products requires a branch manager to head up its mid-western Canada operations based in Winnipeg' [*Globe and Mail (Toronto)*]

**branch office** /brɑ:ntʃ 'ɒfɪs/ *noun* a less important office, usually in a different town or country from the main office

**brand loyalty** /brænd 'lɔ:lti/ *noun* the feeling of trust and satisfaction that makes a customer always buy the same brand of product

**brand name** /'brænd neɪm/ *noun* a name of a particular make of product

**breach** /brɪ:tʃ/ *noun* a failure to carry out the terms of an agreement □ **the company is in breach of contract** it has failed to carry out the duties of the contract

**breach of contract** /,brɪ:tʃ əv 'kɒntrækt/ *noun* the failure to do something which has been agreed in a contract □ **the company is in breach of contract** the company has failed to do what was agreed in the contract

**breach of trust** /,brɪ:tʃ əv 'trʌst/ *noun* a situation where a person does not act correctly or honestly when people expect him or her to

**breach of warranty** /,brɪ:tʃ əv 'wɒrənti/ *noun* 1. the act of supplying goods which do not meet the standards of the warranty applied to them 2. a fail-

ure to do something which is a part of a contract

**break** /breɪk/ *noun* 1. a sharp fall in share prices 2. a lucky deal or good opportunity ■ **verb** 1. □ **to break even** to balance costs and receipts, but not make a profit ○ *Last year the company only just broke even.* ○ *We broke even in our first two months of trading.* 2. to fail to carry out the duties of a contract ○ *The company has broken the contract or the agreement by selling at a lower price.* □ **to break an engagement to do something** not to do what has been agreed 3. to cancel a contract ○ *The company is hoping to be able to break the contract.* (NOTE: [all verb senses] **breaking – broke – has broken**)

**break down** /,breɪk 'daʊn/ *verb* 1. to stop working because of mechanical failure ○ *The fax machine has broken down.* 2. to stop ○ *Negotiations broke down after six hours.* 3. to show all the items in a total list of costs or expenditure ○ *We broke the expenditure down into fixed and variable costs.*

**breakdown** /'breɪkdaʊn/ *noun* 1. an act of stopping working because of mechanical failure ○ *We cannot communicate with our Nigerian office because of the breakdown of the telephone lines.* 2. an act of stopping talking ○ *a breakdown in wage negotiations* 3. an act of showing details item by item ○ *Give me a breakdown of investment costs.*

**breakeven point** /breɪk'i:v(ə)n pɔɪnt/ *noun* a point at which sales cover costs, but do not show a profit

**break-out** /'breɪk aʊt/ *noun* a movement of a share price above or below its previous trading level

**breakpoint** /'breɪkpɔɪnt/ *noun* a level of deposits in an account that triggers a new higher level of interest

**break up** /,breɪk 'ʌp/ *verb* to split something large into small sections ○ *The company was broken up and separate divisions sold off.*

**break-up value** /'breɪk ʌp 'vælju:/ *noun* 1. the value of the material of a fixed asset ○ *What would the break-up value of our old machinery be?* ○ *Scrap merchants were asked to estimate the tractors' break-up value.* 2. the value of various parts of a company taken separately



**Bretton Woods Agreement** *noun* an international agreement reached in 1944, setting up the International Monetary Fund and the World Bank, and a system of fixed exchange rates between currencies

**bribe** /braɪb/ *noun* money given secretly and usually illegally to someone in authority to get them to help ○ *The minister was dismissed for taking bribes.* ■ *verb* to pay someone money secretly and usually illegally to get them to do something for you

**bricks-and-mortar** /ˌbrɪks ən 'mɔːtə/ *adjective* 1. conducting business in the traditional way in buildings such as shops and warehouses and not being involved in e-commerce. Compare **clicks-and-mortar** 2. referring to the fixed assets of a company, especially its buildings

**bridge finance** /'brɪdʒ ˌfaɪnæns/ *noun* loans to cover short-term needs

**bridging loan** /'brɪdʒɪŋ ləʊn/ *noun* a short-term loan to help someone buy a new house when the old one has not yet been sold (NOTE: The US term is **bridge loan**.)

**bring** /brɪŋ/ *verb* to come to a place with someone or something ○ *He brought his documents with him.* ○ *The finance director brought her assistant to take notes of the meeting.* (NOTE: **bringing – brought**) □ **to bring a lawsuit against someone** to tell someone to appear in court to settle an argument

**bring down** /ˌbrɪŋ 'daʊn/ *verb* 1. to reduce ○ *Petrol companies have brought down the price of oil.* 2. same as **bring forward**

**bring forward** /ˌbrɪŋ 'fɔːwəd/ *verb* 1. to make something take place earlier ○ *to bring forward the date of repayment* ○ *The date of the next meeting has been brought forward to March.* 2. to take an account balance from the end of the previous period as the starting point for the current period ○ *Balance brought forward: £365.15*

**bring in** /ˌbrɪŋ 'ɪn/ *verb* to earn an amount of interest ○ *The shares bring in a small amount.*

**brisk** /brɪsk/ *adjective* characterised by a lot of activity ○ *sales are brisk* ○ *a brisk market in technology shares* ○ *The*

*market in oil shares is particularly brisk.*

**British Bankers' Association** /ˌbrɪtɪʃ 'bæŋkəz əˌsəʊsiəf(ə)n/ *noun* an organisation representing British banks. Abbreviation **BBA**

**broad tape** /brɔːd 'teɪp/ *noun* US a news service giving general information about securities and commodities

**broker** /'brəʊkə/ *noun* 1. a dealer who acts as a middleman between a buyer and a seller 2. □ (**stock**)**broker** a person or firm that buys and sells shares or bonds on behalf of clients

**brokerage** /'brəʊkərɪdʒ/ *noun* 1. payment to a broker for a deal carried out 2. same as **broking**

**brokerage firm** /'brəʊkərɪdʒ ˌfɜːm/, **brokerage house** /'brəʊkərɪdʒ haʊs/ *noun* a firm which buys and sells shares for clients

**brokerage rebates** /'brəʊkərɪdʒ ˌrɪːbeɪts/ *plural noun* the percentage of the commission paid to a broker which is returned to the customer as an incentive to do more business

**broker-dealer** /ˌbrəʊkə 'diːlə/ *noun* a dealer who makes a market in shares (i.e. buys shares and holds them for resale) and also deals on behalf of investor clients

**broker's commission** /ˌbrəʊkəz kə'mɪʃ(ə)n/ *noun* the payment to a broker for a deal which he or she has carried out (NOTE: Formerly, the commission charged by brokers on the London Stock Exchange was fixed, but since 1986, commissions have been variable.)

**broking** /'brəʊkɪŋ/ *noun* the business of dealing in stocks and shares

**BSA** *abbreviation* Building Societies Association

**BSE Index** /ˌbiː es 'iː ɪndeks/ *noun* an index of prices on the Indian Stock Exchange. Full form **Bombay Stock Exchange Index**

**B shares** /'biː ʃeəz/ *plural noun* ordinary shares with special voting rights (often owned by the founder of a company and his family). See Comment at **A shares**

**buck** /bʌk/ *noun* US a dollar (*informal*) □ **to make a quick buck** to make a

profit very quickly ■ *verb* □ **to buck the trend** to go against the trend

**bucket shop** /'bʌkɪt ʃɒp/ *noun* **1.** *US* a dishonest stockbroking firm where customers' orders to buy and sell stock are treated as bets on the rise and fall of prices **2.** a firm of brokers or dealers that sells shares that may be worthless **3.** a brokerage firm which tries to push the sale of certain securities

'...at last something is being done about the thousands of bucket shops across the nation that sell investment scams by phone' [*Forbes Magazine*]

**budget** /'bʌdʒɪt/ *noun* **1.** a plan of expected spending and income for a period of time ○ *to draw up a budget for salaries for the coming year* ○ *We have agreed the budgets for next year.* **2.** □ **the Budget** the annual plan of taxes and government spending proposed by a finance minister. In the UK, the budget is drawn up by the Chancellor of the Exchequer. ○ *The minister put forward a budget aimed at boosting the economy.* □ **to balance the budget** to plan income and expenditure so that they balance ○ *The president is planning for a balanced budget.* ■ *adjective* cheap □ **budget prices** low prices ■ *verb* to plan probable income and expenditure ○ *We are budgeting for £10,000 of sales next year.*

'...he budgeted for further growth of 150,000 jobs (or 2.5 per cent) in the current financial year' [*Sydney Morning Herald*]

'...the Federal government's budget targets for employment and growth are within reach according to the latest figures' [*Australian Financial Review*]

**budget account** /'bʌdʒɪt əˌkaʊnt/ *noun* a bank account where you plan income and expenditure to allow for periods when expenditure is high, by paying a set amount each month

**budgetary** /'bʌdʒɪt(ə)rɪ/ *adjective* referring to a budget

**budgetary control** /,bʌdʒɪt(ə)rɪ kən'trəʊl/ *noun* controlled spending according to a planned budget

**budgetary policy** /,bʌdʒɪt(ə)rɪ 'pɒlɪsi/ *noun* the policy of planning income and expenditure

**budgetary requirements** /,bʌdʒɪt(ə)rɪ rɪ'kwaɪəməntz/ *plural noun* the rate of spending or income required to meet the budget forecasts

**budget deficit** /'bʌdʒɪt ˌdefɪsɪt/ *noun* **1.** a deficit in a country's planned budget, where income from taxation will not be sufficient to pay for the government's expenditure **2.** a deficit in personal finances where a household will borrow to finance large purchases which cannot be made out of income alone

**budget department** /'bʌdʒɪt dɪˌpɑːtmənt/ *noun* a department in a large store which sells cheaper goods

**budgeting** /'bʌdʒɪtɪŋ/ *noun* the preparation of budgets to help plan expenditure and income

**budget surplus** /,bʌdʒɪt 'sɜːpləs/ *noun* a situation where there is more revenue than was planned for in the budget

**budget variance** /,bʌdʒɪt 'veəriəns/ *noun* the difference between the cost as estimated for a budget and the actual cost

**buffer stocks** /'bʌfə stɒks/ *plural noun* stocks of a commodity bought by an international body when prices are low and held for resale at a time when prices have risen, with the intention of reducing sharp fluctuations in world prices of the commodity

**building and loan association** /,bɪldɪŋ ən 'ləʊn əsəʊsiˌeɪʃ(ə)n/ *noun* *US* same as **savings and loan**

**Building Societies Association** /'bɪldɪŋ səˌsaɪətɪz əˌsəʊsiˌeɪʃ(ə)n/ *noun* an organisation representing building societies. Abbreviation **BSA**

**Building Societies Ombudsman** /'bɪldɪŋ səˌsaɪətɪz ɒmbʊdzmən/ *noun* an official whose duty is to investigate complaints by members of the public against building societies (NOTE: All building societies belong to the Building Societies Ombudsman Scheme.)

**building society** /'bɪldɪŋ səˌsaɪətɪ/ *noun* a financial institution which accepts and pays interest on deposits, and lends money to people who are buying property against the security of the property which is being bought ○ *We put our savings into a building society or into a building society account.* ○ *I have an account with the Nationwide Building Society.* ○ *I saw the building society manager to ask for a mortgage.*

COMMENT: Building societies mainly invest the money deposited with them as mortgages on properties, but a percentage is invested in government securities. Societies can now offer a range of banking services, such as cheque books, standing orders, overdrafts, etc., and now operate in much the same way as banks. Indeed, many building societies have changed from 'mutual status', where the owners of the society are its investors and borrowers, to become publicly-owned banks whose shares are bought and sold on the stock exchange. The comparable US institutions are the savings & loan associations, or 'thrifts'.

**build into** /'bɪld ɪntuː/ *verb* to include something in something which is being set up ○ *You must build all the forecasts into the budget.* □ **we have built 10% for contingencies into our cost forecast** we have added 10% to our basic forecast to allow for items which may appear suddenly

**build up** /,bɪld ʌp/ *verb* **1.** to create something by adding pieces together ○ *She bought several shoe shops and gradually built up a chain.* **2.** to expand something gradually ○ *to build up a profitable business* ○ *to build up a team of sales representatives*

**buildup** /'bɪldʌp/ *noun* a gradual increase ○ *a buildup in sales* or *a sales buildup* ○ *There will be a big publicity buildup before the launch of the new model.* ○ *There has been a buildup of complaints about customer service.*

**bulk buying** /bʌlk 'baɪɪŋ/ *noun* the act of buying large quantities of goods at low prices

**bulk carrier** /bʌlk 'kæriə/ *noun* a ship which carries large quantities of loose goods such as corn or coal

**bulk purchase** /bʌlk 'pɜːtʃɪs/ *noun* an act of buying a large quantity of goods at low prices

**bull** /bʊl/ *noun* STOCK EXCHANGE a person who believes the market will rise, and therefore buys shares, commodities or currency to sell at a higher price later (NOTE: The opposite is a bear.)

'...lower interest rates are always a bull factor for the stock market' [*Financial Times*]

**bulldog bond** /'bʊldɔg bɒnd/ *noun* a bond issued in sterling in the UK mar-

ket by a non-British corporation. Compare **samurai bond**, **Yankee bond**

**bullet** /'bʊlɪt/ *noun* US a repayment of the capital of a loan when it matures

**bullet bond** /'bʊlɪt bɒnd/ *noun* US a eurobond which is only redeemed when it is mature (NOTE: Bullet bonds are used in payments between central banks and also act as currency backing.)

**bullet loan** /'bʊlɪt lɔːn/ *noun* US a loan which is repaid in a single payment

**bullion** /'bʊliən/ *noun* a gold or silver bars ○ *A shipment of gold bullion was stolen from the security van.* ○ *The price of bullion is fixed daily.*

**bullion bank** /'bʊliən bæŋk/ *noun* a bank which holds bullion for customers

**bullish** /'bʊlɪʃ/ *adjective* optimistic, feeling that prices of shares will rise

'...another factor behind the currency market's bullish mood may be the growing realisation that Japan stands to benefit from the current combination of high domestic interest rates and a steadily rising exchange rate' [*Far Eastern Economic Review*]

'...currency traders chose to ignore better unemployment statistics from France, preferring to focus on the bullish outlook for the dollar' [*Times*]

**bull market** /'bʊl mɑːkɪt/ *noun* a period when share prices rise because people are optimistic and buy shares (NOTE: The opposite is a **bear market**.)

**bull position** /'bʊl pəˌzɪʃ(ə)n/ *noun* STOCK EXCHANGE a strategy of buying shares in the hope that they will rise

**bumping** /'bʌmpɪŋ/ *noun* **1.** US a lay-off procedure that allows an employee with greater seniority to displace a more junior employee ○ *The economic recession led to extensive bumping in companies where only the most qualified were retained for some jobs.* ○ *The trade unions strongly objected to bumping practices since they considered that many employees were being laid off unfairly.* **2.** the situation where a senior employee takes the place of a junior (in a restaurant)

**Bund** *noun* a German government bond

**Bundesobligation** *noun* a German medium-term note, which cannot be bought by non-German buyers

**bundle** /'bʌnd(ə)l/ *noun* □ **to make a bundle** to make a lot of money (*informal*)

**bundling** /'bʌnd(ə)lɪŋ/ *noun* the action of selling various financial services together as a package, such as a mortgage and house insurance

**buoyant** /'bɔɪənt/ *adjective* referring to a market where share prices are rising continuously

**bureau de change** /,bjʊəʁəʊ də 'ʃɒnz/ *noun* an office where you can change foreign currency

**business** /'bɪznɪs/ *noun* **1.** work in buying, selling or doing other things to make a profit ○ *We do a lot of business with Japan.* ○ *Business is expanding.* ○ *Business is slow.* ○ *Repairing cars is 90% of our business.* ○ *We did more business in the week before Christmas than we usually do in a month.* ○ *Strikes are very bad for business.* ○ *What's your line of business?* □ **to be in business** to run a commercial firm □ **on business** doing commercial work ○ *She had to go abroad on business.* ○ *The chairman is in Holland on business.* **2.** a commercial company ○ *He owns a small car repair business.* ○ *She runs a business from her home.* ○ *I set up in business as an insurance broker.* **3.** affairs discussed ○ *The main business of the meeting was finished by 3 p.m.*

**business address** /'bɪznɪs ə,dres/ *noun* the details of number, street and town where a company is located

**business agent** /'bɪznɪs ,eɪdʒənt/ *noun* *US* the chief local official of a trade union

**business call** /'bɪznɪs kɔ:l/ *noun* a visit to talk to someone about business

**business card** /'bɪznɪs kɑ:d/ *noun* a card showing a businessperson's name and the name and address of the company he or she works for

**business centre** /'bɪznɪs ,sentə/ *noun* the part of a town where the main banks, shops and offices are located

**business computer** /'bɪznɪs kəm-,pjʊ:tə/ *noun* a powerful small computer programmed for special business uses

**business correspondence** /'bɪznɪs kɔrɪ,spɒndəns/ *noun* letters concerned with a business

**business correspondent** /'bɪznɪs kɔrɪ,spɒndənt/ *noun* a journalist who writes articles on business news for newspapers

**business customer** /'bɪznɪs ,kʌstəmə/ *noun* company which has an account with a bank

**business cycle** /'bɪznɪs ,saɪk(ə)l/ *noun* the period during which trade expands, slows down and then expands again. Also called **trade cycle**

**business day** /'bɪznɪs deɪ/ *noun* a day (a normal weekday) when banks and stock exchanges are open for business

**business expenses** /'bɪznɪs ɪk-,spensɪz/ *plural noun* money spent on running a business, not on stock or assets

**business hours** /'bɪznɪs aʊəz/ *plural noun* the time when a business is open, usually 9.00 a.m. to 5.30 p.m.

**business magazine** /'bɪznɪs ,mægəzi:n/ *noun* a magazine dealing with business affairs

**businessman** /'bɪznɪsmæn/ *noun* a man engaged in business

**business plan** /'bɪznɪs plæn/ *noun* a document drawn up to show how a business is planned to work, with cash flow forecasts, sales forecasts, etc., often used when trying to raise a loan, or when setting up a new business

**business rate** /'bɪznɪs reɪt/ *noun* tax levied on business property (NOTE: The US term is **local property tax**.)

**business ratepayer** /,bɪznɪs ,reɪt-'peɪə/ *noun* a business which pays local taxes on a shop, office, factory, etc.

**business-to-business** /,bɪznɪs tə 'bɪznɪs/ *adjective* full form of **B2B**

**business-to-consumer** /,bɪznɪs tə kən'sju:mə/ *adjective* full form of **B2C**

**business transaction** /'bɪznɪs træn,zækʃən/ *noun* an act of buying or selling

**businesswoman** /'bɪznɪsmæn/ *noun* a woman engaged in business

**busted bonds** /'bʌstɪd bɒndz/ *noun* old shares or bonds which are no longer marketable, though the certificates may still have a value as collectors' items

**butterfly spread** /'bʌtəflaɪ spred/ *noun* an act of buying two call options

and selling two call options, with different dates and prices, all at the same time

**buy** /baɪ/ *verb* to get something by paying money ○ *to buy wholesale and sell retail* ○ *to buy for cash* ○ *He bought 10,000 shares.* ○ *The company has been bought by its leading supplier.* (NOTE: **buying** – **bought**)

**buy back** /,baɪ 'bæk/ *verb* **1.** to buy something which you sold earlier ○ *She sold the shop last year and is now trying to buy it back.* **2.** to buy its own shares

**buyback** /'baɪbæk/ *noun* **1.** a type of loan agreement to repurchase bonds or securities at a later date for the same price as they are being sold **2.** an international trading agreement where a company builds a factory in a foreign country and agrees to buy all its production **3.** the continuation of a life assurance cover after a claim has been paid on critical illness under a policy that provides cover against both critical illness and death

'...the corporate sector also continued to return cash to shareholders in the form of buy-backs, while raising little money in the form of new or rights issues' [*Financial Times*]

**buydown** /'baɪdaʊn/ *noun* *US* the action of paying extra money to a mortgage in order to get a better rate in the future

**buyer** /'baɪə/ *noun* **1.** a person who buys □ **there were no buyers** no one wanted to buy **2.** a person who buys stock on behalf of a trading organisation for resale or for use in production

**buyer's market** /'baɪəz ,mɑ:kɪt/ *noun* a market where products are sold cheaply because there are few people who want to buy them (NOTE: The opposite is **seller's market**.)

**buy forward** /baɪ 'fɔ:wəd/ *verb* to buy foreign currency before you need it, in order to be sure of the exchange rate

**buy in** /,baɪ 'ɪn/ *verb* **1.** (of a seller at an auction) to buy the thing which you are trying to sell because no one will pay the price you want **2.** to buy stock to cover a position **3.** (of a company) to buy its own shares

**buying** /'baɪɪŋ/ *noun* the act of getting something for money

**buying department** /'baɪɪŋ dɪ-  
,pɑ:tmənt/ *noun* the department in a company which buys raw materials or goods for use in the company

**buying power** /'baɪɪŋ ,paʊə/ *noun* the ability to buy ○ *The buying power of the pound has fallen over the last five years.*

**buyout** /'baɪaʊt/ *noun* the purchase of a controlling interest in a company

'...we also invest in companies whose growth and profitability could be improved by a management buyout' [*Times*]

'...in a normal leveraged buyout, the acquirer raises money by borrowing against the assets or cash flow of the target company' [*Fortune*]

**buy to let** /,baɪ tə 'let/ *verb* a situation where a property is bought as an investment to rent out rather than live in

**BV** *noun* a Dutch public limited company. Full form **besloten vennootschap**

**bylaws** /'baɪləʊz/ *plural noun* *US* rules governing the internal running of a corporation (the number of meetings, the appointment of officers, etc.) (NOTE: In the UK, these are called **Articles of Association**.)

**by-product** /'baɪ ,prɒdʌkt/ *noun* a product made as a result of manufacturing a main product

## C

**CA** *abbreviation* chartered accountant

**CAB** *abbreviation* Citizens Advice Bureau

**cable** /'keɪb(ə)l/ *noun* **1.** a telegram, a message sent by telegraph ○ *He sent a cable to his office asking for more money.* **2.** a spot exchange rate for the dollar and sterling ■ *verb* to send a message or money by telegraph ○ *He cabled his office to ask them to send more money.* ○ *The office cabled him £1,000 to cover his expenses.* ○ *The money was cabled to the Spanish bank.*

**cable address** /'keɪb(ə)l ə,dres/ *noun* a short address for sending cables

**cable transfer** /'keɪb(ə)l ,trænsfɜː/ *noun* a transfer of money by telegraph

**CAC 40** /,siː eɪ siː 'fɔːti/, **CAC 40 index** *noun* an index of prices on the Paris Stock Exchange, based on the prices of forty leading shares

**CAD** /kæd/ *abbreviation* cash against documents

**cage** /keɪdʒ/ *noun* **US 1.** the part of a broking firm where the paperwork involved in buying and selling shares is processed (NOTE: The UK term is **back office**.) **2.** a section of a bank where a teller works (surrounded by glass windows)

**caisse d'épargne** *noun* the French word for **savings bank**

**caja popular** *noun* the Spanish word for **savings bank**

**calculate** /'kælkjuleɪt/ *verb* **1.** to find the answer to a problem using numbers ○ *The bank clerk calculated the rate of exchange for the dollar.* **2.** to estimate ○ *I calculate that we have six months' stock left.*

**calculation** /,kælkju'leɪʃ(ə)n/ *noun* the answer to a problem in mathematics ○ *According to my calculations, we have six months' stock left.* □ **we are**

**£20,000 out in our calculations** we have made a mistake in our calculations and arrived at a figure which is £20,000 too much or too little

**calculator** /'kælkjuleɪtə/ *noun* an electronic machine which does calculations such as adding, subtracting and multiplying ○ *He worked out the discount on his calculator.*

**calendar** /'kælɪndə/ *noun* **1.** a book or set of sheets of paper showing the days and months in a year, often attached to pictures **2.** a list of dates, especially a list of dates of new share issues

**calendar month** /'kælɪndə mʌnθ/ *noun* a whole month as on a calendar, from the 1st to the 30th or 31st ○ *Ninety days' credit is almost three calendar months.*

**calendar year** /'kælɪndə jɪə/ *noun* a year from the 1st January to 31st December

**call** /kɔːl/ *noun* **1.** a conversation on the telephone □ **to make a call** to dial and speak to someone on the telephone □ **to take a call** to answer the telephone □ **to log calls** to note all details of telephone calls made **2.** a demand for repayment of a loan by a lender **3.** **FIN** a demand to pay for new shares which then become paid up **4.** **FIN** a price established during a trading session **5.** a visit ○ *The salespeople make six calls a day.* ■ *verb* **1.** to ask for a loan to be repaid immediately **2.** to telephone someone ○ *I'll call you at your office tomorrow.* **3.** □ **to call on someone** to visit someone ○ *Our salespeople call on their best accounts twice a month.* **4.** to ask for or order something to be done ○ *to call a meeting* □ **the union called a strike** the union told its members to go on strike

**callable bond** /'kɔ:ləb(ə)l bɒnd/ *noun* a bond which can be redeemed before it matures

**callable capital** /,i'kɔ:ləb(ə)l 'kæpɪt(ə)l/ *noun* the part of a company's capital which has not been called up

**call-back pay** /'kɔ:l bæk peɪ/ *noun* pay given to an employee who has been called back to work after their normal working hours

**called up capital** /,i'kɔ:ld ʌp 'kæpɪt(ə)l/ *noun* a share capital in a company which has been called up but not yet paid for

'...a circular to shareholders highlights that the company's net assets as at August 1, amounted to £47.9 million – less than half the company's called-up share capital of £96.8 million. Accordingly, an EGM has been called for October 7' [*Times*]

**call in** /,i'kɔ:l 'ɪn/ *verb* to ask for a debt to be paid

**call loan** /'kɔ:l ləʊn/ *noun* a bank loan repayable at call

**call money** /'kɔ:l ,mʌni/ *noun* money loaned for which repayment can be demanded without notice. Also called **money at call**, **money on call**

**call option** /'kɔ:l ,ɒpʃən/ *noun* an option to buy shares at a future date and at a specific price (NOTE: The opposite, an option to sell, is a **put option**.)

**call-over price** /,i'kɔ:l 'əʊvə praɪs/ *noun* a price which is applied when selling is conducted by a chairman, and not by open outcry

**call price** /'kɔ:l praɪs/ *noun* STOCK EXCHANGE a price to be paid on redemption of a US bond

**call purchase** /'kɔ:l ,pɜ:tʃɪs/, **call sale** /'kɔ:l seɪl/ *noun* STOCK EXCHANGE a transaction where the seller or purchaser can fix the price for future delivery

**call rate** /'kɔ:l reɪt/ *noun* 1. the number of calls per day or per week which a salesperson makes on customers 2. a rate of interest on money at call

**call rule** /'kɔ:l ru:l/ *noun* STOCK EXCHANGE a price fixed on a Stock Exchange at the end of a day's trading and which remains valid until trading starts again the next day

**call up** /,i'kɔ:l 'ʌp/ *verb* to ask for share capital to be paid

**calm** /kɑ:m/ *adjective* quiet, not excited ○ *The markets were calmer after the government statement on the exchange rate.*

**cambio** *noun* the Spanish word for **foreign exchange**

**cambiste** *noun* the French word for a **foreign exchange broker**

**cancel** /'kænsəl/ *verb* 1. to stop something which has been agreed or planned ○ *to cancel an appointment or a meeting* ○ *The government has cancelled the order for a fleet of buses.* ○ *The manager is still ill, so the interviews planned for this week have been cancelled.* (NOTE: **cancelling – cancelled**) 2. □ **to cancel a cheque** to stop payment of a cheque which has been signed

**cancellation** /,i'kænsə'leɪʃ(ə)n/ *noun* the act of stopping something which has been agreed or planned ○ *the cancellation of an appointment* ○ *the cancellation of an agreement*

**cancellation clause** /,i'kænsə'leɪʃ(ə)n klɔ:z/ *noun* a clause in a contract which states the terms on which the contract may be cancelled

**cancel out** /,i'kænsəl 'aʊt/ *verb* (of two things) to balance each other or act against each other so that there is no change in the existing situation ○ *The two clauses cancel each other out.* ○ *Higher costs have cancelled out the increased sales revenue.*

**candlestick chart** /'kænd(ə)lstɪk tʃɑ:t/ *noun* a chart similar to a bar chart, but showing the opening and close as well as the high and low figures for a particular period. These are shown as lines standing up on top of the body of the chart or hanging down beneath it, so that they look a little like the wick on a candle.

**cap** /kæp/ *noun* 1. an upper limit placed on something, such as an interest rate (the opposite, i.e. a lower limit, is a 'floor') 2. same as **capitalisation** (informal) ○ *Last year the total market cap of all the world's gold companies fell from \$71 billion to \$46 billion.* ■ *verb* to place an upper limit on something ○ *to cap a local authority's budget* ○ *to cap a department's budget* (NOTE: **caping – capped**)

**CAP** *abbreviation* Common Agricultural Policy

**capacity** /kə'pæsɪti/ *noun* **1.** the amount which can be produced, or the amount of work which can be done ○ *industrial or manufacturing or production capacity* □ **to work at full capacity** to do as much work as possible **2.** the amount of space **3.** ability ○ *She has a particular capacity for detailed business deals with overseas companies.* **4.** (of a borrower) the ability to pay back a loan **5.** □ **speaking in an official capacity** speaking officially

'...analysts are increasingly convinced that the industry simply has too much capacity' [*Fortune*]

**capacity utilisation** /kə,pæsəti ˌju:tɪlaɪ'zeɪʃ(ə)n/ *noun* the fact of using something as much as possible

**cap and collar** /ˌkæp ən 'kɒlə/ *noun* an agreement giving both an upper and a lower limit to a loan

**capita** /'kæpɪtə/ *per capita*

**capital** /'kæpɪt(ə)/ *noun* **1.** the money, property and assets used in a business ○ *a company with £10,000 capital or with a capital of £10,000* **2.** money owned by individuals or companies, which they use for investment □ **flight of capital** the rapid movement of capital out of one country because of lack of confidence in that country's economic future

'...issued and fully paid capital is \$100 million, comprising 2340 shares of \$100 each and 997,660 ordinary shares of \$100 each' [*Hongkong Standard*]

**capital account** /'kæpɪt(ə)l əˌkaʊnt/ *noun* **1.** an account of dealings such as money invested in or taken out of the company by the owners of a company **2.** items in a country's balance of payments which do not refer to the buying and selling merchandise, but refer to investments **3.** the total equity in a business

**capital adequacy** /ˌkæpɪt(ə)l 'ædɪkwəsi/, **capital adequacy ratio** /ˌkæpɪt(ə)l 'ædɪkwəsi ˌreɪʃiəʊ/ *noun* the amount of money which a bank has to have in the form of shareholders' capital, shown as a percentage of its assets. Also called **capital-to-asset ratio** (NOTE: The amount is internationally agreed at 8%.)

**capital allowances** /ˌkæpɪtl əˈlaʊənsɪz/ *plural noun* the allowances based on the value of fixed assets which

may be deducted from a company's profits and so reduce its tax liability

COMMENT: Under current UK law, depreciation is not allowable for tax on profits, whereas capital allowances, based on the value of fixed assets owned by the company, are tax-allowable.

**capital asset pricing model** /ˌkæpɪt(ə)l ˌæset 'praɪsɪŋ ˌmɒd(ə)l/ *noun* method of calculating the expected return on a share, by showing what percentage of future return is dependent on the movements of the stock market taken as a whole. Abbreviation **CAPM**

**capital assets** /ˌkæpɪt(ə)l 'æsets/ *plural noun* the property, machines and other assets, which a company owns and uses but which it does not buy and sell as part of its regular trade. Also called **fixed assets**

**capital base** /ˌkæpɪt(ə)l 'beɪs/ *noun* the capital structure of a company (shareholders' capital plus certain loans and retained profits) used as a way of assessing the company's worth

**capital bonus** /ˌkæpɪt(ə)l 'bʊnəs/ *noun* an extra payment by an insurance company which is produced by a capital gain

**capital city** /ˌkæpɪt(ə)l 'sɪti/ *noun* the main city in a country, where the government is located

**capital commitments** /ˌkæpɪt(ə)l kə'mɪtmənts/ *plural noun* expenditure on assets which has been authorised by directors, but not yet spent at the end of a financial period

**capital employed** /ˌkæpɪt(ə)l ɪmˈplɔɪd/ *noun* an amount of capital consisting of shareholders' funds plus the long-term debts of a business. ▶ **return on capital employed**

**capital equipment** /ˌkæpɪt(ə)l ɪˈkwɪpmənt/ *noun* equipment which a factory or office uses to work

**capital expenditure** /ˌkæpɪt(ə)l ɪkˈspendɪtʃə/ *noun* money spent on fixed assets (property, machines and furniture). Also called **capital investment, capital outlay**

**capital exports** /ˌkæpɪt(ə)l 'eksɔːts/ *plural noun* the movement of capital out of a country (into overseas investments, or into loans to overseas countries)



**capital flow** /,kæpɪt(ə)l 'fləʊ/ *noun*  
the movement of investment capital from one country to another. Also called **capital movement**, **movement of capital**

**capital gains** /,kæpɪt(ə)l 'geɪnz/ *plural noun* money made by selling a fixed asset or by selling shares (NOTE: If the asset is sold for less than its purchase price, the result is a capital loss.)

COMMENT: In the UK capital gains tax is payable on the sale of assets, in particular shares and properties, above a certain minimum level.

**capital gains tax** /,kæpɪt(ə)l 'geɪnz tæks/ *noun* a tax paid on capital gains. Abbreviation **CGT**

**capital goods** /'kæpɪt(ə)l ɡʊdz/ *plural noun* machinery, buildings and raw materials which are used to make other goods

**capital-intensive industry** /,kæpɪt(ə)l ɪn'tensɪv ɪn'dʌstri/ *noun* an industry which needs a large amount of capital investment in plant to make it work

**capitalisation** /,kæpɪt(ə)laɪ-'zeɪʃ(ə)n/, **capitalization** *noun* the value of a company calculated by multiplying the price of its shares on the stock exchange by the number of shares issued. Also called **market capitalisation**

'...she aimed to double the company's market capitalization' [*Fortune*]

**capitalisation issue** *noun* same as **bonus issue**

**capitalisation of reserves** /,kæpɪt(ə)laɪ,zeɪʃ(ə)n əv rɪ'zɜ:vz/ *noun* the issuing free bonus shares to shareholders

**capitalise** /'kæpɪt(ə)laɪz/, **capitalize** *verb* **1.** to invest money in a working company □ **the company is capitalised at £10,000** the company has a working capital of £10,000 **2.** to convert reserves or assets into capital

'...at its last traded price the bank was capitalized at around \$1.05 billion with 60 per cent in the hands of the family' [*South China Morning Post*]

**capitalise on** /'kæpɪt(ə)laɪz ɒn/ *verb* to make a profit from ○ *We are seeking to capitalise on our market position.*

**capitalism** /'kæpɪt(ə)lɪz(ə)m/ *noun* the economic system in which each person has the right to invest money, to work in business and to buy and sell, with no restrictions from the state

**capitalist** /'kæpɪt(ə)lɪst/ *adjective* working according to the principles of capitalism ○ *the capitalist system* ○ *the capitalist countries or world* ■ *noun* a person who invests capital in business enterprises

**capitalist economy** /,kæpɪt(ə)lɪst ɪ'kɒnəmi/ *noun* an economy in which each person has the right to invest money, to work in business and to buy and sell, with no restrictions from the state

**capital levy** /,kæpɪt(ə)l 'levi/ *noun* a tax on the value of a person's property and possessions

**capital loss** /,kæpɪt(ə)l 'lɒs/ *noun* a loss made by selling assets (NOTE: The opposite is **capital gain**.)

**capital market** /,kæpɪt(ə)l 'mɑ:kɪt/ *noun* an international market where money can be raised for investment in a business

**capital movement** /,kæpɪt(ə)l 'mu:vmənt/ *noun* same as **capital flow**

**capital outlay** /,kæpɪt(ə)l 'aʊtleɪ/ *noun* same as **capital expenditure**

**capital profit** /,kæpɪt(ə)l 'prɒfɪt/ *noun* a profit made by selling an asset

**capital-protected fund** /,kæpɪt(ə)l prə'tektɪd fʌnd/ *noun* a fund which guarantees the investor's capital and at the same time gives some growth

**capital ratio** /'kæpɪt(ə)l ,reɪʃiəʊ/ *noun* same as **capital adequacy ratio**

**capital requirements** /,kæpɪt(ə)l rɪ'kwærəmənts/ *plural noun* **1.** the amount of capital which a firm needs to operate normally **2.** the amount of liquid assets needed by a bank to fulfil its obligations

**capital reserves** /,kæpɪt(ə)l rɪ-'zɜ:vz/ *plural noun* **1.** money from profits, which forms part of the capital of a company and can be used for distribution to shareholders only when a company is wound up. Also called **undistributable reserves** **2.** the share capital of a company which comes from selling assets and not from normal trading

**capital shares** /'kæpɪt(ə)l ʃeɪz/ *plural noun* (on the Stock Exchange) shares in a unit trust which rise in value as the capital value of the units rises, but do not receive any income (NOTE: The other form of shares in a split-level investment trust are income shares, which receive income from the investments, but do not rise in value.)

**capital structure** /,kæpɪt(ə)l 'strʌktʃə/ *noun* the way in which a company's capital is made up from various sources

**capital transfer tax** /,kæpɪt(ə)l 'trænsfɜː ,tæks/ *noun* formerly, a tax on gifts or bequests of money or property

**CAPM** *abbreviation* capital asset pricing model

**capped floating rate note** /,kæpt 'fləʊtɪŋ reɪt ,nəʊt/ *noun* a floating rate note which has an agreed maximum rate

**capped rate** /,kæpt 'reɪt/ *verb* a mortgage rate which is guaranteed not to go above a certain level for a set period of time, although it can move downwards

**captive market** /,kæptɪv 'mɑːkɪt/ *noun* a market where one supplier has a monopoly and the buyer has no choice over the product which he or she must purchase

**capture** /'kæptʃə/ *verb* to take or get control of something □ **to capture 10% of the market** to sell hard, and so take a 10% market share □ **to capture 20% of a company's shares** to buy shares in a company rapidly and so own 20% of it

**carat** /'kærət/ *noun* **1.** a measure of the quality of gold (pure gold being 24 carat) ○ *a 22-carat gold ring* **2.** a measure of the weight of precious stones ○ *a 5-carat diamond*

COMMENT: Pure gold is 24 carats and is too soft to make jewellery. Most jewellery and other items made from gold are not pure, but between 19 and 22 carats. 22 carat gold has 22 parts of gold to two parts of alloy.

**card** /kɑːd/ *noun* a small piece of cardboard or plastic, usually with information printed on it ○ *He showed his staff card to get a discount in the store.*

**cardholder** /'kɑːd,həʊldə/ *noun* a person who holds a credit card or bank cash card

**card index** /'kɑːd ,ɪndeks/ *noun* a series of cards with information written on them, kept in special order so that the information can be found easily ○ *We use an alphabetical card-index system for staff records.*

**carpetbagger** /'kɑːpɪt,bægə/ *noun* a person who invests in a building society or pension fund, hoping to benefit from eventual windfall payments if the society is demutualised or the fund is bought

**carriage** /'kærɪdʒ/ *noun* the transporting of goods from one place to another ○ *to pay for carriage*

**carriage forward** /,kærɪdʒ 'fɔːwəd/ *noun* a deal where the customer pays for transporting the goods

**carriage free** /,kærɪdʒ 'friː/ *noun* the customer does not pay for the shipping

**carriage paid** /'kærɪdʒ peɪd/ *noun* a deal where the seller has paid for the shipping

**carrier** /'kæriə/ *noun* **1.** a company which transports goods ○ *We only use reputable carriers.* **2.** a vehicle or ship which transports goods

**carry** /'kæri/ *verb* **1.** to take from one place to another ○ *a tanker carrying oil from the Gulf* ○ *The truck was carrying goods to the supermarket.* **2.** to vote to approve □ **the motion was carried** the motion was accepted after a vote **3.** to produce ○ *The bonds carry interest at 10%.* ■ *noun* the cost of borrowing to finance a deal (NOTE: **carries – carrying – carried**)

**carry forward** /,kæri 'fɔːwəd/ *verb* to take an account balance at the end of the current period or page as the starting point for the next period or page

**carry over** /,kæri 'əʊvə/ *verb* □ **to carry over a balance** to take a balance from the end of one page or period to the beginning of the next

**carry-over** /'kæri ,əʊvə/ *noun* **1.** the stock of a commodity held at the beginning of a new financial year **2.** the fact of not paying an account on settlement day, but later. Also called **contango**

**carryover day** /'kæri,əʊvə deɪ/ *noun* the first day of trading on a new account on the London Stock Exchange

**cartel** /kɑː'tel/ *noun* a group of companies which try to fix the price or to

regulate the supply of a product so that they can make more profit

**cash** /kæʃ/ *noun* money in the form of coins or notes ■ *verb* □ **to cash a cheque** to exchange a cheque for cash

**cashable** /'kæʃəb(ə)l/ *adjective* which can be cashed ○ *A crossed cheque is not cashable at any bank.*

**cash account** /'kæʃ ə'kaʊnt/ *noun* an account which records the money which is received and spent

**cash advance** /kæʃ əd'vɑ:ns/ *noun* a loan in cash against a future payment

**cash against documents** /,kæʃ ə'geɪnst 'dɒkjʊmənts/ *noun* a system whereby a buyer receives documents for the goods on payment of a bill of exchange

**cash and carry** /,kæʃ ən 'kæri/ *noun* **1.** a large store selling goods at low prices, where the customer pays cash and takes the goods away immediately ○ *We get our supplies every morning from the cash and carry.* **2.** buying a commodity for cash and selling the same commodity on the futures market

'...the small independent retailer who stocks up using cash and carries could be hit hard by the loss of footfall associated with any increase in smuggled goods' [*The Grocer*]

**cash balance** /'kæʃ 'bæləns/ *noun* a balance in cash, as opposed to amounts owed

**cash basis** /kæʃ 'beɪsɪs/ *noun* a method of preparing the accounts of a business, where receipts and payments are shown at the time when they are made (as opposed to showing debts or credits which are outstanding at the end of the accounting period). Also called **receipts and payments basis**

**cash book** /'kæʃ bʊk/ *noun* a book which records cash received and paid out

**cash box** /'kæʃ bɒks/ *noun* metal box for keeping cash

**cash budget** /'kæʃ 'bʌdʒɪt/ *noun* a plan of cash income and expenditure

**cash card** /'kæʃ kɑ:d/ *noun* a plastic card used to obtain money from a cash dispenser

**cash cow** /'kæʃ kau/ *noun* a product or subsidiary company that consistently generates good profits but does not provide growth

**cash crop** /'kæʃ krɒp/ *noun* an agricultural crop grown for sale to other buyers or to other countries, rather than for domestic consumption

**cash deal** /'kæʃ di:l/ *noun* a sale done for cash

**cash desk** /'kæʃ desk/ *noun* the place in a store where you pay for the goods bought

**cash discount** /kæʃ 'dɪskaʊnt/ *noun* a discount given for payment in cash. Also called **discount for cash**

**cash dispenser** /'kæʃ dɪ'spensə/ *noun* a machine which gives out money when a special card is inserted and instructions given

**cash dividend** /kæʃ 'dɪvɪdend/ *noun* a dividend paid in cash, as opposed to a dividend in the form of bonus shares

**cash economy** /kæʃ r'kɒnəmi/ *noun* a black economy, where goods and services are paid for in cash, and therefore not declared for tax

**cash float** /'kæʃ fləʊt/ *noun* cash put into the cash box at the beginning of the day or week to allow change to be given to customers

**cash flow** /'kæʃ fləʊ/ *noun* cash which comes into a company from sales (cash inflow) or the money which goes out in purchases or overhead expenditure (cash outflow) □ **the company is suffering from cash flow problems** cash income is not coming in fast enough to pay the expenditure going out

**cash flow forecast** /'kæʃ fləʊ 'fɔ:kɑ:st/ *noun* a forecast of when cash will be received or paid out

**cash flow statement** /'kæʃ fləʊ 'steɪtmənt/ *noun* a report which shows cash sales and purchases

**cashier** /kæ'ʃɪə/ *noun* **1.** a person who takes money from customers in a shop or who deals with the money that has been paid **2.** a person who deals with customers in a bank and takes or gives cash at the counter

**cashier's check** /kæ'ʃɪəz tʃek/ *noun* *US* a bank's own cheque, drawn on itself and signed by a cashier or other bank official

**cash in** /kæʃ 'ɪn/ *verb* to sell shares or other property for cash

**cash in hand** /,kæʃ ɪn 'hænd/ *noun* money and notes, kept to pay small amounts but not deposited in the bank

**cash in on** /,kæʃ 'ɪn ɒn/ *verb* to profit from ○ *The company is cashing in on the interest in computer games.*

**cash in transit** /,kæʃ ɪn 'trænzɪt/ *noun* cash being moved from one bank or business to another ○ *Cash-in-transit services are an easy target for robbers.*

**cash items** /'kæʃ ,aɪtəmz/ *plural noun* goods sold for cash

**cashless society** /,kæʃləs sə-'saraɪi/ *noun* a society where no one uses cash, all purchases being made by credit cards, charge cards, cheques or direct transfer from one account to another

**cash limit** /kæʃ 'lɪmɪt/ *noun* **1.** a fixed amount of money which can be spent during a certain period **2.** a maximum amount someone can withdraw from an ATM using a cash card

**cash market** /kæʃ 'mɑ:kɪt/ *noun* the gilt-edged securities market (where purchases are paid for almost immediately, as opposed to the futures market)

**cash offer** /'kæʃ ,ɒfə/ *noun* an offer to pay in cash, especially an offer to pay cash when buying shares in a takeover bid

**cash on delivery** /,kæʃ ɒn dɪ-'lɪv(ə)ri/ *noun* payment in cash when goods are delivered. Abbreviation **COD**

**cash payment** /'kæʃ ,peɪmənt/ *noun* payment in cash

**cash position** /'kæʃ pə,'zɪʃ(ə)n/ *noun* a state of the cash which a company currently has available

**cash positive** /kæʃ 'pɒzɪtɪv/ *adjective* having cash in hand, as opposed to having debts and overdrafts

‘...as the group’s shares are already widely held, the listing will be via an introduction. It will also be accompanied by a deeply discounted £25m rights issue, leaving the company cash positive’ [*Sunday Times*]

**cash price** /'kæʃ praɪs/ *noun* a lower price or better terms which apply if the customer pays cash

**cash purchase** /'kæʃ ,pɜ:tʃɪs/ *noun* a purchase made for cash

**cash register** /'kæʃ ,redʒɪstə/ *noun* a machine which shows and adds the

prices of items bought, with a drawer for keeping the cash received

**cash reserves** /'kæʃ rɪ,zɜ:vz/ *plural noun* a company’s reserves in cash deposits or bills kept in case of urgent need ○ *The company was forced to fall back on its cash reserves.*

**cash sale** /'kæʃ seɪl/ *noun* a transaction paid for in cash

**cash-strapped** /'kæʃ stræpt/ *adjective* short of money

**cash terms** /'kæʃ tɜ:mz/ *plural noun* lower terms which apply if the customer pays cash

**cash till** /'kæʃ tɪl/ *noun* same as **cash register**

**cash transaction** /'kæʃ trænz-,zækʃən/ *noun* a transaction paid for in cash

**cash transfer hatch** /kæʃ 'trænsfɜ:hætʃ/ *noun* a small door in an outside wall, allowing cash to be passed through (as from a supermarket to a security van)

**cash up** /,kæʃ 'ʌp/ *verb* to add up the cash in a shop at the end of the day

**cash voucher** /'kæʃ ,vaʊtʃə/ *noun* a piece of paper which can be exchanged for cash ○ *With every £20 of purchases, the customer gets a cash voucher to the value of £2.*

**Cashwire** /'kæʃwaɪə/ *noun* **US** a system operated by a group of banks to clear payments between member banks

**cash with order** /,kæʃ wɪð 'ɔ:də/ *noun* terms of sale showing the payment has to be made in cash when the order is placed. Abbreviation **CWO**

**casting vote** /,kɑ:stɪŋ 'vəʊt/ *noun* a vote used by the chairman in the case where the votes for and against a proposal are equal ○ *The chairman has the casting vote.* ○ *He used his casting vote to block the motion.*

**casual** /'kæʒuəl/ *adjective* not permanent, or not regular

**casual labour** /,kæʒuəl 'leɪbəl/ *noun* workers who are hired for a short period

**casual work** /'kæʒuəl wɜ:k/ *noun* work where the workers are hired for a short period

**casual worker** /,kæʒuəl 'wɜ:kə/ *noun* a worker who can be hired for a short period

**cat** /kæt/  $\diamond$  **fat cat**, **dead-cat bounce**  
**catalogue price** /'kæt(ə)lɒg praɪs/  
*noun* a price as marked in a catalogue or list

**catastrophe** /kə'tæstrəfi/ *noun* a sudden disaster

**catastrophe bond** /kə'tæstrəfi bɒnd/  
*noun* a bond with very high interest rate but, which may be worth less, or give a lower rate of interest, if a disaster such as an earthquake occurs

**CAT standards** /'kæt ,stændədz/  
*plural noun* standards introduced by the government as an incentive to offer savers an even better deal, and to make it easier to spot the best investment value

**caveat** /'kæviət/ *noun* warning  $\square$  **to enter a caveat** to warn someone legally that you have an interest in a case, and that no steps can be taken without your permission

**caveat emptor** /,kæviət 'emptɔː/  
*phrase* a Latin phrase meaning 'let the buyer beware', which indicates that the buyer is responsible for checking that what he or she buys is in good order

'...the idea that buyers at a car boot sale should have any rights at all is laughable. Even those who do not understand Latin know that caveat emptor is the rule' [Times]

**caveat venditor** /,kæviət ven-'di:tɔː/  
*phrase* a Latin phrase meaning 'let the seller beware', which indicates that the seller is legally bound to make sure that the goods he sells are in good order

**CBOT** *abbreviation* Chicago Board of Trade

**CBS All-Share** /,si: bi: es 'ɔ:l ʃeə/  
*noun* an index of prices on the Amsterdam Stock Exchange (NOTE: The CBS Tendency also lists Amsterdam share prices.)

**CCA** *abbreviation* current cost accounting

**CD** /si:'di:/ *abbreviation* certificate of deposit

**cedi** /'si:di/ *noun* a unit of currency used in Ghana

**ceiling** /'si:lɪŋ/ *noun* the highest point that something can reach, e.g. the highest rate of a pay increase  $\circ$  *to fix a ceiling for a budget*  $\circ$  *There is a ceiling of \$100,000 on deposits.*  $\circ$  *Output reached its ceiling in June and has since fallen*

*back.*  $\circ$  *What ceiling has the government put on wage increases this year?*

**ceiling price** /'si:lɪŋ praɪs/ *noun* the highest price that can be reached

**cent** /sent/ *noun* a small coin, one hundredth of a dollar  $\circ$  *The stores are only a 25-cent bus ride away.*  $\circ$  *They sell oranges at 99 cents each.* (NOTE: **Cent** is usually written **¢** in prices: **25¢**, but not when a dollar price is mentioned: **\$1.25**.)

**central** /'sentrəl/ *adjective* organised from one main point

**central assets account** /,sentrəl 'æsets ə,kəʊnt/  
*noun* same as **asset management account**

**central bank** /'sentrəl bæŋk/ *noun* the main government-controlled bank in a country, which controls that country's financial affairs by fixing main interest rates, issuing currency, supervising the commercial banks and trying to control the foreign exchange rate

**central bank discount rate** /,sentrəl bæŋk 'dɪskaʊnt reɪt/  
*noun* the rate at which a central bank discounts bills, such as treasury bills

**central bank intervention** /,sentrəl bæŋk ,ɪntə'venʃ(ə)n/  
*noun* an action by a central bank to change base interest rates, to impose exchange controls or to buy or sell the country's own currency in an attempt to influence international money markets

**central government** /,sentrəl 'gʌv(ə)nɪmənt/  
*noun* the main government of a country (as opposed to municipal, local, provincial or state governments)

**centralisation** /,sentrələɪ'zeɪʃ(ə)n/,  
**centralization** *noun* the organisation of everything from a central point

**centralise** /'sentrələɪz/, **centralize** *verb* to organise from a central point  $\circ$  *All purchasing has been centralised in our main office.*  $\circ$  *The group benefits from a highly centralised organisational structure.*  $\circ$  *The company has become very centralised, and far more staff work at headquarters.*

**central office** /,sentrəl 'ɒfɪs/ *noun* the main office which controls all smaller offices

**central purchasing** /,sentrəl 'pɜ:ɪʃɪŋ/  
*noun* purchasing organised

by a central office for all branches of a company

**central rate** /'sentrəl reɪt/ *noun* an exchange rate of a currency against the US dollar according to IMF rules

**centre** /'sentə/ *noun* **1.** an important town ○ *Sheffield is a major industrial centre.* ○ *Nottingham is the centre for the shoe industry.* **2.** a group of items in an account (NOTE: [all senses] The US spelling is **center**.)

**CEO** *abbreviation* chief executive officer

**certain annuity** /,sɜ:t(ə)n ə'nju:ɪtɪ/ *noun* an annuity which will be paid for a certain number of years only

**certificate** /sə'tɪfɪkət/ *noun* an official document which shows that something is owned by someone or that something is true

**certificated bankrupt** /sə,tɪfɪkeɪtɪd 'bæŋkrʌpt/ *noun* a bankrupt who has been discharged from bankruptcy with a certificate to show that he or she was not at fault

**certificate of approval** /sə,tɪfɪkət əv ə'pru:v(ə)/ *noun* a document showing that an item has been approved officially

**certificate of authentication** /sə,tɪfɪkət əv ɔ:θəntɪ'keɪʃ(ə)n/ *noun* a unique number supplied to a company by an independent source (an 'authenticator') to prove that the company is who they claim to be

**certificate of authority** /sə,tɪfɪkət əv ɔ:θɔ:rəti/ *noun* a certificate showing that someone has the authority to do something, such as sign a cheque

**certificate of deposit** /sə'tɪfɪkət əv drɪ'pɔzɪt/ *noun* a document from a bank showing that money has been deposited at a certain guaranteed interest rate for a certain period of time. Abbreviation **CD**

'...interest rates on certificates of deposit may have little room to decline in August as demand for funds from major city banks is likely to remain strong. After delaying for months, banks are now expected to issue a large volume of CDs. If banks issue more CDs on the assumption that the official discount rate reduction will be delayed, it is very likely that CD rates will be pegged for a longer period than expected' [*Nikkei Weekly*]

COMMENT: A CD is a bearer instrument, which can be sold by the bearer. It can be

sold at a discount to the value, so that the yield on CDs varies.

**certificate of incorporation** /sə,tɪfɪkət əv ɪn,kɔ:pə'reɪʃ(ə)n/ *noun* a document issued by Companies House to show that a company has been legally set up and officially registered

**certificate of origin** /sə,tɪfɪkət əv 'ɔrɪdʒɪn/ *noun* a document showing where imported goods come from or were made

**certificate of quality** /sə,tɪfɪkət əv 'kwɒlɪti/ *noun* a certificate showing the grade of a soft commodity

**certificate of registration** /sə,tɪfɪkət əv ,redʒɪ'streɪʃ(ə)n/ *noun* a document showing that an item has been registered

**certificate of tax deducted** /sə,tɪfɪkət əv tæks drɪ'dʌktɪd/ *noun* a document issued by a financial institution showing that tax has been deducted from interest payments on an account

**certified accountant** /,sɜ:tɪfaɪd ə-'kaʊntənt/ *noun* an accountant who has passed the professional examinations and is a member of the Chartered Association of Certified Accountants

**certified cheque** /,sɜ:tɪfaɪd 'tʃek/, **certified check** *noun* a cheque which a bank says is good and will be paid out of money put aside from the payer's bank account

**certified public accountant** /,sɜ:tɪfaɪd ,pʌblɪk ə'kaʊntənt/ *noun* *US* an accountant who has passed professional examinations

**certify** /'sɜ:tɪfaɪ/ *verb* to make an official declaration in writing ○ *I certify that this is a true copy.* ○ *The document is certified as a true copy.* (NOTE: **certifies** – **certifying** – **certified**)

**cession** /'seɪʃ(ə)n/ *noun* giving up property to someone (especially a creditor)

**c/f** *abbreviation* carried forward

**CFA** *abbreviation* Communauté financière africaine

**CFA franc** /,si: ef eɪ 'fræŋk/ *noun* a franc with a fixed exchange rate against the euro, used in African countries which were formerly French colonies (Benin, Burkina Faso, Cameroon, the Central African Republic, Chad, Congo,

Equatorial Guinea, Gabon, Ivory Coast, Mali, Niger, Senegal and Togo)

**CFO** *abbreviation* chief financial officer

**CFP** *abbreviation* Communauté Française du Pacifique

**CFP franc** /,si: ef pi: 'fræŋk/ *noun* a franc with a fixed exchange rate against the euro, used in French territories in the Pacific

**CGT** *abbreviation* capital gains tax

**chairman** /'tʃeəmən/ *noun* a person who presides over the board meetings of a company ○ *the chairman of the board* or *the company chairman* □ **the chairman's report, the chairman's statement** an annual report from the chairman of a company to the shareholders

'...the corporation's entrepreneurial chairman seeks a dedicated but part-time president. The new president will work a three-day week' [*Globe and Mail (Toronto)*]

COMMENT: Note that in a UK company, the chairman is less important than the managing director, although one person can combine both posts. In the US, a company president is less important than the chairman of the board.

**chairman and managing director** /'tʃeəmən ən ˌmænidʒɪŋ daɪ-'rektə/ *noun* a managing director who is also chairman of the board of directors

**Chamber of Commerce** /,tʃeɪmbər əv 'kɒmə:z/ *noun* a group of local business people who meet to discuss problems which they have in common and to promote commerce in their town

**Chancellor of the Exchequer** /'tʃɑ:nsələr əv di: ɪks'tʃekə/ *noun* GB a chief finance minister in the government (NOTE: The US term is **Secretary of the Treasury**.)

**change** /tʃeɪndʒ/ *noun* **1.** money in coins or small notes □ **to give someone change for £10** to give someone coins or notes in exchange for a ten pound note **2.** money given back by the seller, when the buyer can pay only with a larger note or coin than the amount asked ○ *She gave me the wrong change.* ○ *You paid the £5.75 bill with a £10 note, so you should have £4.25 change.* □ **keep the change** keep it as a tip (said

to, for example, waiters, taxi-drivers) ■ **verb** **1.** □ **to change a £20 note** to give someone smaller notes or coins in place of a £20 note **2.** to give one type of currency for another ○ *to change £1,000 into dollars* ○ *We want to change some traveller's cheques.* **3.** □ **to change hands** (of a business, property, etc.) to be sold to a new owner ○ *The shop changed hands for £100,000.*

**change machine** /'tʃeɪndʒ məʃi:n/ *noun* a machine which gives small change for a note or larger coin

**changer** /'tʃeɪndʒə/ *noun* a person who changes money

**channel** /'tʃæən(ə)l/ *verb* to send in a certain direction ○ *They are channelling their research funds into developing European communication systems.* (NOTE: **channelling – channelled**)

**channel of distribution** /,tʃæən(ə)l əv ˌdɪstrɪ'bju:ʃ(ə)n/ *noun* same as **distribution channel**

**CHAPS** *noun* a computerised system for clearing cheques organised by the banks. Compare **BACS**. Full form **Clearing House Automated Payments System**

**chapter** /'tʃæptə/ *noun* US a section of an Act of Congress

'...the company filed under Chapter 11 of the federal bankruptcy code, the largest failure ever in the steel industry' [*Fortune*]

'...the firm, whose trademark dates back to 1871, has been desperately trying to cut costs to compete with manufacturers in cheaper countries, but has also been hit by management problems. It said the filing for Chapter 11 protection should have little impact on customers and employees and would allow it to restructure' [*Times*]

**Chapter 11** /,tʃæptə 'ten/ *noun* a section of the US Bankruptcy Reform Act 1978, which allows a corporation to be protected from demands made by its creditors for a period of time, while it is reorganised with a view to paying its debts. The officers of the corporation will negotiate with its creditors as to the best way of reorganising the business.

**Chapter 7** /,tʃæptə 'sevən/ *noun* a section of the US Bankruptcy Reform Act 1978, which sets out the rules for the liquidation of an incorporated company

**charge** /tʃɑ:dʒ/ *noun* **1.** money which must be paid, or the price of a service ○

to make no charge for delivery ○ to make a small charge for rental ○ There is no charge for this service or No charge is made for this service. □ **free of charge** free, with no payment to be made **2.** a debit on an account ○ It appears as a charge on the accounts. **3.** a guarantee of security for a loan, for which assets are pledged **4.** being formally accused in a court ○ He appeared in court on a charge of embezzling or on an embezzlement charge. ■ **verb** **1.** to ask for money to be paid ○ to charge £5 for delivery ○ How much does he charge? □ **he charges £16 an hour** he asks to be paid £16 for an hour's work **2.** to pay for something by putting it on a charge account ○ Can you charge the meal to my room? ○ I want to charge these purchases to the company account. **3.** to take something as guarantee for a loan **4.** to accuse someone formally of having committed a crime ○ He was charged with embezzling his clients' money.

**chargeable** /'tʃɑ:dʒəb(ə)l/ *adjective* which can be charged ○ repairs chargeable to the occupier

**chargeable gains** /'tʃɑ:dʒəb(ə)l 'geɪnz/ *plural noun* gains made by selling an asset, such as shares, on which capital gains will be charged

**charge account** /'tʃɑ:dʒ ə'kaʊnt/ *noun* an arrangement which a customer has with a store to buy goods and to pay for them at a later date, usually when the invoice is sent at the end of the month (NOTE: The customer will make regular monthly payments into the account and is allowed credit of a multiple of those payments.)

**charge card** /'tʃɑ:dʒ kɑ:d/ *noun* a type of credit card (such as American Express) for which a fee is payable, but which does not allow the user to take out a loan (he or she has to pay off the total sum charged at the end of each month)

**chargee** /tʃɑ:'dʒi:/ *noun* a person who has the right to force a debtor to pay

**charges forward** /'tʃɑ:dʒɪz 'fɔ:wəd/ *noun* charges which will be paid by the customer

**charging period** /'tʃɑ:dʒɪŋ ,pɪəriəd/ *noun* a period of time during

which charges are made to a credit card before they are charged to the cardholder

**chart** /tʃɑ:t/ *noun* a diagram displaying information as a series of lines, blocks, etc.

**charter** /'tʃɑ:tə/ *noun* the action or business of hiring transport for a special purpose ■ *verb* to hire for a special purpose ○ to charter a plane or a boat or a bus

**chartered** /'tʃɑ:təd/ *adjective* **1.** referring to a company which has been set up by charter, and not registered under the Companies Act ○ a chartered bank **2.** □ a chartered ship or bus or plane a ship, bus or plane which has been hired for a special purpose

**chartered accountant** /tʃɑ:təd ə-'kaʊntənt/ *noun* an accountant who has passed the professional examinations and is a member of the Institute of Chartered Accountants. Abbreviation **CA**

**Chartered Association of Certified Accountants** /tʃɑ:təd ə,səʊsiəɪf(ə)n əv ,sɜ:tɪfaɪd ə-'kaʊntənts/ *noun* a professional association of accountants in the UK

**chartered bank** /tʃɑ:təd 'bæŋk/ *noun* a bank which has been set up by government charter (formerly used in England, but now only done in the USA and Canada)

**Chartered Institute of Bankers** /tʃɑ:təd ,ɪnstɪtju:t əv 'bæŋkəz/ *noun* a professional association of bankers, providing training, professional examinations and qualifications which are recognised worldwide. Abbreviation **CIB**

**charter flight** /'tʃɑ:tə flɑɪt/ *noun* a flight in an aircraft which has been hired for that purpose

**charter plane** /'tʃɑ:tə pleɪn/ *noun* a plane which has been chartered

**charter value** /'tʃɑ:tə ,vælju:/ *noun* the value of a bank's being able to continue do business in the future, reflected as part of its share price

**charting** /'tʃɑ:tɪŋ/ *noun* the work of using charts to analyse stock market trends and forecast future rises or falls

**chartist** /'tʃɑ:tɪst/ *noun* a person who studies stock market trends and forecasts future rises or falls



**chattel mortgage** /'tʃæt(ə)l ,mɑ:ɡɪdʒ/ *noun* money lent against the security of an item purchased, but not against real estate

**chattels** /'tʃæt(ə)lz/ *plural noun* goods, moveable property but not real estate

**cheap** /tʃi:p/ *adjective, adverb* not costing a lot of money or not expensive  
 □ **to buy something cheap** at a low price ○ *He bought two companies cheap and sold them again at a profit.* □ **they work out cheaper by the box** these items are cheaper per unit if you buy a box of them

**cheap labour** /tʃi:p 'leɪbəl/ *noun* workers who do not earn much money

**cheaply** /'tʃi:pli/ *adverb* without paying much money ○ *The salesman was living cheaply at home and claiming an enormous hotel bill on expenses.*

**cheap money** /tʃi:p 'mʌni/ *noun* money which can be borrowed at a low rate of interest

**cheapness** /'tʃi:pnəs/ *noun* the fact of being cheap ○ *The cheapness of the pound means that many more tourists will come to London.*

**cheap rate** /'tʃi:p reɪt/ *noun* a rate which is not expensive ○ *Cheap rate phone calls start at 8 p.m.*

**cheat** /tʃi:t/ *verb* to trick someone so that he or she loses money ○ *He cheated the Income Tax out of thousands of pounds.* ○ *She was accused of cheating clients who came to ask her for advice.*

**check** /tʃek/ *noun* **1.** a sudden stop □ **to put a check on imports** to stop some imports coming into a country **2.** investigation or examination ○ *a routine check of the fire equipment* ○ *The auditors carried out checks on the petty cash book.* **3.** *US (in a restaurant)* a bill **4.** *US* same as **cheque** **5.** *US* a mark on paper to show that something is correct

○ *Make a check in the box marked 'R'.*

■ **verb** **1.** to stop or delay something ○ *to check the entry of contraband into the country* ○ *to check the flow of money out of a country* **2.** to examine or to investigate something ○ *to check that an invoice is correct* ○ *to check and sign for goods* □ **she checked the computer printout against the invoices** she examined the printout and the invoices to see if the figures were the same **3.** *US* to

mark something with a sign to show that it is correct ○ *check the box marked 'R'* (NOTE: The UK term is **tick**.)

**checkable** /'tʃekəb(ə)l/ *adjective* *US* referring to a deposit account on which checks can be drawn

**check card** /'tʃek kɑ:d/ *noun* *US* a card issued by a bank to use in ATMs, but also used in some retail outlets

**check digit** /tʃek 'dɪdʒɪt/ *noun* the last digit of a string of computerised reference numbers, used to validate the transaction

**checking account** /'tʃekɪŋ ə ,kaʊnt/ *noun* *US* same as **current account** **1**

**checkoff** /'tʃekɒf/ *noun* *US* a system where union dues are automatically deducted by the employer from a worker's pay cheque ○ *Checkoffs are seen by most employees as worthwhile as long as their interests are well represented by the union.* ○ *After checkoffs and tax deductions the workers' pay had been reduced by one third.*

**check out** /,tʃek 'aʊt/ *verb* to go through a checkout and pay for the goods bought

**checkout** /'tʃekɑʊt/ *noun* the place where goods are paid for in a shop or supermarket ○ *We have opened two more checkouts to cope with the Saturday rush.*

**check routing symbol** /tʃek 'ru:tɪŋ ,sɪmbəl/ *noun* *US* a number shown on an American cheque which identifies the Federal Reserve district through which the cheque will be cleared (similar to the British 'bank sort code')

**check sample** /'tʃek ,sɑ:mp(ə)l/ *noun* a sample to be used to see if a consignment is acceptable

**cheque** /tʃek/ *noun* a note to a bank asking them to pay money from your account to the account of the person whose name is written on the note ○ *a cheque for £10 or a £10 cheque* (NOTE: The US spelling is **check**.) □ **to cash a cheque** to exchange a cheque for cash □ **to endorse a cheque** to sign a cheque on the back to show that you accept it □ **to make out a cheque to someone** to write someone's name on a cheque ○ *Who shall I make the cheque out to?* □ **to pay by cheque** to pay by writing a

cheque, and not using cash or a credit card □ **to pay a cheque into your account** to deposit a cheque □ **the bank referred the cheque to the drawer** the bank returned the cheque to the person who wrote it because there was not enough money in the account to pay it □ **to sign a cheque** to sign on the front of a cheque to show that you authorise the bank to pay the money from your account □ **to stop a cheque** to ask a bank not to pay a cheque which has been signed and sent

**cheque account** /'tʃek ə,kaʊnt/ *noun* same as **current account**

**cheque book** /'tʃek bʊk/ *noun* a booklet with new blank cheques (NOTE: The usual US term is **checkbook**.)

**cheque card** /'tʃek kɑ:d/, **cheque guarantee card** /,tʃek gærən'ti: kɑ:d/ *noun* a plastic card from a bank which guarantees payment of a cheque up to a certain amount, even if the user has no money in his account

**cheque requisition** /'tʃek ,rekwi:zɪʃ(ə)n/ *noun* an official note from a department to the company accounts staff asking for a cheque to be written

**cheque stub** /tʃek stʌb/ *noun* a piece of paper left in a cheque book after a cheque has been written and taken out

**cheque to bearer** /,tʃek tə 'beərə/ *noun* a cheque with no name written on it, so that the person who holds it can cash it

**Chicago Board of Trade** /ʃi-,kɑ:gəʊ bɔ:d əv 'treɪd/ *noun* a commodity market based in Chicago, trading in metals, soft commodities and financial futures. Abbreviation **CBOT**

**Chicago Mercantile Exchange** /ʃi,kɑ:gəʊ 'mɜ:kəntaɪl ɪks,tʃeɪndʒ/ *noun* a commodity market based in Chicago, trading in livestock futures, and in financial futures on the IMM. Abbreviation **CME**

**Chicago School** /ʃi'kɑ:gəʊ sku:l/ *noun* a school of monetarists, based at the University of Chicago, led by Professor Milton Friedman

**chickenfeed** /'tʃɪkɪn,fi:d/ *noun* a small amount of money (*informal*)

**chief** /tʃi:f/ *adjective* most important  
○ *He is the chief accountant of an industrial group.* ○ *She is the chief buyer for a department store.*

**chief cashier** /tʃi:f kæ'ʃɪə/ *noun* a main cashier in a bank

**chief executive** /tʃi:f ɪg'zekjʊtɪv/, **chief executive officer** /tʃi:f ɪg-'zekjʊtɪv ,ɒfɪsə/ *noun* *US* the most important director in charge of a company. Abbreviation **CEO**

**chief financial officer** /tʃi:f faɪ-'nænʃəl ,ɒfɪsə/ *noun* an executive in charge of a company's financial operations, reporting to the CEO. Abbreviation **CFO**

**chief operating officer** /tʃi:f 'ɒpəreɪtɪŋ ,ɒfɪsə/ *noun* a director in charge of all a company's operations (same as a 'managing director'). Abbreviation **COO**

**Chief Secretary to the Treasury** /tʃi:f 'sekrətəri tə, tə ði:/ *noun* *GB* a government minister responsible to the Chancellor of the Exchequer for the control of public expenditure (NOTE: In the USA, this is the responsibility of the **Director of the Budget**.)

**Chinese walls** /,tʃaɪni:z 'wɔ:lz/ *plural noun* imaginary barriers between departments in the same organisation, set up to avoid insider dealing or conflict of interest (as when a merchant bank is advising on a planned takeover bid, its investment department should not know that the bid is taking place, or they would advise their clients to invest in the company being taken over)

**chip card** /'tʃɪp kɑ:d/ *noun* same as **smart card**

**CHIPS** *noun* the computerised clearing bank system used in the US. Full form **Clearing House Interbank Payments System**

**chop** /tʃɒp/ *noun* a stamp, a mark made on a document to show that it has been agreed, acknowledged, paid, or that payment has been received

**Christmas bonus** /,krɪsməs 'bʌʊnəs/ *noun* an extra payment made to staff at Christmas

**chronological order** /,krɒnələdʒɪk(ə)l 'ɔ:də/ *noun* the arrangement of records such as files and invoices in order of their dates

**churning** /'tʃɜːnɪŋ/ *noun* **1.** a practice employed by stockbrokers, where they buy and sell on a client's discretionary account in order to earn their commission (the deals are frequently of no advantage to the client) **2.** a practice employed by insurance salesmen where the salesman suggests that a client should change his insurance policy solely in order to earn the salesman a commission

'...more small investors lose money through churning than almost any other abuse, yet most people have never heard of it. Churning involves brokers generating income simply by buying and selling investments on behalf of their clients. Constant and needless churning earns them hefty commissions which bites into the investment portfolio' [*Guardian*]

**CIB** *abbreviation* Chartered Institute of Bankers

**CF, c.i.f.** *abbreviation* **1.** cost, insurance and freight **2.** US customer identification file

**circular** /'sɜːkjʊlə/ *adjective* sent to many people ■ *noun* **1.** a leaflet or letter sent to many people ○ *They sent out a circular offering a 10% discount.* ○ *Senior management sent out a circular to all the employees explaining the changes in the payment scheme.* **2.** a leaflet sent by a broker to clients, with information about companies and shares

**circularise** /'sɜːkjʊləraɪz/, **circularize** *verb* to send a circular to ○ *The committee has agreed to circularise the members of the society.* ○ *They circularised all their customers with a new list of prices.*

**circular letter** /,sɜːkjʊlə 'letə/ *noun* a letter sent to many people

**circular letter of credit** /,sɜːkjʊlə 'letə əv 'kredɪt/ *noun* a letter of credit sent to all branches of the bank which issues it

**circulate** /'sɜːkjʊleɪt/ *verb* **1.** □ **to circulate freely** (*of money*) to move about without restriction by the government **2.** to send or to give out without restrictions □ **to circulate money** to issue money, to make money available to the public and industry **3.** to send information to ○ *They circulated a new list of prices to all their customers.* ○ *They circulated information about job vacancies to all colleges in the area.*

**circulating capital** /,sɜːkjʊleɪtɪŋ 'kæpɪt(ə)l/ *noun* capital in the form of cash or debtors, raw materials, finished products and work in progress which a company requires to carry on its business

**circulation** /,sɜːkjʊ'leɪf(ə)n/ *noun* movement □ **to put money into circulation** to issue new notes to business and the public ○ *The amount of money in circulation increased more than was expected.*

**circulation of capital** /,sɜːkjʊ'leɪf(ə)n əv 'kæpɪt(ə)l/ *noun* a movement of capital from one investment to another

**circumstances** /'sɜːkəmstænsɪz/ *plural noun* a general situation, especially insofar as it influences what a person can do or the way in which something happens. ▶ **financial**

**Citizens Advice Bureau** /,sɪtɪz(ə)nz əd'vaɪs ,bjʊərəʊ/ *noun* an office where people can go to get free advice on legal and administrative problems. **Abbreviation CAB**

**city** /'sɪtɪ/ *noun* **1.** a large town ○ *The largest cities in Europe are linked by hourly flights.* **2.** □ **the City (of London)** the old centre of London, where banks and large companies have their main offices; the British financial centre ○ *He works in the City or He is in the City.* □ **they say in the City that the company has been sold** the London business world is saying that the company has been sold

**City analyst** /,sɪtɪ 'ænalɪst/ *noun* a person who studies the London stock market

**City desk** /'sɪtɪ desk/ *noun* the department in a British newspaper which deals with business news

**City editor** /'sɪtɪ ,edɪtə/ *noun* the business and finance editor of a British newspaper

**civil** /'sɪv(ə)l/ *adjective* referring to ordinary people

**civil action** /,sɪv(ə)l 'ækʃən/ *noun* a court case brought by a person or a company against someone who has done them wrong

**civil law** /,sɪv(ə)l 'lɔː/ *noun* laws relating to people's rights and to agreements between individuals

**civil servant** /,sɪv(ə)l 'sɜ:vənt/ *noun* a person who works in the civil service

**civil service** /,sɪv(ə)l 'sɜ:vɪs/ *noun* the organisation and personnel which administer a country ○ *You have to pass an examination to get a job in the civil service or to get a civil service job.*

**claim** /kleɪm/ *noun* **1.** an act of asking for something that you feel you have a right to □ **the union put in a 6% wage claim** the union asked for a 6% increase in wages for its members **2.** an act of stating that something is a fact ○ *Her claim that she had been authorised to take the money was demonstrably false.* **3.** an act of asking for money from an insurance company when something you insured against has taken place □ **to put in a claim** to ask the insurance company officially to pay damages ○ *to put in a claim for repairs to the car* ○ *She put in a claim for £250,000 damages against the driver of the other car.* □ **to settle a claim** to agree to pay what is asked for ○ *The insurance company refused to settle his claim for storm damage.* ■ **verb** **1.** to ask for money, especially from an insurance company ○ *He claimed £100,000 damages against the cleaning firm.* ○ *She claimed for repairs to the car against her insurance policy.* **2.** to say that you have a right to something or that something is your property ○ *He is claiming possession of the house.* ○ *No one claimed the umbrella found in my office.* **3.** to state that something is a fact ○ *He claims he never received the goods.* ○ *She claims that the shares are her property.*

**claimant** /'kleɪmənt/ *noun* a person who makes a claim against someone in the civil courts (NOTE: This term has now replaced **plaintiff**. The other side in a case is the **defendant**.)

**claim back** /,kleɪm 'bæk/ *verb* to ask for money to be paid back

**claimer** /'kleɪmə/ *noun* same as **claimant**

**claim form** /'kleɪm fɔ:m/ *noun* a form which has to be filled in when making an insurance claim

**claims department** /'kleɪmz dɪ-  
,pɑ:tmənt/ *noun* a department of an insurance company which deals with claims

**claims manager** /'kleɪmz  
,mænɪdʒə/ *noun* the manager of a claims department

**claims reserve** /'kleɪmz rɪ-  
,zɜ:v/ *noun* money set aside by an insurance company to meet costs of claims incurred but not yet settled

**class** /klɑ:s/ *noun* **1.** a category or group into which things are classified **2.** US a type of common stock (NOTE: Class A stock is similar to the British **A shares**.)

**classified advertisements** /,klæsɪfaɪd  
əd'vɜ:tɪsmənts/, **classified ads** /,klæsɪfaɪd  
'ædz/ *plural noun* advertisements listed in a newspaper under special headings such as 'property for sale' or 'jobs wanted' ○ *Look in the small ads to see if anyone has a filing cabinet for sale.*

**classified directory** /,klæsɪfaɪd  
daɪ'rekt(ə)rɪ/ *noun* a list of businesses grouped under various headings such as computer shops or newsagents

**classify** /'klæsɪfaɪ/ *verb* to put into classes or categories according to specific characteristics (NOTE: **classifies – classifying – classified**)

**clause** *noun* /klɔ:z/ a section of a contract ○ *There are ten clauses in the contract of employment.* ○ *There is a clause in this contract concerning the employer's right to dismiss an employee.* ○ *According to clause six, payments will not be due until next year.* ■ **verb** to list details of the relevant parties to a bill of exchange

**claw back** /,klɔ: 'bæk/ *verb* to take back money which has been allocated ○ *Income tax claws back 25% of pensions paid out by the government.* ○ *Of the £1m allocated to the project, the government clawed back £100,000 in taxes.*

**clawback** /'klɔ:bæk/ *noun* **1.** money taken back, especially money taken back by the government from grants or tax concessions which had previously been made **2.** the allocation of new shares to existing shareholders, so as to maintain the value of their holdings

**clean** /kli:n/ *adjective* with no problems or no record of offences

**clean bill of lading** /,kli:n bɪl əv  
'leɪdɪŋ/ *noun* a bill of lading with no note to say the shipment is faulty or damaged

**clean float** /'kli:n fləʊt/ *noun* an act of floating a currency freely on the international markets, without any interference from the government

**clear** /kliə/ *adjective* (of a period of time) free, total □ **three clear days** three whole working days ○ *Allow three clear days for the cheque to be paid into your account.* ■ **verb** 1. to sell something cheaply in order to get rid of stock ○ *'Demonstration models to clear'* 2. □ **to clear goods through customs** to have all documentation passed by customs so that goods can enter or leave the country

**clearance** /'kliərəns/ *noun* □ **to effect customs clearance** to clear goods through customs

**clearance certificate** /'kliərəns sə-,tɪfɪkət/ *noun* a document showing that goods have been passed by customs

**clearance sale** /'kliərəns seɪl/ *noun* a sale of items at low prices to get rid of stock

**cleared date** /'kliəd deɪt/ *noun* a date on which a cheque has cleared and funds have been removed from the account

**clearing** /'kliəriŋ/ *noun* 1. □ **clearing of goods through customs** passing of goods through customs 2. an act of passing of a cheque through the banking system, transferring money from one account to another

**clearing bank** /'kliəriŋ bæŋk/ *noun* a bank which clears cheques, especially one of the major British High Street banks, specialising in normal banking business for ordinary customers, such as loans, cheques, overdrafts and interest-bearing deposits

**clearing house** /'kliəriŋ haʊs/ *noun* a central office where clearing banks exchange cheques, or where stock exchange or commodity exchange transactions are settled

**Clearing House Automated Payments System** /,kliəriŋ haʊs ,ɔ:təmeɪtɪd 'peɪmənts ,sɪstəm/ *noun* a computerised system which is organised by the banks and used for clearing cheques. Abbreviation **CHAPS**

**clearing house funds** /'kliəriŋ haʊs ,fʌndz/ *plural noun* funds which are in the process of passing through the clearing house system

**clearing member** /'kliəriŋ ,membə/ *noun* a member firm of a stock exchange which is also a member of the stock exchange clearing house

**clear off** /,kliə 'ɒf/ *verb* □ **to clear off a debt** to pay all of a debt

**clear profit** /kliə 'prɒfɪt/ *noun* profit after all expenses have been paid ○ *We made \$6,000 clear profit on the deal.*

**clear title** /kliə 'taɪt(ə)l/ *noun* title to property without any charges or other encumbrances

**clerical error** /,klerɪk(ə)l 'erə/ *noun* a mistake made by someone doing office work

**clerical work** /'klerɪk(ə)l wɜ:k/ *noun* work done in an office

**clerical worker** /'klerɪk(ə)l ,wɜ:kə/ *noun* a person who works in an office

**clerk** /klə:k/ *noun* a person who works in an office

**clicks-and-mortar** /,kɪks ən 'mɔ:tə/ *adjective* conducting business both through e-commerce and also in the traditional way in buildings such as shops and warehouses. Compare **bricks-and-mortar**

...there may be a silver lining for 'clicks-and-mortar' stores that have both an online and a high street presence. Many of these are accepting returns of goods purchased online at their traditional stores. This is a service that may make them more popular as consumers become more experienced online shoppers' [*Financial Times*]

**client** /'klaɪənt/ *noun* a person with whom business is done or who pays for a service ○ *One of our major clients has defaulted on her payments.*

**clientele** /,kli:ɪn'tel/ *noun* all the clients of a business or all the customers of a shop

**clients' account** /,klaɪənts ə'kaʊnt/ *noun* an account with a bank for clients of a solicitor

**climb** /klaɪm/ *verb* to go up ○ *The company has climbed to No. 1 position in the market.* ○ *Profits climbed rapidly as the new management cut costs.*

**close** *noun* /kləʊz/ the end of a day's trading on the Stock Exchange ○ *At the close shares had fallen 20%.* ■ *adjective* /kləʊs/ □ **close to** very near, almost ○ *The company was close to bankruptcy.* ○ *We are close to meeting our sales targets.* ■ **verb** /kləʊz/ 1. □ **to**

**close a position** to arrange your affairs so that you no longer have any liability to pay (e.g. by selling all your securities or when a purchaser of a futures contract takes on a sales contract for the same amount to offset the risk) □ **to close the accounts** to come to the end of an accounting period and make up the profit and loss account **2.** to bring something to an end □ **she closed his building society account** she took all the money out and stopped using the account **3.** □ **the shares closed at \$15** at the end of the day's trading the price of the shares was \$15

**close company** /,kləʊs 'kʌmp(ə)ni/ *noun* a privately owned company controlled by a few shareholders (in the UK, less than five) where the public may own a small number of the shares (NOTE: The US term is **close corporation** or **closed corporation**.)

**closed** /kləʊzd/ *adjective* **1.** not open for business, or not doing business ○ *The office is closed on Mondays.* ○ *These warehouses are usually closed to the public.* ○ *All the banks are closed on Christmas Day.* **2.** restricted

**closed economy** /kləʊzd i'kɒnəmi/ *noun* a type of economy where trade and financial dealings are tightly controlled by the government

**closed-end mortgage** /,kləʊzd end 'mɔ:ɡɪdʒ/ *noun* a mortgage where the borrower cannot use the property as security for other borrowings, such as a second mortgage, and cannot repay the mortgage early either

**closed fund** /kləʊzd 'fʌnd/ *noun* a fund, such as an investment trust, where the investor buys shares in the trust and receives dividends (as opposed to an open-ended trust, such as a unit trust, where the investor buys units, and his investment is used to purchase further securities for the trust)

**closed market** /kləʊzd 'mɑ:kɪt/ *noun* a market where a supplier deals only with one agent or distributor and does not supply any others direct ○ *They signed a closed-market agreement with an Egyptian company.*

**close down** /,kləʊz 'daʊn/ *verb* **1.** to shut a shop, factory or service for a long period or for ever ○ *The company is closing down its London office.* ○ *The*

*accident closed down the station for a period.* **2.** (of a shop, factory or service) to stop doing business or operating

'...the best thing would be to have a few more plants close down and bring supply more in line with current demand' [*Fortune*]

**closed shop** /kləʊzd 'ʃɒp/ *noun* a system where a company agrees to employ only union members for specific jobs ○ *The union is asking the management to agree to a closed shop.*

COMMENT: Closed shops are illegal in many countries.

**close-ended** /,kləʊs 'endɪd/, **closed-end** /'kləʊzd end/ *adjective* referring to an investment which has a fixed capital, such as an investment trust

**closely held** /,kləʊsli 'held/ *adjective* referring to shares in a company which are controlled by only a few shareholders

**close off** /,kləʊz 'ɒf/ *verb* to come to the end of an accounting period and make up the profit and loss account

**close out** /,kləʊz 'aʊt/ *verb* to end a futures contract by selling the relevant commodity or financial instrument

**closing** /'kləʊzɪŋ/ *adjective* **1.** final or coming at the end **2.** at the end of an accounting period ○ *At the end of the quarter the bookkeeper has to calculate the closing balance.* ■ *noun* **1.** □ **the closing of an account** the act of stopping supply to a customer on credit **2.** the action of finalising a deal

**closing bell** /'kləʊzɪŋ bel/ *noun* a bell which is rung when a Stock Exchange closes for business

**closing bid** /'kləʊzɪŋ bɪd/ *noun* the last bid at an auction, the bid which is successful

**closing costs** /'kləʊzɪŋ kɒsts/ *plural noun* US the costs involved in finalising a deal, especially a mortgage or other bank loan

**closing date** /'kləʊzɪŋ deɪt/ *noun* the last date ○ *The closing date for tenders to be received is May 1st.*

**closing-down sale** /,kləʊzɪŋ 'daʊn ,seɪl/ *noun* the sale of goods when a shop is closing for ever

**closing out** /,kləʊzɪŋ 'aʊt/ *noun* the ending of a futures contract by selling the relevant commodity

**closing price** /'kləʊzɪŋ praɪs/ *noun* the price of a share at the end of a day's trading

**closing statement** /,ɪkləʊzɪŋ 'steɪtmənt/ *noun* a statement of all charges and fees involved in a mortgage, made just before the mortgage is signed

**closing stock** /'kləʊzɪŋ stɒk/ *noun* the details of stock at the end of an accounting period ○ *At the end of the month the closing stock was 10% higher than at the end of the previous month.*

**closing time** /'kləʊzɪŋ taɪm/ *noun* the time when a shop or office stops work

**closure** /'kləʊzə/ *noun* the act of closing

**CM** *abbreviation* US compounding method

**CMBS** *abbreviation* commercial mortgage-backed securities

**CME** *abbreviation* Chicago Mercantile Exchange

**CML** *abbreviation* Council of Mortgage Lenders

**C/N** *abbreviation* credit note

**Co.** *abbreviation* company ○ *J. Smith & Co.*

**co-** /kəʊ/ *prefix* working or acting together

**co** *abbreviation* care of

**COB** *abbreviation* Commission des Opérations de Bourse

**co-creditor** /kəʊ 'kredɪtə/ *noun* a person who is a creditor of the same company as you are

**COD, c.o.d.** *abbreviation* cash on delivery

**code** /kəʊd/ *noun* **1.** a system of signs, numbers or letters which mean something **2.** a set of rules

**code of practice** /,kəʊd əv 'præktɪs/ *noun* **1.** rules drawn up by an association which the members must follow when doing business **2.** the formally established ways in which members of a profession agree to work ○ *Advertisers have agreed to abide by the code of practice set out by the advertising council.*

**co-director** /'kəʊ daɪ,rektə/ *noun* a person who is a director of the same company as you

**co-financing** /,kəʊ 'faɪnænsɪŋ/ *noun* the act of arranging finance for a project from a series of sources

**cohabit** /kəʊ'hæbɪt/ *verb* to live together when not married ○ *A woman who cohabits may lose out financially if her partner dies.*

**cohabitant** /kəʊ'hæbɪtənt/ *noun* a person who lives with another

**cohabitation** /kəʊ,hæbɪ'teɪʃ(ə)n/ *noun* living together, when not married ○ *Most public-sector pension schemes do not recognise cohabitation.*

**coin** /kɔɪn/ *noun* a piece of metal money ○ *He gave me two 10-cent coins in my change.* ○ *I need some 10p coins for the telephone.* □ **coins of the realm** the coins which are legal tender in the UK

**coincident indicator** /kəʊ-'ɪnsɪd(ə)nɪs ,ɪndɪkeɪtə/ *noun* an indicator which coincides with economic activity (as opposed to leading indicators and lagging indicators)

**co-insurance** /,kəʊ ɪn'ʃʊərəns/ *noun* an insurance policy where the risk is shared among several insurers

**COLA** *abbreviation* US cost-of-living allowance

**cold** /kəʊld/ *adjective* without being prepared

**cold call** *noun* /kəʊld 'kɔ:l/ a telephone call or sales visit where the salesperson has no appointment and the client is not an established customer ■ *verb* to make a cold call

**cold caller** /kəʊld 'kɔ:lə/ *noun* a salesman who makes cold calls

**cold calling** /kəʊld 'kɔ:lɪŋ/ *noun* the act of making cold calls on potential customers

...the board is considering the introduction of a set of common provisions on unsolicited calls to investors. The board is aiming to permit the cold calling of customer agreements for the provision of services relating to listed securities. Cold calling would be allowed when the investor is not a private investor' [Accountancy]

**cold start** /kəʊld 'stɑ:t/ *noun* the act of beginning a new business or opening a new shop with no previous turnover to base it on

**collapse** /kə'læps/ *noun* **1.** a sudden fall in price ○ *the collapse of the market in silver* ○ *the collapse of the dollar on the foreign exchange markets* **2.** a

sudden failure ○ *the collapse of the pay negotiations* ○ *Investors lost thousands of pounds in the collapse of the company.* ■ **verb 1.** to fall suddenly ○ *The market in silver collapsed.* ○ *The yen collapsed on the foreign exchange markets.* **2.** to fail suddenly ○ *The company collapsed with £250,000 in debts.* ○ *Talks between management and unions collapsed last night.*

**collar** /'kɒlə/ **noun 1.** purchasing fixed minimum and maximum rates ('floors' and 'caps') of interest, dividends or repayments at the same time **2.** ◇ **white-collar**

COMMENT: If a company has money in variable rate investments and wants to protect its income, it will buy a floor; instead of paying the premium for this purchase it will simultaneously sell a cap, so effectively creating a 'collar' round its investments.

**collateral** /kə'læt(ə)rəl/ **adjective** used to provide a guarantee for a loan ■ **noun** security, such as negotiable instruments, shares or goods, used to provide a guarantee for a loan

'...examiners have come to inspect the collateral that thrifts may use in borrowing from the Fed' [*Wall Street Journal*]

**collateralise** /kə'læt(ə)rəlaɪz/, **collateralize** **verb** to secure a debt by means of a collateral

**collateral loan** /kə'læt(ə)rəl ləʊn/ **noun** a loan secured on assets

**colleague** /'kɒli:ɡ/ **noun** a person who works in the same organisation as another

**collect** /kə'lekt/ **verb 1.** to get money which is owed to you by making the person who owes it pay □ **to collect a debt** to go and make someone pay a debt **2.** to take things away from a place ○ *We have to collect the stock from the warehouse.* ■ **adverb, adjective** referring to a phone call which the person receiving the call agrees to pay for

**collect call** /kə'lekt kɔ:l/ **noun** a telephone call which the person receiving the call agrees to pay for

**collectibles** /kə'lektɪb(ə)lɪz/ **plural noun** items which people collect, e.g. stamps, playing cards or matchboxes

**collecting agency** /kə'lektɪŋ ,eɪdʒənsi/ **noun** an agency which col-

lects money owed to other companies for a commission

**collection** /kə'leɪkʃən/ **noun 1.** the act of getting money together, or of making someone pay money which is owed ○ *tax collection* or *collection of tax* □ **bills for collection** bills where payment is due **2.** the fetching of goods ○ *The stock is in the warehouse awaiting collection.* □ **to hand something in for collection** to leave something for someone to come and collect

**collection charge** /kə'leɪkʃən tʃɑ:ɪdʒ/, **collection rate** /kə'leɪkʃən reɪt/ **noun** a charge for collecting something

**collections** /kə'leɪkʃənz/ **plural noun** money which has been collected

**collector** /kə'lektə/ **noun** a person who makes people pay money which is owed ○ *He works as a debt collector.*

**colón** /'kəʊlɒn/ **noun** a unit of currency used in Costa Rica and El Salvador

**column** /'kɒləm/ **noun** a series of numbers arranged one underneath the other ○ *to add up a column of figures* ○ *Put the total at the bottom of the column.*

**combine** /'kɒmbaɪn/ **noun** a large financial or commercial group ○ *a German industrial combine*

**COMECON** /'kɒmɪkɒn/ **noun** formerly, an economic alliance of countries in Eastern Europe, including Bulgaria, Czechoslovakia, Hungary, Poland, Romania and the USSR, and also including Cuba, Vietnam and Mongolia. Full form **Council for Mutual Economic Assistance**

**COMEX** **abbreviation** New York Commodity Exchange

**COMIT index** **noun** the index of prices on the Milan Stock Exchange

**commerce** /'kɒmɜ:s/ **noun** the buying and selling of goods and services

**commercial** /kə'mɜ:ʃ(ə)l/ **adjective 1.** referring to business **2.** profitable □ **not a commercial proposition** not likely to make a profit

**commercial aircraft** /kə,mɜ:ʃ(ə)l 'eəkrɑ:ft/ **noun** an aircraft used to carry cargo or passengers for payment

**commercial attaché** /kə'mɜ:ʃ(ə)l ə,tæʃeɪ/ **noun** a diplomat whose job is



to promote the commercial interests of his or her country

**commercial bank** /kə'mɜːf(ə)l bæŋk/ *noun* a bank which offers banking services to the public, as opposed to a merchant bank

**commercial bill** /kə'mɜːf(ə)l bil/ *noun* a bill of exchange issued by a company (a trade bill) or accepted by a bank (a bank bill) (as opposed to Treasury bills which are issued by the government)

**commercial directory** /kə'mɜːf(ə)l daɪ'rekt(ə)rɪ/ *noun* a book which lists all the businesses and business people in a town

**commercial district** /kə'mɜːf(ə)l ,dɪstrɪkt/ *noun* the part of a town where offices and shops are located

**commercial failure** /kə'mɜːf(ə)l 'feɪljə/ *noun* a financial collapse or bankruptcy

**commercialisation** /kə'mɜːf(ə)laɪ-'zeɪʃ(ə)n/, **commercialization** *noun* the act of making something into a business run for profit ○ *the commercialisation of museums*

**commercialise** /kə'mɜːfələɪz/, **commercialize** *verb* to make something into a business ○ *The holiday town has become unpleasantly commercialised.*

**commercial law** /kə'mɜːf(ə)l 'lɔː/ *noun* the laws regarding business

**commercial lawyer** /kə'mɜːf(ə)l 'lɔːjə/ *noun* a person who specialises in company law or who advises companies on legal problems

**commercially** /kə'mɜːf(ə)li/ *adverb* in a business way □ **not commercially viable** not likely to make a profit

**commercial mortgage** /kə'mɜːf(ə)l 'mɔːɡɪdʒ/ *noun* a mortgage on commercial property, such as offices, shops and factories

**commercial mortgage-backed securities** /kə'mɜːf(ə)l 'mɔːɡɪdʒ bækt sɪ'kjʊərɪtɪz/ *plural noun* shares which are backed by the security of a commercial mortgage. Abbreviation **CMBS**

**commercial paper** /kə'mɜːf(ə)l 'peɪpə/ *noun* an IOU issued by a company to raise a short-term loan. Abbreviation **CP**

**commercial port** /kə'mɜːf(ə)l 'pɔːt/ *noun* a port which has only goods traffic and no passengers

**commercial property** /kə'mɜːf(ə)l 'prɒpəti/ *noun* a building, or buildings, used as offices or shops

**commercial value** /kə'mɜːf(ə)l 'væljuː/ *noun* the value that a thing would have if it were offered for sale □ **'sample only – of no commercial value'** these goods are intended only as a sample and would not be worth anything if sold

**commingling** /kə'mɪŋɡlɪŋ/ *noun* *US* the action of mixing financial information from different sources so that no single source can be identified, as when the difference between personal financial information and company financial information is blurred

**commission** /kə'mɪʃ(ə)n/ *noun* **1.** money paid to a salesperson or agent, usually a percentage of the sales made ○ *She gets 10% commission on everything she sells.* ○ *He is paid on a commission basis.* □ **he charges 10% commission** he asks for 10% of sales as his payment **2.** a group of people officially appointed to examine some problem ○ *He is the chairman of the government commission on export subsidies.* ○ *The government has appointed a commission of inquiry to look into the problems of small exporters.*

**commission agent** /kə'mɪʃ(ə)n ,eɪdʒənt/ *noun* an agent who is paid a percentage of sales

**commission broker** /kə'mɪʃ(ə)n ,brəʊkə/ *noun* a stockbroker who works for a commission

**Commission des Opérations de Bourse** *noun* the body which supervises the French Stock Exchanges (the equivalent of the British SIB or the American SEC). Abbreviation **COB**

**commissioner** /kə'mɪʃ(ə)nə/ *noun* an important official appointed by a government or other authority, or a member of a commission

**Commissioner of Inland Revenue** /kə'mɪʃ(ə)nə əv ,ɪnlənd 'reɪvənjuː/ *noun* a person appointed officially to supervise the collection of taxes, including income tax, capital gains tax and corporation tax, but not VAT

**commission house** /kə'mɪʃ(ə)n haʊs/ *noun* a firm which buys or sells (usually commodities) for clients, and charges a commission for this service

**Commission of the European Community** /kə,mɪʃ(ə)n əv ði: ˌjʊərəpi:ən kə'mju:niti/ *noun* same as **European Commission**

**commission rep** /kə'mɪʃ(ə)n rep/ *noun* a representative who is not paid a salary but receives a commission on sales

**commission sale** /kə'mɪʃ(ə)n seɪl/ *noun* a sale where the salesperson is paid a commission

**commit** /kə'mɪt/ *verb* □ **to commit yourself to** to guarantee something, especially a loan issue, or to guarantee to do something

**commitment** /kə'mɪtmənt/ *noun* an agreement by an underwriting syndicate to underwrite a Note Issuance Facility

**commitment fee** /kə'mɪtmənt fi:/ *noun* a fee paid to a bank which has arranged a line of credit which has not been fully used

**commodity** /kə'mɒditi/ *noun* something sold in very large quantities, especially a raw material such as a metal or a food such as wheat

COMMENT: Commodities are either traded for immediate delivery (as 'actuals' or 'physicals'), or for delivery in the future (as 'futures'). Commodity markets deal either in metals (aluminium, copper, lead, nickel, silver and zinc) or in 'soft' items, such as cocoa, coffee, sugar and oil.

**commodity exchange** /kə'mɒditi ɪks,tʃeɪndʒ/ *noun* a place where commodities are bought and sold

**commodity futures** /kə'mɒditi 'fju:tʃəz/ *plural noun* commodities traded for delivery at a later date ○ *Silver rose 5% on the commodity futures market yesterday.*

**commodity market** /kə'mɒditi ˌmɑ:kɪt/ *noun* a place where people buy and sell commodities

**commodity trader** /kə'mɒditi ˌtreɪdə/ *noun* a person whose business is buying and selling commodities

**common** /'kɒmən/ *adjective* belonging to several different people or to everyone

**Common Agricultural Policy** /ˌkɒmən ˌægrɪ'kʌltʃ(ə)rəl ˌpɒlɪsi/ *noun* an agreement between members of the EU to protect farmers in EU countries by paying subsidies to fix the prices of farm produce. Abbreviation **CAP**

**common carrier** /ˌkɒmən 'kæriə/ *noun* a firm which carries goods or passengers, and which anyone can use

**common dividend** /ˌkɒmən 'dɪvɪdend/ *noun* a dividend payable on common stock

**common equity** /ˌkɒmən 'ekwɪti/ *noun* ordinary shares in a company

**common law** /ˌkɒmən 'lɔ:/ *noun* a law as laid down in decisions of courts, rather than by statute

**common ownership** /ˌkɒmən ˌəʊnəʃɪp/ *noun* a situation where a business is owned by the employees who work in it

**common pricing** /ˌkɒmən 'praɪsɪŋ/ *noun* the illegal fixing of prices by several businesses so that they all charge the same price

**common seal** /'kɒmən si:l/, **company's seal** /ˌkʌmp(ə)nɪz 'si:l/ *noun* a metal stamp for stamping documents with the name of the company to show that they have been approved officially ○ *to attach the company's seal to a document*

**common stock** /ˌkɒmən 'stɒk/ *noun* US ordinary shares in a company, giving shareholders a right to vote at meetings and to receive dividends

**Communauté financière africaine** full form of **CFA**

**Communauté Française du Pacifique** full form of **CFP**

**commutation factors** /ˌkɒmjʊ- 'teɪʃ(ə)n ˌfæktəz/ *plural noun* factors used to calculate the amount of pension to be given up in exchange for a lump sum

**commute** /kə'mju:t/ *verb* **1.** to travel to work from home each day ○ *He commutes from the country to his office in the centre of town.* ○ *She spends two hours a day commuting to and from work.* ○ *We have bought a house within commuting distance of London.* **2.** to change a right into cash

'Commuting is never business use. A trip to work is personal and not deductible. And making a business phone call or holding a business meeting in your car while you drive will not change that fact' [*Nation's Business*]

**Companies Act** /'kʌmp(ə)nɪz ækt/ *noun* an Act of Parliament which regulates the workings of companies, stating the legal limits within which companies may do their business

**Companies Registration Office** /,kʌmp(ə)nɪz redʒɪ'streɪf(ə)n ɒfɪs/ *noun* an office of the Registrar of Companies, the official organisation where the records of companies must be deposited, so that they can be inspected by the public. Abbreviation **CRO** (NOTE: Also called **Companies' House**.)

**company** /'kʌmp(ə)nɪ/ *noun* a business organisation, a group of people organised to buy, sell or provide a service, usually for profit □ **to put a company into liquidation** to close a company by selling its assets for cash □ **to set up a company** to start a company legally

COMMENT: A company can be incorporated (with memorandum and articles of association) as a private limited company, and adds the initials 'Ltd' after its name, or as a public limited company, when its name must end in 'Plc'. Unincorporated companies are partnerships such as firms of solicitors, architects, accountants, etc., and they add the initials 'Co.' after their name.

**company car** /,kʌmp(ə)nɪ 'kɑː/ *noun* a car which belongs to a company and is lent to an employee to use for business or other purposes

**company director** /,kʌmp(ə)nɪ daɪ'rektə/ *noun* a person appointed by the shareholders to help run a company

**company doctor** /,kʌmp(ə)nɪ 'dɒktə/ *noun* 1. a doctor who works for a company and looks after sick workers ○ *The staff are all sent to see the company doctor once a year.* 2. a specialist businessperson who rescues businesses which are in difficulties

**company flat** /'kʌmp(ə)nɪ flæt/ *noun* a flat owned by a company and used by members of staff from time to time (NOTE: The US term is **company apartment**.)

**company law** /,kʌmp(ə)nɪ 'lɔː/ *noun* laws which refer to the way companies work

**company pension scheme** /,kʌmp(ə)nɪ 'penʃən ski:m/ *noun* same as **occupational pension scheme** ○ *He decided to join the company's pension scheme.*

**company promoter** /,kʌmp(ə)nɪ prə'məʊtə/ *noun* a person who organises the setting up of a new company

**company registrar** /,kʌmp(ə)nɪ 'redʒɪstrɑː/ *noun* the person who keeps the share register of a company

**company secretary** /,kʌmp(ə)nɪ 'sekri:t(ə)rɪ/ *noun* a person who is responsible for a company's legal and financial affairs

**comparable** /'kɒmp(ə)rəb(ə)l/ *adjective* which can be compared ○ *The two sets of figures are not comparable.*

□ **which is the nearest company comparable to this one in size?** which company is most similar in size to this one? □ **on a comparable-store basis** when comparing similar stores belonging to different companies

**compare with** /kəm'peə wɪð/ *verb* to examine two things to see where they are the same and where they differ ○ *How do the sales this year compare with last year's?* ○ *Compared with the previous month, last month was terrific.*

**compensate** /'kɒmpənsɪt/ *verb* to give someone money to make up for a loss or injury ○ *In this case we will compensate a manager for loss of commission.* ○ *The company will compensate the employee for the burns suffered in the accident.* (NOTE: You compensate someone for something.)

**compensating balance** /,kɒmpənsɪt 'bæləns/ *noun* the amount of money which a customer has to keep in a bank account in order to get free services from the bank

**compensation** /,kɒmpən'seɪʃ(ə)n/ *noun* 1. □ **compensation for damage** payment for damage done □ **compensation for loss of office** payment to a director who is asked to leave a company before their contract ends □ **compensation for loss of earnings** payment to someone who has stopped earning money or who is not able to earn money 2. *US* a salary

**compensation deal** /,kɒmpən'seɪʃ(ə)n di:l/ *noun* a deal where an exporter is paid (at least in part) in

goods from the country to which he is exporting

**compensation fund** /,kɒmpən-'seɪʃ(ə)n fʌnd/ *noun* a fund operated by the Stock Exchange to compensate investors for losses suffered when members of the Stock Exchange default

**compensation package** /,kɒmpən'seɪʃ(ə)n ,pækɪdʒ/ *noun* the salary, pension and other benefits offered with a job

'...golden parachutes are liberal compensation packages given to executives leaving a company' [*Publishers Weekly*]

**compensatory** /,kɒmpən'seɪt(ə)rɪ/ *adjective* which compensates for something

**compensatory financing** /,kɒmpən'seɪt(ə)rɪ 'faɪnænsɪŋ/ *noun* finance from the IMF to help a country in difficulty

**compete** /kəm'pi:t/ *verb* □ **to compete with someone or with a company** to try to do better than another person or another company ○ *We have to compete with cheap imports from the Far East.* ○ *We were competing unsuccessfully with local companies on their home territory.* □ **the two companies are competing for a market share or for a contract** each company is trying to win a larger part of the market, trying to win the contract

**competence framework** /kɒmpɪt(ə)ns ˌfreɪmwɜ:k/ *noun* the set of duties or tasks performed as part of a job with the standards which should be achieved in these duties

**competing** /kəm'pi:tɪŋ/ *adjective* which competes □ **competing firms** firms which compete with each other □ **competing products** products from different companies which have the same use and are sold in the same markets at similar prices

**competition** /,kɒmpə'tɪʃ(ə)n/ *noun*  
**1.** a situation where companies or individuals are trying to do better than others, e.g. trying to win a larger share of the market, or to produce a better or cheaper product or to control the use of resources □ **keen competition** strong competition ○ *We are facing keen competition from European manufacturers.*  
**2.** □ **the competition** companies which are trying to compete with your product

○ *We have lowered our prices to beat the competition.* ○ *The competition have brought out a new range of products.*

'...profit margins in the industries most exposed to foreign competition are worse than usual' [*Sunday Times*]

'...competition is steadily increasing and could affect profit margins as the company tries to retain its market share' [*Citizen (Ottawa)*]

**competitive** /kəm'petɪtɪv/ *adjective*  
**1.** involving competition **2.** intended to compete with others, usually by being cheaper or better □ **competitive price** a low price aimed to compete with a rival product □ **competitive product** a product made or priced to compete with existing products

'...the company blamed fiercely competitive market conditions in Europe for a £14m operating loss last year' [*Financial Times*]

**competitive bid** /kəm'petɪtɪv 'bɪd/ *noun* a method of auctioning new securities, where various underwriters offer the stock at competing prices

**competitive devaluation** /kəm'petɪtɪv ,di:vælju'eɪʃ(ə)n/ *noun* a devaluation of a currency to make a country's goods more competitive on the international markets

**competitively** /kəm'petɪtɪvli/ *adverb* □ **competitively priced** sold at a low price which competes with the price of similar products from other companies

**competitiveness** /kəm'petɪtɪvnəs/ *noun* the fact of being competitive

'...farmers are increasingly worried by the growing lack of competitiveness for their products on world markets' [*Australian Financial Review*]

**competitive pricing** /kəm'petɪtɪv 'praɪsɪŋ/ *noun* the practice of putting low prices on goods so as to compete with other products

**competitive products** /kəm'petɪtɪv 'prɒdʌkts/ *plural noun* products made to compete with existing products

**competitor** /kəm'petɪtə/ *noun* a person or company that is competing with another ○ *Two German firms are our main competitors.*

'...sterling labour costs continue to rise between 3% and 5% a year faster than in most of our competitor countries' [*Sunday Times*]

**complete** /kəm'pli:t/ *verb* to sign a contract for the sale of a property and to

exchange it with the other party, so making it legal

**completion** /kəm'pli:ʃ(ə)n/ *noun* the act of finishing something □ **completion of a contract** the act of signing a contract for the sale of a property whereby the buyer pays and the seller transfers ownership to the buyer

**completion date** /kəm'pli:ʃ(ə)n deɪt/ *noun* a date when something will be finished

**compliance** /kəm'plaɪəns/ *noun* agreement to do what is ordered

**compliance department** /kəm'plaɪəns dɪ'pɑ:tmənt/ *noun* a department in a stockbroking firm which makes sure that the Stock Exchange rules are followed and that confidentiality is maintained in cases where the same firm represents rival clients

**compliance officer** /kəm'plaɪəns ,ɒfɪsə/ *noun* an employee of a financial organisation whose job is to make sure that the organisation complies with the regulations governing its business

**comply** /kəm'plaɪ/ *verb* to agree to do what is ordered (NOTE: **complies – complying – complied**) □ **to comply with a court order** to obey an order given by a court

**composite** /'kɒmpəzɪt/ *adjective* made up a various parts joined together

**composite index** /,kɒmpəzɪt 'ɪndeks/ *noun* an index made from various indices

**composition** /,kɒmpə'zɪʃ(ə)n/ *noun* an agreement between a debtor and creditors, where the debtor settles a debt by repaying only part of it

**compound** /kəm'paʊnd/ *verb* 1. to agree with creditors to settle a debt by paying part of what is owed 2. to add to ○ *The interest is compounded daily.*

**compounded** /kəm'paʊndɪd/ *adjective* added together

**compounded annual return** /kəm'paʊndɪd ,ænjʊəl rɪ'tɜ:n/ *noun* a net return on an investment, calculated after adding interest and deducting tax

**compounded interest rate** /kəm'paʊndɪd 'ɪntrəst reɪt/ *noun* an interest rate showing the effect of adding the interest to the capital

**compounding method** /kəm'paʊndɪŋ ,meθəd/ *noun* the method

used when compounding interest (daily, monthly, quarterly or annually). Abbreviation **CM**

**compound interest** /,kɒmpaʊnd 'ɪntrəst/ *noun* interest which is added to the capital and then earns interest itself

**comprehensive insurance** /,kɒmpri'hensɪv ɪn'ʃʊərəns/, **comprehensive policy** /,kɒmpri'hensɪv 'pɒlɪsi/ *noun* an insurance policy which covers you against all risks which are likely to happen

**compromise** /'kɒmprəmaɪz/ *noun* an agreement between two sides, where each side gives way a little ○ *Management offered £5 an hour, the union asked for £9, and a compromise of £7.50 was reached.* ■ *verb* to reach an agreement by giving way a little ○ *He asked £15 for it, I offered £7 and we compromised on £10.*

**comptroller** /kən'trɒlə/ *noun* a financial controller

**Comptroller of the Currency** /kən'trɒlə əv θə 'kʌrənsɪ/ *noun* an official of the US government responsible for the regulation of US national banks (that is, banks which are members of the Federal Reserve)

**compulsory** /kəm'pʌlsəri/ *adjective* which is forced or ordered

**compulsory liquidation** /kəm'pʌlsəri ,lɪkwɪ'deɪʃ(ə)n/ *noun* liquidation which is ordered by a court

**compulsory purchase** /kəm'pʌlsəri 'pɜ:tʃɪs/ *noun* the purchase of an annuity with the fund built up in a personal pension scheme

**compulsory winding up** /kəm'pʌlsəri ,waɪndɪŋ 'ʌp/ *noun* liquidation which is ordered by a court

**computable** /kəm'pjʊ:təb(ə)l/ *adjective* which can be calculated

**computation** /,kɒmpjʊ'teɪʃ(ə)n/ *noun* a calculation

**computational error** /,kɒmpjʊ'teɪʃ(ə)nəl 'erə/ *noun* a mistake made in calculating

**compute** /kəm'pjʊ:t/ *verb* to calculate, to do calculations

**computer** /kəm'pjʊ:tə/ *noun* an electronic machine which calculates or stores information and processes it automatically

**computer bureau** /kəm'pju:tə ,bjʊərəʊ/ *noun* an office which offers to do work on its computers for companies which do not own their own computers

**computer department** /kəm'pju:tə dɪ,pɑ:tmənt/ *noun* a department in a company which manages the company's computers

**computer error** /kəm,pju:tə 'erə/ *noun* a mistake made by a computer

**computer file** /kəm'pju:tə faɪl/ *noun* a section of information on a computer, e.g. the payroll, list of addresses or list of customer accounts

**computerise** /kəm'pju:təraɪz/, **computerize** *verb* to change something from a manual system to one using computers ○ *We have computerised all our records.* ○ *Stock control is now completely computerised.*

**computerised** /kəm'pju:təraɪzd/, **computerized** *adjective* carried out by computers ○ *a computerised invoicing or filing system*

**computer language** /kəm'pju:tə ,læŋgwɪdʒ/ *noun* a system of signs, letters and words used to instruct a computer

**computer listing** /kəm,pju:tə 'lɪstɪŋ/ *noun* a printout of a list of items taken from data stored in a computer

**computer magazine** /kəm'pju:tə mægə,'zi:n/ *noun* a magazine with articles on computers and programs

**computer manager** /kəm'pju:tə ,mænɪdʒə/ *noun* a person in charge of a computer department

**computer model** /kəm,pju:tə 'mɒd(ə)/ *noun* a system for calculating investment opportunities, used by fund managers to see the right moment to buy or sell

**computer program** /kəm,pju:tə 'prəʊgræm/ *noun* instructions to a computer telling it to do a particular piece of work ○ *to buy a graphics program* ○ *The accounts department is running a new payroll program.*

**computer programmer** /kəm'pju:tə 'prəʊgræmə/ *noun* a person who writes computer programs

**computer programming** /kəm'pju:tə 'prəʊgræmɪŋ/ *noun* the work of writing programs for computers

**computer-readable** /kəm,pju:tə 'ri:dəb(ə)/ *adjective* which can be read and understood by a computer ○ *computer-readable codes*

**computer run** /kəm'pju:tə rʌn/ *noun* a period of work done by a computer

**computer services** /kəm,pju:tə 'sɜ:vɪsɪz/ *plural noun* work using a computer, done by a computer bureau

**computer system** /kəm'pju:tə ,sɪstəm/ *noun* a set of programs, commands, etc., which run a computer

**computer time** /kəm'pju:tə taɪm/ *noun* the time when a computer is being used, paid for at an hourly rate

**computing** /kəm'pju:tɪŋ/ *noun* the operating of computers

**computing speed** /kəm'pju:tɪŋ spi:d/ *noun* the speed at which a computer calculates

**concealment of assets** /kən'si:lmənt əv 'æsets/ *noun* the act of hiding assets so that creditors do not know they exist

**concentration** /,kɒnsən'treɪf(ə)n/ *noun* **1.** the action of grouping a large number of things together. Also called **market concentration** **2.** the action of a bank in lending too much to one single sector of the economy (NOTE: It is generally thought that banks should not make more than 10% of their loans to a single sector.)

**concern** /kən'sɜ:n/ *noun* a business or company □ **sold as a going concern** sold as an actively trading company

**concert** /'kɒnsət/ *noun* □ **to act in concert** (of several people) to work together to achieve an aim

**concert party** /'kɒnsət ,pɑ:ti/ *noun* an arrangement where several people or companies work together in secret (usually to acquire another company through a takeover bid)

**concession** /kən'sef(ə)n/ *noun* **1.** the right to use someone else's property for business purposes **2.** the right to be the only seller of a product in a place ○ *She runs a jewellery concession in a department store.* **3.** an allowance, such as a reduction of tax or price

**concessionaire** /kən'sef(ə)'neə/ *noun* a person or business that has the

right to be the only seller of a product in a place

**concessionary fare** /kən-'seɪ(ə)nəri feə/ *noun* a reduced fare for some types of passenger (such as pensioners, students or employees of a transport company)

**conciliation** /kən,sɪli'eɪʃ(ə)n/ *noun* the practice of bringing together the parties in a dispute with an independent third party, so that the dispute can be settled through a series of negotiations

**condition** /kən'dɪʃ(ə)n/ *noun* **1.** something which has to be carried out as part of a contract or which has to be agreed before a contract becomes valid □ **on condition that** provided that ○ *They were granted the lease on condition that they paid the legal costs.* **2.** a general state or the general way of life in a certain place ○ *item sold in good condition* ○ *Working in unhealthy cond* ○ *The union has complained of the bad working conditions in the factory.* ○ *What was the condition of the car when it was sold?* ○ *Adverse trading conditions affected our profits.*

**conditional** /kən'dɪʃ(ə)n(ə)l/ *adjective* provided that specific conditions are taken into account □ **to give a conditional acceptance** to accept, provided that specific things happen or that specific terms apply

**conditionality** /kən,dɪʃ(ə)'nælti/ *noun* the fact of having conditions attached

**conditional offer** /kən,dɪʃ(ə)nəl 'ɒfə/ *noun* an offer to buy provided that specific terms apply

**conditions of employment** /kən-,dɪʃ(ə)nz əv ɪm'plɔɪmənt/ *plural noun* the terms of a contract of employment

**conditions of sale** /kən,dɪʃ(ə)nz əv 'seɪl/ *plural noun* agreed ways in which a sale takes place, e.g. discounts or credit terms

**condominium** /,kɒndə'mɪniəm/ *noun* *US* a system of ownership, where a person owns an apartment in a building, together with a share of the land, stairs, roof, etc.

**conference proceedings** /'kɒnf(ə)rəns prə'si:diŋz/ *plural noun* a written report of what has taken place at a conference

**confidential report** /,kɒnfɪdənjəl rɪ'pɔ:t/ *noun* a secret document which must not be shown to other people

**confirm** /kən'fɜ:m/ *verb* **1.** to say again that something agreed before is correct ○ *to confirm a hotel reservation or a ticket or an agreement or a booking* ○ *They wrote to confirm the details of the contract.* **2.** to say that letters of credit from foreign purchasers are agreed, and that the sellers will be paid for orders placed

**confirmation** /,kɒnfə'meɪʃ(ə)n/ *noun* **1.** the act of writing to confirm the details of a transaction or agreement **2.** an agreement that orders from foreign purchasers will be paid

**confiscation** /,kɒnfɪs'keɪʃ(ə)n/ *noun* the act of taking away someone's possessions as a punishment

**conflict of interest** /,kɒnflɪkt əv 'ɪntrəst/ *noun* a situation where a person or firm may profit personally from decisions taken in an official capacity

**conglomerate** /kən'glɒməɾət/ *noun* a group of subsidiary companies linked together and forming a group, each making very different types of products

**consensus** /kən'sensəs/ *noun* an opinion which most people agree on ○ *management by consensus* □ **the Wall Street consensus** the general opinion among analysts on Wall Street

**consequential** /,kɒnsɪ'kwɛnʃəl/ *adjective* which follows as a consequence

**consequential loss** /,kɒnsɪkwɛnʃəl 'lɒs/ *noun* loss which occurs as the result of some other loss. Also called **indirect loss**

**conservative** /kən'sɜ:vətɪv/ *adjective* careful, not overestimating ○ *His forecast of expenditure was very conservative* or *He made a conservative forecast of expenditure.* □ **a conservative estimate** a calculation which probably underestimates the final figure ○ *Their turnover has risen by at least 20% in the last year, and that is probably a conservative estimate.*

'...we are calculating our next budget income at an oil price of \$15 per barrel. We know it is a conservative projection, but we do not want to come in for a shock should prices dive at any time during the year' [*Lloyd's List*]

**conservatively** /kən'sɜ:vətɪvli/ *adverb* not overestimating ○ *The total*

*sales are conservatively estimated at £2.3m.*

**conservator** /kən'sɜ:vətər/ *noun*  
*US* an official appointed by a court to manage a person's affairs

**consider** /kən'sɪdə/ *verb* □ to think seriously about something □ **to consider the terms of a contract** to examine a contract and discuss whether the terms are acceptable

**consideration** /kən,sɪdə'reɪʃ(ə)n/ *noun* **1.** serious thought ○ *We are giving consideration to moving the head office to Scotland.* **2.** something valuable exchanged as part of a contract

**consign** /kən'saɪn/ *verb* □ **to consign goods to someone** to send goods to someone for them to use or to sell for you

**consignation** /,kɒnsaɪ'neɪʃ(ə)n/ *noun* the act of consigning

**consignee** /,kɒnsaɪ'ni:/ *noun* a person who receives goods from someone for their own use or to sell for the sender

**consignment** /kən'saɪnmənt/ *noun* **1.** the sending of goods to someone who will sell them for you □ **goods on consignment** goods kept for another company to be sold on their behalf for a commission **2.** a group of goods sent for sale ○ *A consignment of goods has arrived.* ○ *We are expecting a consignment of cars from Japan.*

'...some of the most prominent stores are gradually moving away from the traditional consignment system, under which manufacturers agree to repurchase any unsold goods, and in return dictate prices and sales strategies and even dispatch staff to sell the products' [*Nikkei Weekly*]

**consignment note** /kən'saɪnmənt nəʊt/ *noun* a note saying that goods have been sent

**consignor** /kən'saɪnə/ *noun* a person who consigns goods to someone

COMMENT: The goods remain the property of the consignor until the consignee sells or pays for them.

**consolidate** /kən'sɒlɪdeɪt/ *verb* **1.** to include the accounts of several subsidiary companies as well as the holding company in a single set of accounts **2.** to group goods together for shipping **3.** to remain at the same level for some time, before moving up again

**consolidated accounts** /kən-,sɒlɪdeɪtɪd ə'kaʊnts/ *plural noun* accounts where the financial position of several different companies (i.e. a holding company and its subsidiaries) are recorded together

**consolidated balance sheet** /kən,sɒlɪdeɪtɪd 'bæləns ʃi:t/ *noun* a balance sheet of subsidiary companies grouped together into the balance sheet of the parent company

**consolidated fund** /kən'sɒlɪdeɪtɪd fʌnd/ *noun* money in the Exchequer which comes from tax revenues and is used to pay for government expenditure

**consolidated shipment** /kən-,sɒlɪdeɪtɪd 'ʃɪpmənt/ *noun* goods from different companies grouped together into a single shipment

**consolidated stock** /kən-,sɒlɪdeɪtɪd 'stɒk/ *noun* full form of **consols**

**consolidation** /kən,sɒlɪ'deɪʃ(ə)n/ *noun* **1.** the grouping together of goods for shipping **2.** taking profits from speculative investments and investing them safely in blue-chip companies

**consols** /'kɒnsɒlz/ *plural noun* government bonds which pay interest but do not have a maturity date

**consortium** /kən'sɔ:tɪəm/ *noun* a group of companies which work together ○ *A consortium of Canadian companies or A Canadian consortium has tendered for the job.* (NOTE: The plural is **consortia**.)

'...the consortium was one of only four bidders for the £2 billion contract to run the lines, seen as potentially the most difficult contract because of the need for huge investment' [*Times*]

**constructive notice** /kən'strʌktɪv 'nəʊtɪs/ *noun* **1.** knowledge which the law says a person has of something (whether or not the person actually has it) because certain information is available to him if he makes reasonable inquiry **2. US** a printed notice published in a newspaper to inform the public that something has taken place

**consular invoice** /,kɒnsjələ 'ɪnvɔɪs/ *noun* an invoice stamped by a consul to show that goods being imported have correct documentation and are being shipped legally



**consult** /kən'sʌlt/ *verb* to ask an expert for advice ○ *We consulted our accountant about our tax.*

**consultancy** /kən'sʌltənsi/ *noun* the act of giving specialist advice ○ *a consultancy firm* ○ *She offers a consultancy service.*

**consultant** /kən'sʌltənt/ *noun* a specialist who gives advice ○ *an engineering consultant* ○ *a management consultant* ○ *a tax consultant*

**consulting** /kən'sʌltɪŋ/ *adjective* giving specialist advice ○ *a consulting engineer*

**consulting actuary** /kən'sʌltɪŋ 'æktʃuəri/ *noun* an independent actuary who advises large pension funds

**consumable goods** /kən-sju:məb(ə)l 'gʊdz/, **consumables** /kən'sju:məb(ə)lz/ *plural noun* goods which are bought by members of the public and not by companies. Also called **consumer goods**

**consumer** /kən'sju:mə/ *noun* a person or company that buys and uses goods and services ○ *Gas consumers are protesting at the increase in prices.* ○ *The factory is a heavy consumer of water.*

**consumer bank** /kən,sju:mə 'bæŋk/ *noun* same as **retail bank**

**consumer council** /kən,sju:mə 'kaʊns(ə)l/ *noun* a group representing the interests of consumers

**consumer credit** /kən,sju:mə 'kredit/ *noun* the credit given by shops, banks and other financial institutions to consumers so that they can buy goods (NOTE: Lenders have to be licensed under the Consumer Credit Act, 1974. The US term is **installment credit**.)

**Consumer Credit Act, 1974** /kən-sju:mə 'kredit ækt/ *noun* an Act of Parliament which licenses lenders, and requires them to state clearly the full terms of loans which they make, including the APR

**Consumer Credit Counselling Service** /kən,sju:mə 'kredit 'kaʊnsəlɪŋ ,sɜ:vɪs/ *noun* a service which advises people about problems with items bought on credit

**consumer durables** /kən,sju:mə 'dʒuərəb(ə)lz/ *plural noun* items which are bought and used by the public, e.g.

washing machines, refrigerators or cookers

**consumer goods** /kən,sju:mə 'gʊdz/ *plural noun* same as **consumable goods**

**consumer lease** /kən,sju:mə 'li:z/ *noun* a lease for the use or purchase of an item of equipment to be used in the home

**consumer panel** /kən'sju:mə ,pæn(ə)l/ *noun* a group of consumers who report on products they have used so that the manufacturers can improve them or use what the panel says about them in advertising

**Consumer Price Index** /kən-sju:mə 'praɪs ,ɪndeks/ *noun* an American index showing how prices of consumer goods have risen over a period of time, used as a way of measuring inflation and the cost of living. Abbreviation **CPI** (NOTE: The UK term is **retail prices index**.)

'...analysis of the consumer price index for the first half of the year shows that the rate of inflation went down by about 12.9 per cent' [*Business Times (Lagos)*]

**consumer protection** /kən,sju:mə prə'tekʃən/ *noun* the activity of protecting consumers against unfair or illegal traders

**consumer research** /kən,sju:mə rɪ'sɜ:tʃ/ *noun* research into why consumers buy goods and what goods they may want to buy

**consumer resistance** /kən,sju:mə rɪ'zɪstəns/ *noun* a lack of interest by consumers in buying a new product ○ *The new product met no consumer resistance even though the price was high.*

**consumer society** /kən,sju:mə sə'saɪətɪ/ *noun* a type of society where consumers are encouraged to buy goods

**consumer spending** /kən,sju:mə 'spendɪŋ/ *noun* spending by private households on goods and services

'...companies selling in the UK market are worried about reduced consumer spending as a consequence of higher interest rates and inflation' [*Business*]

**contango** /kən'tæŋɡəʊ/ *noun* 1. the payment of interest by a stockbroker for permission to carry payment for shares from one account to the next (NOTE: Contango is no longer applied on the London Stock Exchange because of the rolling account system, but it is still

applied on some other exchanges.) **2.** a cash price which is lower than the forward price

**contango day** /kən'tæŋgəʊ deɪ/ *noun* formerly, the day when the rate of contango payments was fixed

**contested takeover** /kən,tɛstɪd 'teɪkəʊvə/ *noun* a takeover bid where the board of the target company does not recommend it to the shareholders and tries to fight it. Also called **hostile bid**

**contingency** /kən'tɪndʒənsɪ/ *noun* a possible state of emergency when decisions will have to be taken quickly □ **to add on 10% to provide for contingencies** to provide for further expenditure which may be incurred

**contingency fund** /kən'tɪndʒənsɪ fʌnd/ *noun* money set aside in case it is needed urgently

**contingency plan** /kən'tɪndʒənsɪ plæn/ *noun* a plan which will be put into action if something happens which no one expects to happen

**contingent expenses** /kən-tɪndʒənt ɪk'spɛnsɪz/ *plural noun* expenses which will be incurred only if something happens

**contingent liability** /kən,tɪndʒənt lɪə'bɪlɪti/ *noun* a liability which may or may not occur, but for which provision is made in a company's accounts, as opposed to 'provisions', where money is set aside for an anticipated expenditure

**contingent policy** /kən'tɪndʒ(ə)nt 'pɒlɪsi/ *noun* an insurance policy which pays out only if something happens (such as if a person named in the policy dies before the person due to benefit)

**contingent reserves** /kən-tɪndʒənt rɪ'zɜ:vz/ *plural noun* money set aside to cover unexpected payments

**continuous compounding** /kən-tɪnʃjʊəs kəm'pəʊndɪŋ/ *noun* a system where interest is calculated all the time and added to the principal

**contra** /'kɒntrə/ *verb* □ **to contra an entry** to enter a similar amount in the opposite side of an account

**contra account** /'kɒntrə ə,kəʊnt/ *noun* an account which offsets another account, e.g. where a company's supplier is not only a creditor in that com-

pany's books but also a debtor because it has purchased goods on credit

**contract** *noun* /'kɒntrækt/ **1.** a legal agreement between two parties ○ *to draw up a contract* ○ *to draft a contract* ○ *to sign a contract* □ **the contract is binding on both parties** both parties signing the contract must do what is agreed □ **under contract** bound by the terms of a contract ○ *The firm is under contract to deliver the goods by November.* □ **to void a contract** to make a contract invalid **2.** □ **by private contract** by private legal agreement **3.** an agreement for the supply of a service or goods ○ *to enter into a contract to supply spare parts* ○ *to sign a contract for £10,000 worth of spare parts* □ **to put work out to contract** to decide that work should be done by another company on a contract, rather than by employing members of staff to do it □ **to award a contract to a company, to place a contract with a company** to decide that a company shall have the contract to do work for you □ **to tender for a contract** to put forward an estimate of cost for work under contract □ **the company is in breach of contract** the company has failed to do what was agreed in the contract **4.** (*Stock Exchange*) a deal to buy or sell shares, or an agreement to purchase options or futures ■ *verb* /kən'trækt/ to agree to do some work on the basis of a legally binding contract ○ *to contract to supply spare parts* or *to contract for the supply of spare parts* □ **the supply of spare parts was contracted out to Smith Ltd** Smith Ltd was given the contract for supplying spare parts □ **to contract out of an agreement** to withdraw from an agreement with the written permission of the other party

COMMENT: A contract is an agreement between two or more parties which creates legal obligations between them. Some contracts are made 'under seal', i.e. they are signed and sealed by the parties; most contracts are made orally or in writing. The essential elements of a contract are: (a) that an offer made by one party should be accepted by the other; (b) consideration (i.e. payment of money); (c) the intention to create legal relations. The terms of a contract may be express or implied. A breach of contract by one party

entitles the other party to sue for damages or to ask for something to be done.

**contracted in** /kən'træktɪd 'ɪn/ *adjective* referring to a member of an occupational or personal pension scheme who is also a member of SERPS

**contracted out** /kən'træktɪd 'aʊt/ *adjective* referring to a member of an occupational or personal pension scheme who is not a member of SERPS

**contract for deed** /,kɒn'trækt fə 'di:d/ *noun* *US* a written agreement showing the terms of the sale of a property, where the title is only transferred to the purchaser after he has made a stated number of monthly payments

**contracting party** /kən'træktɪŋ 'pɑ:ti/ *noun* a person or company that signs a contract

**contract law** /'kɒn'trækt lɔ:/ *noun* laws relating to private agreements

**contract note** /'kɒn'trækt nəʊt/ *noun* a note showing that shares have been bought or sold but not yet paid for, also including the commission

**contract of employment** /,kɒn'trækt əv ɪm'plɔɪmənt/ *noun* a contract between an employer and an employee stating all the conditions of work. Also called **employment contract**

**contractor** /kən'træktə/ *noun* a person or company that does work according to a written agreement

**contractual** /kən'træktʃuəl/ *adjective* according to a contract ○ *contractual conditions*

**contractual liability** /kən'træktʃuəl ,lɪə'bɪlɪti/ *noun* a legal responsibility for something as stated in a contract

**contractually** /kən'træktʃuəli/ *adverb* according to a contract ○ *The company is contractually bound to pay our expenses.*

**contractual obligation** /kən'træktʃuəl ,ɒblɪ'geɪʃ(ə)n/ *noun* something that a person is legally forced to do through having signed a contract to do □ **to fulfil your contractual obligations** to do what you have agreed to do in a contract □ **he is under no contractual obligation to buy** he has signed no agreement to buy

**contractual savings** /kən'træktʃuəl 'seɪvɪŋz/ *plural noun* savings in the form of regular payments into long-term investments such as pension schemes

**contract work** /'kɒn'trækt wɜ:k/ *noun* work done according to a written agreement

**contra entry** /'kɒntrə ,entri/ *noun* an entry made in the opposite side of an account to make an earlier entry worthless, i.e. a debit against a credit

**contrarian** /kɒn'treəriən/ *adjective* going against a trend

**contrarian research** /kɒn'treəriən rɪ'sɜ:tʃ/ *noun* research that shows you should buy shares against the current trend

**contrarian stockpicking** /kɒn'treəriən 'stɒkpi:kɪŋ/ *noun* choosing stocks and shares against the trend of the market

**contribute** /kən'trɪbjʊ:t/ *verb* to give money or add to money ○ *We agreed to contribute 10% of the profits.* ○ *They had contributed to the pension fund for 10 years.*

**contribution** /,kɒn'trɪ'bju:ʃ(ə)n/ *noun* money paid to add to a sum

**contribution of capital** /kɒn'trɪ'bju:ʃ(ə)n əv 'kæpɪt(ə)l/ *noun* money paid to a company as additional capital

**contributor** /kən'trɪbjʊtə/ *noun* a person who gives money

**contributor of capital** /kən'trɪbjʊtə əv 'kæpɪt(ə)l/ *noun* a person who contributes capital

**contributory** /kən'trɪbjʊt(ə)ri/ *adjective* which helps to cause ○ *Falling exchange rates have been a contributory factor in the company's loss of profits.*

**contributory pension scheme** /kən'trɪbjʊt(ə)ri 'penʃən ski:m/ *noun* a scheme where the worker pays a proportion of his or her salary into the pension fund

**control** /kən'trəʊl/ *noun* **1.** the power or ability to direct something ○ *The company is under the control of three shareholders.* ○ *Top management exercises tight control over spending.* □ **to gain control of a business** to buy more than 50% of the shares so that you can direct the business **2.** the act of restrict-

ing or checking something or making sure that something is kept in check □ **under control** kept in check ○ *Expenses are kept under tight control.* ○ *The company is trying to bring its overheads back under control.* □ **out of control** not kept in check ○ *Costs have got out of control.* ■ **verb 1.** □ **to control a company** to be able to direct the business of a company, because you own more than 50% of the shares ○ *The business is controlled by a company based in Luxembourg.* ○ *The company is controlled by the majority shareholder.* **2.** to make sure that something is kept in check or is not allowed to develop ○ *The government is fighting to control inflation or to control the rise in the cost of living.* (NOTE: **controlling – controlled**)

**control key** /kən'trəʊl ki:/ *noun* a key on a computer which works part of a program

**controlled** /kən'trəʊld/ *adjective* ruled or kept in check

**controlled economy** /kən'trəʊld ɪ-'kɒnəmi/ *noun* an economy where most business activity is directed by orders from the government

**controller** /kən'trəʊlə/ *noun* **1.** a person who controls something (especially the finances of a company) **2.** *US* the chief accountant in a company

**controlling interest** /kən'trəʊlɪŋ 'ɪntrəst/ *noun* □ **to have a controlling interest in a company** to own more than 50% of the shares so that you can direct how the company is run

**convergence** /kən'vɜːdʒəns/ *noun* **1.** a situation where the economic factors applying in two countries move closer together, e.g. when basic interest rates, or budget deficits become more and more similar **2.** a situation where the price of a commodity on the futures market moves towards the spot price as settlement date approaches

**conversion** /kən'vɜːʃ(ə)n/ *noun* **1.** a change **2.** the action of changing convertible loan stock into ordinary shares

**conversion discount** /kən'vɜːʃ(ə)n ,dɪskaʊnt/, **conversion premium** /kən'vɜːʃ(ə)n ,prɪ:mɪəm/ *noun* the difference between the price of convertible stock and the ordinary shares into which they are to be converted

(NOTE: If the convertible stock is cheaper, the difference is a **conversion premium**; if the stock is dearer, the difference is a **conversion discount**.)

**conversion issue** /kən'vɜːʃ(ə)n ,ɪʃuː/ *noun* an issue of new bonds (called 'conversion bonds') timed to coincide with the date of maturity of older bonds, with the intention of persuading investors to reinvest

**conversion of funds** /kən'vɜːʃ(ə)n əv 'fʌndz/ *noun* the act of using money which does not belong to you for a purpose for which it is not supposed to be used

**conversion period** /kən'vɜːʃ(ə)n ,pɪəriəd/ *noun* a time during which convertible loan stock may be changed into ordinary shares

**conversion price** /kən'vɜːʃ(ə)n praɪs/, **conversion rate** /kən'vɜːʃ(ə)n reɪt/ *noun* **1.** a price at which preference shares are converted into ordinary shares **2.** a rate at which a currency is changed into a foreign currency

**conversion value** /kən'vɜːʃ(ə)n ,væljuː/ *noun* a value of convertible stock, including the extra value of the ordinary shares into which they may be converted

**convert** /kən'vɜːt/ *verb* **1.** to change money of one country for money of another ○ *We converted our pounds into Swiss francs.* **2.** □ **to convert funds to your own use** to use someone else's money for yourself

**convertibility** /kən'vɜːtə'bɪləti/ *noun* the ability of a currency to be exchanged for another easily

**convertible ARM** /kən'vɜːtəb(ə)l ɛɪ ɑːr 'em/ *noun* *US* an adjustable rate mortgage that can be converted to a fixed rate mortgage

**convertible currency** /kən'vɜːtəb(ə)l 'kʌrənsi/ *noun* a currency which can easily be exchanged for another

**convertible debenture** /kən'vɜːtəb(ə)l dɪ'bentʃə/ *noun* a debenture or loan stock which can be exchanged for ordinary shares at a later date

**convertible loan stock** /kən'vɜːtəb(ə)l 'ləʊn stɒk/ *noun* money

lent to a company which can be converted into shares at a later date

**convertibles** /kən,vɜ:təb(ə)lz/ *plural noun* corporate bonds or preference shares which can be converted into ordinary shares at a set price on set dates

**conveyance** /kən'veiəns/ *noun* a legal document which transfers a property from the seller to the buyer

**conveyancer** /kən'veiənsə/ *noun* a person who draws up a conveyance

**conveyancing** /kən'veiənsɪŋ/ *noun* the work of legally transferring a property from a seller to a buyer

**COO** *abbreviation* chief operating officer

**cooling-off period** /,ku:lɪŋ 'ɒf ,pɪəriəd/ *noun* (during an industrial dispute) a period when negotiations have to be carried on and no action can be taken by either side

**cooperative** /kəu'ɒp(ə)rətɪv/ *adjective* where the profits are shared among the workers

**cooperative bank** /kəu'ɒp(ə)rətɪv bæŋk/ *noun* a bank which is owned by its members, who deposit money or who borrow money as loans

**cooperative society** /kəu'ɒp(ə)rətɪv sə'saɪətɪ/ *noun* an organisation where customers and workers are partners and share the profits

**copper** /'kɒpə/ *noun* a metal which is traded on commodity exchanges such as the London Metal Exchange

**coproperty** /kəu'prɒpətɪ/ *noun* ownership of property by two or more people together

**coproprietor** /,kəu'prə'praɪətə/ *noun* a person who owns a property with another person or several other people

**copyright** /'kɒpraɪt/ *noun* a legal right which protects the creative work of writers and artists and prevents others from copying or using it without authorisation, and which also applies to such things as company logos and brand names

**copyright notice** /,kɒpraɪt 'nəʊtɪs/ *noun* a note in a book showing who owns the copyright and the date of ownership

**cordoba** /'kɔ:dəbə/ *noun* a unit of currency used in Nicaragua

**corner** /'kɔ:nə/ *noun* **1.** place where two streets or two walls join ○ *The Post Office is on the corner of the High Street and London Road.* **2.** a situation where one person or a group controls the supply of a certain commodity ○ *The syndicate tried to create a corner in the silver market.* ■ *verb* □ **to corner the market** to own most or all of the supply of a commodity and so control the price ○ *The syndicate tried to corner the market in silver.*

**corner shop** /'kɔ:nə ʃɒp/ *noun* a small privately owned general store

**corp** *abbreviation* US corporation

**corporate** /'kɔ:p(ə)rət/ *adjective* **1.** referring to corporations or companies, or to a particular company as a whole **2.** referring to business in general ○ *corporate America* ○ *corporate Britain*

'...the prime rate is the rate at which banks lend to their top corporate borrowers' [*Wall Street Journal*]

'...if corporate forecasts are met, sales will exceed \$50 million next year' [*Citizen (Ottawa)*]

**corporate bond** /'kɔ:p(ə)rət bɒnd/ *noun* a loan stock officially issued by a company to raise capital, usually against the security of some of its assets (NOTE: The company promises to pay a certain amount of interest on a set date every year until the redemption date, when it repays the loan.)

**corporate finance** /,kɔ:p(ə)rət 'faɪnəns/ *noun* the financial affairs of companies

**corporate governance** /,kɔ:p(ə)rət 'gʌv(ə)nəns/ *noun* a theory of the way companies should be run

**corporate image** /,kɔ:p(ə)rət 'ɪmɪdʒ/ *noun* an idea which a company would like the public to have of it

**corporate loan** /,kɔ:p(ə)rət 'ləʊn/ *noun* a loan issued by a corporation

**corporate name** /,kɔ:p(ə)rət 'neɪm/ *noun* the name of a large corporation

**corporate plan** /,kɔ:p(ə)rət 'plæn/ *noun* a plan for the future work of a whole company

**corporate planning** /,kɔ:p(ə)rət 'plæɪnɪŋ/ *noun* **1.** the process of planning the future work of a whole company **2.** planning the future financial state of a group of companies

**corporate profits** /,kɔ:p(ə)rət 'prɒfɪts/ *plural noun* the profits of a corporation

'...corporate profits for the first quarter showed a 4 per cent drop from last year' [*Financial Times*]

**corporate raider** /,kɔ:p(ə)rət 'reɪdər/ *noun* a person or company which buys a stake in another company before making a hostile takeover bid

**corporate resolution** /,kɔ:p(ə)rət ,rezə'lju:ʃ(ə)n/ *noun* a document signed by the officers of a corporation, naming those persons who can sign cheques, withdraw cash and have access to the corporation's bank account

**corporate secretary** /,kɔ:p(ə)rət 'sekrət(ə)rɪ/ *noun* a person responsible for the corporation's legal and financial affairs

**corporate spinoffs** /,kɔ:p(ə)rət 'spɪnɒfs/ *plural noun* small companies which have been split off from larger organisations

**corporate taxpayers** /,kɔ:p(ə)rət 'tækspeɪəz/ *plural noun* companies that pay tax

**corporation** /,kɔ:pə'reɪʃ(ə)n/ *noun* **1.** a large company **2.** *US* a company which is incorporated in the United States **3.** a municipal authority

COMMENT: A corporation is formed by registration with the Registrar of Companies under the Companies Act (in the case of public and private companies) or other Acts of Parliament (in the case of building societies and charities).

**corporation income tax** /,kɔ:pə'reɪʃ(ə)n 'ɪnkʌm tæks/ *noun* a tax on profits made by incorporated companies

**corporation loan** /,kɔ:pə'reɪʃ(ə)n ləʊn/ *noun* a loan issued by a local authority

**corporation tax** /,kɔ:pə'reɪʃ(ə)n tæks/ *noun* a tax on profits and capital gains made by companies, calculated before dividends are paid. Abbreviation **CT**

**correction** /kə'rekʃən/ *noun* **1.** an act of making something correct ○ *She made some corrections to the text of the speech.* **2.** a change in the valuation of something that is thought to be overvalued or undervalued which results in its being more realistically valued

'...there were fears in October that shares were overvalued and bears were ready to enter the market. This only proved to be a small correction' [*Investors Chronicle*]

**correspondent** /,kɔ:rɪ'spɒndənt/ *noun* a journalist who writes articles for a newspaper on specialist subjects ○ *He is the Paris correspondent of the Daily Telegraph.*

**correspondent bank** /,kɔ:rɪ'spɒndənt bæŋk/ *noun* a bank which acts as an agent for a foreign bank

**cost** /kɒst/ *noun* **1.** the amount of money which has to be paid for something ○ *What is the cost of a first class ticket to New York?* ○ *Computer costs are falling each year.* ○ *We cannot afford the cost of two cars.* □ **to cover costs** to produce enough money in sales to pay for the costs of production ○ *The sales revenue barely covers the costs of advertising or the advertising costs.* □ **to sell at cost** to sell at a price which is the same as the cost of manufacture or the wholesale cost **2.** □ **cost of borrowing** Same as **borrowing costs** ■ **verb** **1.** to have as its price ○ *How much does the machine cost?* ○ *This cloth costs £10 a metre.* **2.** □ **to cost a product** to calculate how much money will be needed to make a product, and so work out its selling price

**cost, insurance, and freight** /,kɒst ɪnʃʊərəns ən 'freɪt/ *noun* the estimate of a price, which includes the cost of the goods, the insurance, and the transport charges. Abbreviation **CIF, c.i.f.**

**cost accountant** /'kɒst ə,kaʊntənt/ *noun* an accountant who gives managers information about their business costs

**cost accounting** /'kɒst ə,kaʊntɪŋ/ *noun* the process of preparing special accounts of manufacturing and sales costs

**cost analysis** /'kɒst ə,næləsɪs/ *noun* the process of calculating in advance what a new product will cost

**cost-benefit analysis** /kɒst 'benɪfɪt ə,næləsɪs/ *noun* the process of comparing the costs and benefits of various possible ways of using available resources. Also called **benefit-cost analysis**

**cost centre** /'kɒst ,sentə/ *noun* **1.** a person or group whose costs can be

itemised and to which costs can be allocated in accounts **2**, a unit, a process, or an individual that provides a service needed by another part of an organisation and whose cost is therefore accepted as an overhead of the business

**cost-cutting** /'kɒst ,kʌtɪŋ/ *adjective* intended to reduce costs ○ *We have taken out the second telephone line as a cost-cutting exercise.* ■ *noun* the process of reducing costs ○ *As a result of cost-cutting, we have had to make three secretaries redundant.*

**cost-effective** /,kɒstɪ 'fektɪv/ *adjective* which gives good value when compared with the original cost ○ *We find advertising in the Sunday newspapers very cost-effective.*

**cost-effectiveness** /,kɒst ɪ-'fektɪvnəs/, **cost efficiency** *noun* the quality of being cost-effective ○ *Can we calculate the cost-effectiveness of air freight against shipping by sea?*

**cost factor** /'kɒst ,fæktə/ *noun* the problem of cost

**cost-income ratio** /,kɒst 'ɪnkʌm ,reɪʃəʊ/ *noun* a ratio between the costs involved in running a business and the income the business produces

**costing** /'kɒstɪŋ/ *noun* a calculation of the manufacturing costs, and so the selling price, of a product ○ *The costings give us a retail price of \$2.95.* ○ *We cannot do the costing until we have details of all the production expenditure.*

**costly** /'kɒstli/ *adjective* costing a lot of money, or costing too much money ○ *Defending the court case was a costly process.* ○ *The mistakes were time-consuming and costly.*

**cost of capital** /,kɒst əv 'kæpɪt(ə)/ *noun* interest paid on the capital used in operating a business

**cost of living** /,kɒst əv 'lɪvɪŋ/ *noun* money which has to be paid for basic items such as food, heating or rent ○ *to allow for the cost of living in the salary adjustments*

**cost-of-living allowance** /,kɒst əv 'lɪvɪŋ ə,ləʊəns/ *noun* an addition to normal salary to cover increases in the cost of living (NOTE: The US term is COLA.)

**cost-of-living bonus** /,kɒst əv 'lɪvɪŋ ,bʊnəs/ *noun* money paid to meet an increase in the cost of living

**cost-of-living increase** /,kɒst əv 'lɪvɪŋ ,ɪnkriːs/ *noun* an increase in salary to allow it to keep up with the increased cost of living

**cost-of-living index** /,kɒst əv 'lɪvɪŋ ,ɪndeks/ *noun* a way of measuring the cost of living which is shown as a percentage increase on the figure for the previous year. It is similar to the consumer price index, but includes other items such as the interest on mortgages.

**cost of sales** /,kɒst əv 'seɪlz/ *noun* all the costs of a product sold, including manufacturing costs and the staff costs of the production department, before general overheads are calculated. Also called **cost of goods sold**

**cost plus** /kɒst 'plʌs/ *noun* a system of calculating a price, by taking the cost of production of goods or services and adding a percentage to cover the supplier's overheads and margin ○ *We are charging for the work on a cost plus basis.*

**cost price** /'kɒst praɪs/ *noun* a selling price which is the same as the price, either the manufacturing price or the wholesale price, which the seller paid for the item

**cost-push inflation** /,kɒst 'pʊʃ ɪn-,fleɪʃ(ə)n/ *noun* inflation caused by increased wage demands and increased raw materials costs, which lead to higher prices, which in turn lead to further wage demands. Also called **cost inflation**

**costs** /kɒsts/ *plural noun* the expenses involved in a court case ○ *The judge awarded costs to the defendant.* ○ *Costs of the case will be borne by the prosecution.* □ **to pay costs** to pay the expenses of a court case

**council** /'kaʊnsəl/ *noun* an official group chosen to run something or to advise on a problem

**Council of Mortgage Lenders** /,kaʊnsəl əv 'mɔːɡɪdʒ ,ləndəz/ *noun* an organisation which represents companies which provide mortgage lending to the residential market

**counselling** /'kaʊnsəlɪŋ/ *noun* the act of giving professional advice to others on personal matters ○ *An office is*

*being set up for counselling employees who have professional or social problems.* ○ *Counselling helps employees get accustomed to their new environment, by offering advice and guidance.* (NOTE: The US spelling is **counseling**.)

**count** /kaunt/ *verb* **1.** to add figures together to make a total ○ *He counted up the sales for the six months to December.* **2.** to include something ○ *Did you count my trip to New York as part of my sales expenses?*

**counter-** /kauntə/ *prefix* against

**counterbid** /'kauntəbɪd/ *noun* a higher bid in reply to a previous bid ○ *When I bid £20 she put in a counterbid of £25.*

**counter-claim** /'kauntəkleɪm/ *noun* a claim for damages made in reply to a previous claim ○ *Jones claimed £25,000 in damages against Smith, and Smith entered a counter-claim of £50,000 for loss of office.* ○ *The union negotiators entered a counter-claim for a reduction in work hours.* ■ *verb* to put in a counter-claim for something ○ *Jones claimed £25,000 in damages and Smith counter-claimed £50,000 for loss of office.*

**counterfeit** /'kauntəfɪt/ *adjective* referring to false or imitation money ○ *Shops in the area have been asked to look out for counterfeit £20 notes.* ■ *verb* to make imitation money

**counterfoil** /'kauntəfɔɪl/ *noun* a slip of paper kept after writing a cheque, an invoice or a receipt, as a record of the deal which has taken place

**countermand** /,kauntə'mɑ:nd/ *verb* to say that an order must not be carried out ○ *to countermand an order*

**counter-offer** /'kauntər ɒfə/ *noun* a higher or lower offer made in reply to another offer ○ *Smith Ltd made an offer of £1m for the property, and Blacks replied with a counter-offer of £1.4m.*

'...the company set about paring costs and improving the design of its product. It came up with a price cut of 14%, but its counter-offer – for an order that was to have provided 8% of its workload next year – was too late and too expensive' (*Wall Street Journal*)

**counterparty** /'kauntəpɑ:ti/ *noun* the other party in a deal

**counterpurchase** /'kauntəpɜ:tʃɪs/ *noun* an international trading deal, where a company agrees to use money received on a sale to purchase goods in the country where the sale was made

**countersign** /'kauntəsam/ *verb* to sign a document which has already been signed by someone else ○ *All our cheques have to be countersigned by the finance director.* ○ *The sales director countersigns all my orders.*

**countertrade** /'kauntət্রেɪd/ *noun* a trade which does not involve payment of money, but something such as a barter or a buy-back deal instead

**countervailing duty** /'kauntəveɪlɪŋ ˌdju:ti/ *noun* a duty imposed by a country on imported goods, where the price of the goods includes a subsidy from the government in the country of origin. Also called **anti-dumping duty**

**counting house** /'kauntɪŋ haʊs/ *noun* a department dealing with cash (*dated*)

**count on** /'kaunt ɒn/ *verb* to expect something to happen or to be given to you ○ *They are counting on getting a good response from the TV advertising.* ○ *Do not count on a bank loan to start your business.*

**country bank** /,kʌntri 'bæŋk/ *noun* *US* a bank based in a town which has no office of the Federal Reserve

**country broker** /,kʌntri 'brəʊkə/ *noun* a broking firm which is not based in London (NOTE: Country brokers are often independently run and charge lower commission than larger London firms.)

**coupon** /'ku:pʊn/ *noun* **1.** a piece of paper used in place of money **2.** a piece of paper which replaces an order form **3.** a slip of paper attached to a government bond certificate which can be cashed to provide the annual interest

**coupon ad** /'ku:pʊn æd/ *noun* an advertisement with a form attached, which you cut out and return to the advertiser with your name and address for further information

**coupon security** /'ku:pʊn sɪ-ˌkjʊərɪti/ *noun* a government security which carries a coupon and pays interest, as opposed to one which pays no interest but is sold at a discount to its face value



**covenant** /'kʌvənənt/ *noun* a legal contract ■ *verb* to agree to pay a sum of money each year by contract ○ *to covenant to pay £10 per annum*

**cover** /'kʌvə/ *noun* **1.** the proportion of a target audience reached by advertising **2.** the protection guaranteed by insurance □ **to operate without adequate cover** to operate without being protected by enough insurance □ **to ask for additional cover** to ask the insurance company to increase the amount for which you are insured **3.** an amount of money large enough to guarantee that something can be paid for ○ *Do you have sufficient cover for this loan?* ■ *verb* **1.** to provide protection by insurance against something ○ *The insurance covers fire, theft and loss of work.* □ **the damage was covered by the insurance** the damage was of a kind that the insurance policy protects against or the insurance company paid enough money to enable the damage to be repaired □ **to be fully covered** to have insurance against all risks **2.** to have, earn or provide enough money to pay for something ○ *We do not make enough sales to cover the expense of running the shop.* ○ *Break-even point is reached when sales cover all costs.* □ **to cover a position** to have enough money to be able to pay for a forward purchase **3.** to ask for security against a loan which you are making

'...three export credit agencies have agreed to provide cover for large projects in Nigeria' [*Business Times (Lagos)*]

**coverage** /'kʌv(ə)rɪdʒ/ *noun* *US* protection guaranteed by insurance ○ *Do you have coverage against fire damage?*

'...from a PR point of view it is easier to get press coverage when you are selling an industry and not a brand' [*PR Week*]

**covered bear** /'kʌvəd beə/ *noun* a bear who holds the stock which he or she is selling

**covering letter** /,kʌvərɪŋ 'letə/, **covering note** /,kʌvərɪŋ 'nəʊt/ *noun* a letter or note sent with documents to say why you are sending them ○ *He sent a covering letter with his curriculum vitae, explaining why he wanted the job.* ○ *The job advertisement asked for a CV and a covering letter.*

**cover note** /'kʌvə nəʊt/ *noun* a letter from an insurance company giving de-

tails of an insurance policy and confirming that the policy exists

**CP** *abbreviation* commercial paper

**CPI** *abbreviation* Consumer Price Index

**crash** /kræʃ/ *noun* a financial collapse ○ *The financial crash caused several bankruptcies.* ○ *He lost all his money in the crash of 1929.* ■ *verb* to collapse financially ○ *The company crashed with debts of over £1 million.*

**crawling peg** /'krɔ:liŋ peg/ *noun* a method of controlling exchange rates, allowing them to move up or down slowly

**create** /kri'eɪt/ *verb* to make something new ○ *By acquiring small unprofitable companies he soon created a large manufacturing group.* ○ *The government scheme aims at creating new jobs for young people.*

'...he insisted that the tax advantages he directed towards small businesses will help create jobs and reduce the unemployment rate' [*Toronto Star*]

**creation** /kri'eɪʃ(ə)n/ *noun* the process of making something

**creative** /kri'eɪtɪv/ *noun* someone who works in the conceptual or artistic side of a business

'...agencies are being called on to produce great creative work and at the same time deliver value for money' [*Marketing Week*]

**creative accountancy** /kri'eɪtɪv ə-'kaʊntənsɪ/, **creative accounting** /kri'eɪtɪv ə-'kaʊntɪŋ/ *noun* an adaptation of a company's figures to present a better picture than is correct, usually intended to make a company more attractive to a potential buyer, or done for some other reason which may not be strictly legal

COMMENT: Creative accounting is the term used to cover a number of accounting practices which, although legal, may be used to mislead banks, investors and shareholders about the profitability or liquidity of a business.

**creative financing** /kri'eɪtɪv 'faɪnənsɪŋ/ *noun* finding methods of financing a commercial project that are different from the normal methods of raising money

**credere** /'kri:ədəri/ *noun* ♂ **del credere agent**

**credit** /'kredit/ *noun* **1.** a period of time allowed before a customer has to pay a debt incurred for goods or services ○ *to give someone six months' credit* ○ *to sell on good credit terms* □ **on credit** without paying immediately ○ *to live on credit* ○ *We buy everything on sixty days credit.* ○ *The company exists on credit from its suppliers.* **2.** an amount entered in accounts to show a decrease in assets or expenses or an increase in liabilities, revenue or capital. In accounts, credits are entered in the right-hand column. ○ *to enter £100 to someone's credit* ○ *to pay in £100 to the credit of Mr Smith* Compare **debit** □ **account in credit** an account where the credits are higher than the debits ■ *verb* to put money into someone's account, or to note money received in an account ○ *to credit an account with £100* or *to credit £100 to an account*

**credit account** /'kredit ə'kaʊnt/ *noun* an account which a customer has with a shop which allows him or her to buy goods and pay for them later

**credit balance** /'kredit 'bæləns/ *noun* a balance in an account showing that more money has been received than is owed ○ *The account has a credit balance of £100.*

**credit bank** /'kredit bæŋk/ *noun* a bank which lends money

**credit bureau** /'kredit 'bjʊərəʊ/ *noun* same as **credit-reference agency**

**credit card** /'kredit kɑ:d/ *noun* a plastic card which allows you to borrow money and to buy goods without paying for them immediately (you pay the credit card company at a later date)

**credit card holder** /'kredit kɑ:d 'həʊldə/ *noun* **1.** a person who has a credit card **2.** a plastic wallet for keeping credit cards

**credit card issuer** /'kredit kɑ:d 'ɪʃʊə/ *noun* a bank or other financial institution that issues credit cards

**credit card sale** /'kredit kɑ:d 'seɪl/ *noun* the act of selling where the buyer uses a credit card to pay

**credit column** /'kredit 'kɒləm/ *noun* the right-hand column in accounts showing money received

**credit control** /'kredit kən'trəʊl/ *noun* a check that customers pay on

time and do not owe more than their credit limit

**credit entry** /'kredit 'entri/ *noun* an entry on the credit side of an account

**credit facilities** /'kredit fə'sɪlɪtɪz/ *plural noun* an arrangement with a bank or supplier to have credit so as to buy goods

**credit freeze** /'kredit fri:z/ *noun* a period when lending by banks is restricted by the government

**credit history** /'kredit 'hɪst(ə)ri/ *noun* a record of how a potential borrower has repaid his or her previous debts

**credit limit** /'kredit 'lɪmɪt/ *noun* the largest amount of money which a customer can borrow □ **he has exceeded his credit limit** he has borrowed more money than he is allowed to

**credit line** /'kredit laɪn/ *noun* an overdraft, the amount by which a person can draw money from an account with no funds, with the agreement of the bank □ **to open a credit line or line of credit** to make credit available to someone

**credit note** /'kredit nəʊt/ *noun* a note showing that money is owed to a customer ○ *The company sent the wrong order and so had to issue a credit note.* Abbreviation **C/N**

**creditor** /'kredɪtə/ *noun* a person or company that is owed money, i.e. a company's creditors are its liabilities

**creditor nation** /'kredɪtə 'neɪf(ə)n/ *noun* a country which has lent money to another. Compare **debtor nation**

**creditors' committee** /'kredɪtəz kə'mɪtɪ/ *noun* a group of creditors of a corporation which is being reorganised under Chapter 11, who meet officials of the corporation to discuss the progress of the reorganisation

**creditors' meeting** /'kredɪtəz 'mi:tɪŋ/ *noun* a meeting of all the people to whom an insolvent company owes money, to decide how to obtain the money owed

**credit rating** /'kredit 'reɪtɪŋ/ *noun* an amount which a credit agency feels a customer will be able to repay

**credit-reference agency** /'kredit 'refərə(ə)ns 'eɪdʒənsi/ *noun* a company

used by businesses and banks to assess the creditworthiness of people

**credit references** /'kredit ,refər(ə)nɪsɪz/ *plural noun* details of persons, companies or banks who have given credit to a person or company in the past, supplied as references when opening a credit account with a new supplier

**credit refusal** /'kredit rɪfju:z(ə)/ *noun* a decision not to give someone credit (NOTE: Anyone who has been refused credit can ask to see the reasons for the decision.)

**credit risk** /'kredit rɪsk/ *noun* a risk that a borrower may not be able to repay a loan

**credit scoring** /'kredit ,skɔ:ɪŋ/ *noun* a calculation made when assessing the creditworthiness of someone or something

**credit-shelter trust** /,kredit ,ʃeltə 'trast/ *noun* money put in trust in order to escape federal estate tax

COMMENT: This type of trust is where someone leaves half his estate to his wife and puts the other half into a trust. After his death, his wife can continue to enjoy the income from the trust, and when she dies her estate and also the trust pass to her heirs tax free.

**credit side** /'kredit saɪd/ *noun* the right-hand column of accounts showing money received

**credit squeeze** /'kredit skwi:z/ *noun* a period when lending by the banks is restricted by the government

**Crédit Suisse Index** /,kredit 'swi:z ,ɪndeks/ *noun* an index of prices on the Zurich stock exchange

**credit threshold** /'kredit ,θre:ʃhəʊld/ *noun* a limit for credit allowed to a customer

**credit transfer** /'kredit ,trænsfɜ:z/ *noun* an act of moving money from one account to another

**credit union** /'kredit ,ju:njən/ *noun* a group of people who pay in regular deposits or subscriptions which earn interest and are used to make loans to other members of the group

**creditworthiness** /'kredit- ,wɜ:ðɪnəs/ *noun* the ability of a customer to pay for goods bought on credit

**creditworthy** /'kreditwɜ:ði/ *adjective* having enough money to be able to buy goods on credit ○ *We will do some checks on her to see if she is creditworthy.*

**criminal action** /,krɪmɪn(ə)l 'ækʃən/ *noun* a court case brought by the state against someone who is charged with a crime

**criminal law** /,krɪmɪn(ə)l 'lɔ:z/ *noun* laws relating to crime

**criminal record** /,krɪmɪn(ə)l 'rekɔ:ɪd/ *noun* same as **police record**

**crisis** /'kraɪsɪs/ *noun* a serious economic situation where decisions have to be taken rapidly ○ *a banking crisis* ○ *The government stepped in to try to resolve the international crisis.* ○ *Withdrawals from the bank have reached crisis level.* □ **to take crisis measures** to take severe measures rapidly to stop a crisis developing

**crisis management** /'kraɪsɪs ,mæɪnɪdʒmənt/ *noun* 1. management of a business or a country's economy during a period of crisis 2. actions taken by an organisation to protect itself when unexpected events or situations occur that could threaten its success or continued operation (NOTE: Crisis situations may result from external factors such as the development of a new product by a competitor or changes in legislation, or from internal factors such as a product failure or faulty decision-making, and often involve the need to make quick decisions on the basis of uncertain or incomplete information.)

**CRO** *abbreviation* Companies Registration Office

**crore** /krɔ:z/ *noun* (in India) ten million (NOTE: One crore equals 100 lakh.)

'...the company clocked a sales turnover of Rs.7.09 crore and earned a profit after tax of Rs.10.39 lakh on an equity base of Rs.14 lakh' [*Business India*]

'...the turnover for the nine months ended December 31 registered a 6.26 per cent increase to Rs. 87.91 crores from Rs. 82.73 crores in the corresponding period last year' [*The Hindu*]

**cross** /krɔ:s/ *verb* □ **to cross a cheque** to write two lines across a cheque to show that it has to be paid into a bank

COMMENT: Crossed cheques have the words 'A/C payee' printed in the space between the two vertical lines: all British

cheques are now printed in this way. This means that the cheque can only be paid into a bank, and only into the account of the person whose name is written on it – it cannot be endorsed to a third party.

**cross-border** /krɒs 'bɔ:də/ *adjective* from one country to another, covering several countries

**cross-border capital flows** /,krɒs ,bɔ:də 'kæpɪt(ə)l fləʊz/ *plural noun* movements of capital from one country to another

**cross-border listing** /,krɒs ,bɔ:də 'lɪstɪŋ/ *noun* the listing of a security on stock exchanges in more than one country

**crossed cheque** /,krɒst 'tʃek/ *noun* a cheque with two lines across it showing that it can only be deposited at a bank and not exchanged for cash

**cross holding** /krɒs 'həʊldɪŋ/ *noun* a situation where two companies own shares in each other in order to stop either from being taken over ○ *The two companies have protected themselves from takeover by a system of cross holdings.*

**cross out** /krɒs 'aʊt/ *verb* to put a line through something which has been written ○ *She crossed out £250 and put in £500.*

**cross rate** /'krɒs reɪt/ *noun* an exchange rate between two currencies expressed in a third currency

**cross-selling** /krɒs 'selɪŋ/ *noun* the act of selling insurance or other financial services at the same time as a mortgage

**crowding out** /,kraʊdɪŋ 'aʊt/ *noun* a situation where there is little money for private companies to borrow, because the government's borrowings are very heavy

**crown** /kraʊn/ *noun* a word used in English to refer to the units of currency of several countries, such as the Czech Republic, Denmark, Norway and Sweden,

**crown jewels** /kraʊn 'dʒu:əlz/ *plural noun* the most valuable assets of a company (the reason why other companies may want to make takeover bids)

**crude petroleum** /kru:d pə-'trəʊliəm/ *noun* raw petroleum which has not been processed

**cum** /kʌm/ *preposition* with

**cum all** /kʌm 'ɔ:l/ *adverb* including all entitlements

**cum coupon** /kʌm 'ku:pən/ *adverb* with a coupon attached or before interest due on a security is paid

**cum dividend** /kʌm 'dɪvɪdend/, **cum div** /kʌm 'dɪv/ *adverb* including the next dividend still to be paid

**cum rights** /kʌm 'raɪts/ *adverb* sold with the right to purchase new shares in a rights issue

**cumulative** /'kju:mjʊlətɪv/ *adjective* added to regularly over a period of time

**cumulative interest** /,kju:mjʊlətɪv 'ɪntrəst/ *noun* the interest which is added to the capital each year

**cumulative preference share** /,kju:mjʊlətɪv 'pref(ə)rəns ʃeə/, **cumulative preferred stock** /,kju:mjʊlətɪv prɪfɜ:d 'stɒk/ *noun* a preference share which will have the dividend paid at a later date even if the company is not able to pay a dividend in the current year

**curb exchange** /'kɜ:b ɪks,tʃeɪndʒ/ same as **American Stock Exchange**

**currency** /'kʌrənsɪ/ *noun* **1.** money in coins and notes which is used in a particular country **2.** a foreign currency, the currency of another country (NOTE: **Currency** has no plural when it refers to the money of one country: *He was arrested trying to take currency out of the country.*)

'...today's wide daily variations in exchange rates show the instability of a system based on a single currency, namely the dollar' [*Economist*]

'...the level of currency in circulation increased to N4.9 billion in the month of August' [*Business Times (Lagos)*]

**currency backing** /'kʌrənsɪ ,bækɪŋ/ *noun* gold or government securities which maintain the strength of a currency

**currency band** /'kʌrənsɪ bænd/ *noun* the exchange rate levels between which a currency is allowed to move without full devaluation

**currency basket** /'kʌrənsɪ ,bɑ:skɪt/ *noun* a group of currencies, each of which is weighted, calculated together as a single unit against which another currency can be measured

**currency clause** /'kʌrənʒi kləʊz/ *noun* a clause in a contract which avoids problems of payment caused by changes in exchange rates, by fixing the exchange rate for the various transactions covered by the contract

**currency conversion systems** /'kʌrənʒi kən,vɜ:ʃ(ə)n ,sɪstəmz/ *plural noun* computer software used to convert accounts from one currency to another automatically

**currency futures** /'kʌrənʒi ,fju:tʃəz/ *plural noun* purchases of foreign currency for delivery at a future date

**currency movements** /'kʌrənʒi ,mu:vmənts/ *plural noun* changes in exchange rates between countries

**currency note** /'kʌrənʒi nəʊt/ *noun* a bank note

**currency reserves** /'kʌrənʒi rɪ,zɜ:vz/ *noun* foreign money held by a government to support its own currency and to pay its debts

**currency swap** /'kʌrənʒi swɒp/ *noun* an agreement to use a certain currency for payments under a contract in exchange for another currency (the two companies involved can each buy one of the currencies at a more favourable rate than the other)

**current** /'kʌrənt/ *adjective* referring to the present time ○ *the current round of wage negotiations*

'...crude oil output plunged during the past month and is likely to remain at its current level for the near future' [*Wall Street Journal*]

**current account** /'kʌrənt ə,kəʊnt/ *noun* 1. an account in a bank from which the customer can withdraw money when he or she wants. Current accounts do not always pay interest. ○ *to pay money into a current account* Also called **cheque account** (NOTE: The US term is **checking account**.) 2. an account of the balance of payments of a country relating to the sale or purchase of raw materials, goods and invisibles □ **current account balance of payments** a record of imports and exports, payments for services, and invisibles, etc.

'...a surplus in the current account is of such vital importance to economists and currency traders because the more Japanese goods that are exported, the more dollars overseas

customers have to pay for these products. That pushes up the value of the yen' [*Nikkei Weekly*]  
'...customers' current deposit and current accounts also rose to \$655.31 million at the end of December' [*Hongkong Standard*]

**current assets** /,kʌrənt 'æsets/ *plural noun* the assets used by a company in its ordinary work, e.g. materials, finished goods, cash and monies due, and which are held for a short time only

**current balance** /,kʌrənt 'bæləns/ *noun* the balance in an account at the start of a day's trading. Also called **ledger account**

**current cost accounting** /,kʌrənt 'kɒst ə,kəʊntɪŋ/ *noun* a method of accounting which notes the cost of replacing assets at current prices, rather than valuing assets at their original cost. Abbreviation **CCA**

**current liabilities** /,kʌrənt laɪə-'bɪlɪtɪz/ *plural noun* the debts which a company has to pay within the next accounting period. In a company's annual accounts, these would be debts which must be paid within the year and are usually payments for goods or services received.

**current price** /,kʌrənt 'praɪs/ *noun* today's price

**current rate of exchange** /,kʌrənt reɪt əv ɪks'tʃeɪndʒ/ *noun* today's rate of exchange

**current yield** /,kʌrənt 'jɪ:ld/ *noun* a dividend calculated as a percentage of the current price of a share on the stock market

**curve** /kɜ:v/ *noun* a line which is not straight, e.g. a line on a graph ○ *The graph shows an upward curve.*

**cushion** /'kʊʃ(ə)n/ *noun* money which allows a company to pay interest on its borrowings or to survive a loss ○ *We have sums on deposit which are a useful cushion when cash flow is tight.*

**custodial** /kʌ'stəʊdiəl/ *adjective* referring to custody, to holding valuable items for someone

**custodial account** /kʌ'stəʊdiəl ə-,kəʊnt/ *noun* an account in which money is held for someone, usually a child, by a custodian

**custodian** /kʌ'stəʊdiən/ *noun* a person or company that looks after valuable items for someone, in particular money or other assets belonging to a child

**custody** /'kʌstədi/ *noun* control of a thing under the law, as when holding valuables or share certificates in safe-keeping for someone

**custom** /'kʌstəm/ *noun* **1.** the use of a shop by regular shoppers □ **to lose someone's custom** to do something which makes a regular customer go to another shop **2.** a thing which is usually done ○ *It is the custom of the book trade to allow unlimited returns for credit.* □ **the customs of the trade** the general way of working in a trade

**custom-built** /'kʌstəm bɪlt/ *adjective* made specially for one customer ○ *He drives a custom-built Rolls Royce.*

**customer** /'kʌstəmə/ *noun* a person or company that buys goods ○ *The shop was full of customers.* ○ *Can you serve this customer first please?* ○ *She's a regular customer of ours.* (NOTE: The customer may not be the consumer or end user of the product.)

...unless advertising and promotion is done in the context of an overall customer orientation, it cannot seriously be thought of as marketing' [Quarterly Review of Marketing]

**customer appeal** /'kʌstəmə əpi:l/ *noun* what attracts customers to a product

**customer identification file** /'kʌstəmə ɪdentɪfɪ'keɪʃ(ə)n faɪl/ *noun* US a computer record which a bank keeps on each customer, containing information about the customer's credit rating. Abbreviation **CIF**

**customer service department** /'kʌstəmə 'sɜ:vɪs dɪpɑ:tmənt/ *noun* a department which deals with customers and their complaints and orders

**customise** /'kʌstəmaɪz/, **customize** *verb* to change something to fit the special needs of a customer ○ *We use customised computer terminals.*

**customs** /'kʌstəmz/ *plural noun* the government department which organises the collection of taxes on imports, or an office of this department at a port or airport ○ *He was stopped by customs.* ○ *Her car was searched by customs.* □ **to go through customs** to pass through the area of a port or airport where customs officials examine goods □ **to take something through customs** to carry something illegal through a customs area without declaring it □ **the crates had to go through a customs examination** the

crates had to be examined by customs officials

**customs barrier** /'kʌstəmz ˌbæriə/ *noun* customs duty intended to make trade more difficult

**customs broker** /'kʌstəmz ˌbrəʊkə/ *noun* a person or company that takes goods through customs for a shipping company

**customs clearance** /'kʌstəmz ˌklɪərəns/ *noun* **1.** the act of passing goods through customs so that they can enter or leave the country **2.** a document given by customs to a shipper to show that customs duty has been paid and the goods can be shipped ○ *to wait for customs clearance*

**customs declaration** /'kʌstəmz deklə'reɪʃ(ə)n/ *noun* a statement showing goods being imported on which duty will have to be paid ○ *to fill in a customs declaration form*

**customs duty** /'kʌstəmz ˌdju:ti/ *noun* a tax on goods imported into a country

**customs entry point** /'kʌstəmz 'entri pɔɪnt/ *noun* a place at a border between two countries where goods are declared to customs

**customs examination** /'kʌstəmz ɪg,zæmɪ'neɪʃ(ə)n/ *noun* an inspection of goods or baggage by customs officials

**customs formalities** /'kʌstəmz fɔ:ˌmælitɪz/ *plural noun* a declaration of goods by the shipper and examination of them by customs

**customs officer** /'kʌstəmz ˌɒfɪsə/ *noun* a person working for the Customs and Excise Department

**customs official** /'kʌstəmz ə-ˌfɪʃ(ə)n/ *noun* a person working for the Customs and Excise Department

**customs seal** /'kʌstəmz si:l/ *noun* a seal attached by a customs officer to a box, to show that the contents have not passed through customs

**customs tariff** /'kʌstəmz ˌtærɪf/ *noun* a list of taxes to be paid on imported goods

**customs union** /'kʌstəmz ˌju:njən/ *noun* an agreement between several countries that goods can travel between them, without paying duty, while goods

from other countries have to pay special duties

**cut** /kʌt/ *noun* **1.** the sudden lowering of a price, salary or the number of jobs  
 ○ *price cuts* or *cuts in prices* □ **he took a cut in salary, he took a salary cut** he accepted a lower salary **2.** a share in a payment ○ *She introduces new customers and gets a cut of the sales rep's commission.* ■ *verb* **1.** to lower something suddenly ○ *We are cutting prices on all our models.* ○ *We have taken out the second telephone line in order to try to cut costs.* □ **to cut (back) production** to reduce the quantity of products made **2.** to reduce the number of something □ **to cut jobs** to reduce the number of jobs by making people redundant □ **he cut his losses** he stopped doing something which was creating a loss

'...state-owned banks cut their prime rates a percentage point to 11%' [*Wall Street Journal*]

'...the US bank announced a cut in its prime from 10½ per cent to 10 per cent' [*Financial Times*]

**cutback** /'kʌtbæk/ *noun* a reduction  
 ○ *cutbacks in government spending*

**cut down on** /,kʌt 'daʊn ɒn/ *verb* to reduce suddenly the amount of something used ○ *The government is cutting down on welfare expenditure.* ○ *The office is trying to cut down on electricity consumption.* ○ *We have installed networked computers to cut down on paperwork.*

**cut in** /,kʌt 'ɪn/ *verb* □ **to cut someone in on a deal** to give someone a share in the profits of a deal (*informal*)

**cutoff date** /'kʌtɒf deɪt/ *noun* a date when something is stopped, such as the final date for receiving applications for shares, or the date when the current trading account ends and the next account begins

**cut-price** /,kʌt 'praɪs/ *adjective* sold at a cheaper price than usual ○ *He made his money selling cut-price goods in the local market.* ○ *You can get cut-price petrol in some petrol stations near the border.*

**cut-price store** /,kʌt praɪs 'stɔː/ *noun* a store selling cut-price goods

**cut-throat competition** /,kʌt θrəʊt ,kɒmpə'tɪʃ(ə)n/ *noun* sharp competition which cuts prices and offers high discounts

**CWO** *abbreviation* cash with order

**cycle** /'saɪk(ə)l/ *noun* a period of time during which something leaves its original position and then returns to it

**cyclical** /'saɪklɪk(ə)l/ *adjective* which happens in cycles

'...consumer cyclicals such as general retailers should in theory suffer from rising interest rates. And food retailers in particular have cyclical exposure without price power' [*Investors Chronicle*]

**cyclical factors** /,saɪklɪk(ə)l 'fæktəz/ *plural noun* the way in which a trade cycle affects businesses

**cyclical stocks** /,saɪklɪk(ə)l 'stɒks/ *plural noun* shares in companies which move in a regular pattern (such as shares in a turkey producer might rise in the period before Christmas)

## D

**daily** /'deɪli/ *adjective* done every day

□ **daily interest, interest calculated daily or on a daily basis** a rate of interest calculated each day and added to the principal

**daily consumption** /'deɪli kən-'sʌmpʃən/ *noun* an amount used each day

**daily sales returns** /'deɪli seɪlz/ *noun* reports of sales made each day

**Daimyo bond** /'daɪmjəʊ bɒnd/ *noun* a Japanese bearer bond which can be cleared through European clearing houses

**dalasi** /də'lɑːsi/ *noun* a unit of currency used in the Gambia

**damp down** /,dæmp 'daʊn/ *verb* to reduce ○ *to damp down demand for domestic consumption of oil*

**danger money** /'deɪndʒə ,mʌni/ *noun* extra money paid to employees in dangerous jobs ○ *The workforce has stopped work and asked for danger money.* ○ *He decided to go to work on an oil rig because of the danger money offered as an incentive.*

**data** /'deɪtə/ *noun* information available on computer, e.g. letters or figures ○ *All important data on employees was fed into the computer.* ○ *To calculate the weekly wages, you need data on hours worked and rates of pay.* (NOTE: takes a singular or plural verb)

**data acquisition** /'deɪtə ækwɪ-'zɪʃ(ə)n/ *noun* the act of gathering information about a subject

**data bank** /'deɪtə bæŋk/ *noun* a store of information in a computer

**database** /'deɪtəbeɪs/ *noun* a set of data stored in an organised way in a computer system ○ *We can extract the lists of potential customers from our database.*

**data capture** /'deɪtə ,kæptʃə/, **data entry** /,deɪtə 'entri/ *noun* same as **data acquisition**

**data mining** /'deɪtə ,maɪnɪŋ/ *noun* the use of advanced software to search online databases and identify statistical patterns or relationships in the data that may be commercially useful

**data processing** /,deɪtə 'prəʊsesɪŋ/ *noun* the act of selecting and examining data in a computer to produce information in a special form

**Datastream** /'deɪtəstri:m/ *noun* a data system available online, giving information about securities, prices, stock exchange transactions, etc.

**date** /deɪt/ *noun* **1.** the number of the day, month and year ○ *I have received your letter of yesterday's date.* □ **date of receipt** the date when something is received **2.** □ **to date** up to now □ **interest to date** interest up to the present time ■ **verb** to put a date on a document ○ *The cheque was dated March 24th.* ○ *You forgot to date the cheque.* □ **to date a cheque forward** to put a later date than the present one on a cheque

**dated** /'deɪtɪd/ *adjective* **1.** with a date written on it ○ *Thank you for your letter dated June 15th.* **2.** out-of-date ○ *The unions have criticised management for its dated ideas.*

**date draft** /'deɪt drɑːft/ *noun* a draft which has a certain maturity date

**date of bill** /,deɪt əv 'bɪl/ *noun* a date when a bill will mature

**date of record** /,deɪt əv 'rekɔːd/ *noun* the date when a shareholder must be registered to qualify for a dividend

**date stamp** /'deɪt stæmp/ *noun* a stamp with rubber figures which can be moved, used for marking the date on documents



**dawn raid** /dɔːn 'reɪd/ *noun* a sudden planned purchase of a large number of a company's shares at the beginning of a day's trading (NOTE: Up to 15% of a company's shares may be bought in this way, and the purchaser must wait for seven days before purchasing any more shares. Sometimes a dawn raid is the first step towards a takeover of the target company.)

**DAX index** *noun* an index of prices on the Frankfurt stock exchange. Full form **Deutsche Aktien index**

**day** /deɪ/ *noun* **1.** a period of 24 hours  
 ○ *There are thirty days in June.* ○ *The first day of the month is a public holiday.* □ **days of grace** the time given to a debtor to repay a loan, to pay the amount purchased using a credit card, or to pay an insurance premium ○ *Let's send the cheque at once since we have only five days of grace left.* ○ *Because the shopowner has so little cash available, we will have to allow him additional days of grace.* □ **three clear days** three whole working days ○ *to give ten clear days' notice* ○ *Allow four clear days for the cheque to be paid into the bank.* **2.** a period of work from morning to night □ **she took two days off** she did not come to work for two days □ **she works three days on, two days off** she works for three days, then has two days' holiday □ **to work an eight-hour day** to spend eight hours at work each day **3.** one of the days of the week

**day book** /'deɪ bʊk/ *noun* a book with an account of sales and purchases made each day

**day order** /'deɪ ,ɔːdə/ *noun* an order to a stockbroker to buy or sell on a certain day

**day release** /deɪ rɪ'liːs/ *noun* an arrangement where a company allows a worker to go to college to study for one or two days each week ○ *The junior sales manager is attending a day release course.*

**day shift** /'deɪ ʃɪft/ *noun* a shift worked during the daylight hours (from early morning to late afternoon)

**day trader** /'deɪ ,treɪdə/ *noun* a person who buys shares and sells them within the same day

**day work** /'deɪ wɜːk/ *noun* work done during a day

**DCF abbreviation** discounted cash flow

**dead** /ded/ *adjective* not working

**dead account** /ded ə'kaʊnt/ *noun* an account which is no longer used

**dead-cat bounce** /,ded kæt 'baʊns/ *noun* a slight rise in a share price after a sharp fall, showing that some investors are still interested in buying the share at the lower price, although further sharp falls will follow

**deadline** /'dedlaɪn/ *noun* the date by which something has to be done □ **to meet a deadline** to finish something in time □ **to miss a deadline** to finish something later than it was planned ○ *We've missed our October 1st deadline.*

**deadlock** /'dedlɒk/ *noun* a point where two sides in a dispute cannot agree ○ *The negotiations have reached deadlock or a deadlock.* □ **to break a deadlock** to find a way to start discussions again after being at a point where no agreement was possible ■ **verb** to be unable to agree to continue negotiations □ **talks have been deadlocked for ten days** after ten days the talks have not produced any agreement

**dead loss** /ded 'lɒs/ *noun* a total loss ○ *The car was written off as a dead loss.*

**deal** /di:l/ *noun* a business agreement, affair or contract ○ *The sales director set up a deal with a Russian bank.* ○ *The deal will be signed tomorrow.* ○ *They did a deal with an American airline.* □ **to call off a deal** to stop an agreement ○ *When the chairman heard about the deal he called it off.* ■ **verb** **1.** □ **to deal with** to organise something ○ *Leave it to the filing clerk – he'll deal with it.* □ **to deal with an order** to work to supply an order **2.** to buy and sell □ **to deal with someone** to do business with someone □ **to deal in leather or options** to buy and sell leather or options □ **he deals on the Stock Exchange** his work involves buying and selling shares on the Stock Exchange for clients

**dealer** /'diːlə/ *noun* **1.** a person who buys and sells ○ *a used-car dealer* **2.** a person or firm that buys or sells on their own account, not on behalf of clients

**dealer bank** /'diːləɪŋ bæŋk/ *noun* a bank which deals on the stock exchange or which deals in government securities

**dealing** /'diːlɪŋ/ *noun* **1.** the business of buying and selling on the Stock Ex-

change, commodity markets or currency markets □ **dealing for or within the account** buying shares and selling the same shares during an account, which means that the dealer has only to pay the difference between the price of the shares bought and the price obtained for them when they are sold **2.** the business of buying and selling goods □ **to have dealings with someone** to do business with someone

**dealing floor** /'di:lɪŋ flɔ:/ *noun* **1.** an area of a broking house where dealing in securities is carried out by phone, using monitors to display current prices and stock exchange transactions **2.** a part of a stock exchange where dealers trade in securities

**dealing-only broker** /,di:lɪŋ 'əʊnlɪ ,brəʊkə/ *noun* a broker who buys and sells shares for clients, but does not provide any advice and does not manage portfolios (as opposed to a full-service broker)

**dear** /dɪə/ *adjective* expensive, costing a lot of money ○ *Property is very dear in this area.*

**dear money** /'dɪə ,mʌni/ *noun* money which has to be borrowed at a high interest rate, and so restricts expenditure by companies. Also called **tight money**

**death benefit** /'deθ ,benɪfɪt/ *noun* insurance benefit paid to the family of someone who dies in an accident at work

**death duty** /'deθ ,dju:ti/ *noun* *US* a tax paid on the property left by a dead person. Also called **death tax** (NOTE: The UK term is **inheritance tax.**)

**death in service** /,deθ ɪn 'sɜ:vɪs/ *noun* an insurance benefit or pension paid when someone dies while employed by a company

**death tax** /'deθ tæks/ *noun* same as **death duty**

**debenture** /dɪ'bentʃə/ *noun* agreement to repay a debt with fixed interest using the company's assets as security ○ *The bank holds a debenture on the company.*

COMMENT: In the UK, debentures are always secured on the company's assets. In the USA, debenture bonds are not secured.

**debenture bond** /dɪ'bentʃə bɒnd/ *noun* *US* **1.** a certificate showing that a debenture has been issued **2.** an unsecured loan

**debenture capital** /dɪ'bentʃə ,kæpɪt(ə)/ *noun* a capital borrowed by a company, using its fixed assets as security

**debenture holder** /dɪ'bentʃə ,həʊldə/ *noun* a person who holds a debenture for money lent

**debenture stock** /dɪ'bentʃə stɒk/ *noun* a capital borrowed by a company, using its fixed assets as security

**debit** /'deɪbɪt/ *noun* an amount entered in accounts which shows an increase in assets or expenses or a decrease in liabilities, revenue or capital. In accounts, debits are entered in the left-hand column. Compare **credit** ■ *verb* □ **to debit an account** to charge an account with a cost ○ *His account was debited with the sum of £25.*

**debitable** /'deɪbɪtəb(ə)/ *adjective* which can be debited

**debit balance** /'deɪbɪt ,bæləns/ *noun* a balance in an account showing that more money is owed than has been received ○ *Because of large payments to suppliers, the account has a debit balance of £1,000.*

**debit bureau** /'deɪbɪt ,bjʊəəʊ/ *noun* a centralised system for checking a customer's credit rating when he or she presents a cheque as payment

**debit card** /'deɪbɪt kɑ:d/ *noun* a plastic card, similar to a credit card, but which debits the holder's account immediately through an EPOS system

**debit column** /'deɪbɪt ,kɒləm/ *noun* the left-hand column in accounts showing the money paid or owed to others

**debit entry** /'deɪbɪt ,entri/ *noun* an entry on the debit side of an account

**debit interest** /'deɪbɪt ,ɪnrəst/ *noun* an interest on debts, such as overdrafts

**debit note** /'deɪbɪt nəʊt/ *noun* a note showing that a customer owes money ○ *We undercharged Mr Smith and had to send him a debit note for the extra amount.*

**debts and credits** /,deɪbɪts ən 'kredɪts/ *plural noun* money which a company owes and money it receives, or figures which are entered in the ac-

counts to record increases or decreases in assets, expenses, liabilities, revenue or capital

**debit side** /'deɪt saɪd/ *noun* a left-hand column of accounts showing money owed or paid to others

**debt** /det/ *noun* money owed for goods or services ○ *The company stopped trading with debts of over £1 million.* □ **to be in debt** to owe money □ **he is in debt to the tune of £250,000** he owes £250,000 □ **to get into debt** to start to borrow more money than you can pay back □ **the company is out of debt** the company does not owe money any more □ **to pay back a debt** to pay all the money owed □ **to pay off a debt** to finish paying money owed □ **to reschedule a debt** to arrange for the repayment of a debt to be put off to a later date □ **to service a debt** to pay interest on a debt ○ *The company is having problems in servicing its debts.* □ **debts due** money owed which is due for repayment

**debt collection** /'det kəˌleɪʃən/ *noun* the act of collecting money which is owed

**debt collection agency** /'det kəˌleɪʃən ˌeɪdʒənsi/ *noun* a company which collects debts for other companies for a commission

**debt collector** /'det kəˌleɪtə/ *noun* a person who collects debts

**debt-convertible bond** /,det kənˌvɜːtɪb(ə)l 'bɒnd/ *noun* a floating-rate bond which can be converted to a fixed rate of interest. ▶ **droplock bond**

**debt counselling** /'det ˌkaʊnsəlɪŋ/ *noun* the work of advising people who are in debt of the best ways to arrange their finances so as to pay off their debts

**debt instrument** /'det ˌɪnstrʊmənt/ *noun* a document by which someone promises to repay a debt (NOTE: Debt instruments include such things as IOUs, CDs and bank notes.)

**debtor** /'detə/ *noun* a person who owes money

**debtor nation** /'detə ˌneɪʃ(ə)n/ *noun* a country whose foreign debts are larger than money owed to it by other countries

‘...the United States is now a debtor nation for the first time since 1914, owing more to foreigners than it is owed itself’ [*Economist*]

**debtor side** /'detə saɪd/ *noun* the debit side of an account

**debt-service ratio** /det 'sɜːvɪs ˌreɪʃiəʊ/ *noun* the debts of a company shown as a percentage of its equity

**debt servicing** /'det ˌsɜːvɪsɪŋ/ *noun* the payment of interest on a debt

**debt swap** /'det swɒp/ *noun* a method of reducing exposure to a long-term Third World debt by selling it at a discount to another bank

**decelerate** /diː'seləreɪt/ *verb* to slow down

**deciding factor** /dɪˌsaɪdɪŋ 'fæktə/ *noun* the most important factor which influences a decision ○ *A deciding factor in marketing our range of sports goods in the country was the rising standard of living there.*

**decile** /'desaɪl/ *noun* one of a series of nine figures below which one tenth or several tenths of the total fall

**decimal** /'desɪm(ə)l/ *noun* □ **correct to three places of decimals** correct to three figures after the decimal point (e.g. 3.485)

**decimalisation** /ˌdesɪm(ə)laɪˈzeɪʃ(ə)n/, **decimalization** *noun* the process of changing to a decimal system

**decimalise** /'desɪm(ə)laɪz/, **decimalize** *verb* to change something to a decimal system

**decimal point** /'desɪm(ə)l pɔɪnt/ *noun* a dot which indicates the division between the whole unit and its smaller parts (such as 4.75)

COMMENT: The decimal point is used in the UK and USA. In most European countries a comma is used to indicate a decimal, so 4,75% in Germany means 4.75% in the UK

**decimal system** /'desɪm(ə)l ˌsɪstəm/ *noun* a system of mathematics based on the number 10

**decision-maker** /dɪˌsɪʒ(ə)n ˌmeɪkə/ *noun* a person who takes decisions

**declaration** /ˌdeɪklə'reɪʃ(ə)n/ *noun* an official statement

**declaration of bankruptcy** /ˌdeɪklə'reɪʃ(ə)n əv 'bæŋkrʌptsi/ *noun* an official statement that someone is bankrupt

**declaration of income** /,deklerɛɪʃ(ə)n əv 'ɪŋkləm/ *noun* same as **income tax return**

**declare** /dɪ'kleə/ *verb* to make an official statement of something, or announce something to the public ○ *to declare someone bankrupt* ○ *The company declared an interim dividend of 10p per share.* □ **to declare goods to customs** to state that you are importing goods which are liable to duty ○ *Customs officials asked him if he had anything to declare.* □ **to declare an interest** to state in public that you own shares in a company being discussed or that you are related to someone who can benefit from your contacts

**declared** /dɪ'kleəd/ *adjective* which has been made public or officially stated

**declared value** /dɪ'kleəd 'vælju:/ *noun* the value of goods entered on a customs declaration

**decline** /dɪ'klaɪn/ *noun* **1.** a gradual fall ○ *the decline in the value of the dollar* ○ *a decline in buying power* ○ *The last year has seen a decline in real wages.* **2.** the final stage in the life cycle of a product when the sales and profitability are falling off and the product is no longer worth investing in ■ *verb* to fall slowly or decrease ○ *Shares declined in a weak market.* ○ *New job applications have declined over the last year.* ○ *The economy declined during the last government.* ○ *The purchasing power of the pound declined over the decade.*

'Saudi oil production has declined by three quarters to around 2.5m barrels a day' [*Economist*]

'...this gives an average monthly decline of 2.15 per cent during the period' [*Business Times (Lagos)*]

'...share prices disclosed a weak tendency right from the onset of business and declined further, showing losses over a broad front' [*The Hindu*]

**decrease** *noun* /'di:kri:s/ a fall or reduction ○ *The decrease in the prices of consumer goods is reflected in the fall in the cost of living.* ○ *Exports have registered a decrease.* ○ *Sales show a 10% decrease on last year.* ■ *verb* /dɪ'kri:s/ to fall or to become less ○ *Imports are decreasing.* ○ *The value of the pound has decreased by 5%.*

**deduct** /dɪ'dʌkt/ *verb* to take money away from a total ○ *to deduct £3 from*

*the price* ○ *to deduct a sum for expenses* ○ *After deducting costs the gross margin is only 23%.* ○ *Expenses are still to be deducted.* □ **tax deducted at source** tax which is removed from a salary, interest payment or dividend payment on shares before the money is paid

**deductible** /dɪ'dʌktɪb(ə)l/ *adjective* which can be deducted □ **these expenses are not tax-deductible** tax has to be paid on these expenses

**deduction** /dɪ'dʌkʃən/ *noun* the removing of money from a total, or the amount of money removed from a total ○ *Net salary is salary after deduction of tax and social security.* ○ *The deduction from his wages represented the cost of repairing the damage he had caused to the machinery.* □ **deductions from salary or salary deductions or deductions at source** money which a company removes from salaries to give to the government as tax, national insurance contributions, etc.

**deed** /di:d/ *noun* a legal document or written agreement

**deed of assignment** /,di:d əv ə-'sainmənt/ *noun* a document which legally transfers a property from a debtor to a creditor

**deed of covenant** /,di:d əv 'kʌvəmənt/ *noun* a signed legal agreement by which someone agrees to certain conditions, such as the payment of a certain sum of money each year

**deed of partnership** /,di:d əv 'pɑ:tənəʃɪp/ *noun* agreement which sets up a partnership

**deed of transfer** /,di:d əv 'trænsfɜ:/ *noun* a document which transfers the ownership of shares

**deep discount** /,di:p 'dɪskaʊnt/ *noun* a very large discount

'...when it needed to make its financial results look good, it shipped a lot of inventory. It did this by offering deep discounts to distributors' [*Forbes*]

**deep discounted bonds** /di:p 'dɪskaʊntɪd 'bɒndz/ *plural noun* Euro-bonds which are issued at a very large discount but which do not produce any interest

**deep discounted rights issue** /di:p dɪs'kaʊntɪd raɪts/ *noun* a rights issue where the new shares are priced at

a very low price compared to their current market value

'...as the group's shares are already widely held, the listing will be via an introduction. It will also be accompanied by a deeply discounted £25m rights issue, leaving the company cash positive' [*Sunday Times*]

**defalcation** /,di:fæl'keɪʃ(ə)n/ *noun* an illegal use of money by someone who is not the owner but who has been trusted to look after it

**default** /dɪ'fɔ:lt/ *noun* **1.** a failure to carry out the terms of a contract, especially failure to pay back a debt □ **in default of payment** with no payment made □ **the company is in default** the company has failed to carry out the terms of the contract **2.** □ **by default** because no one else will act □ **he was elected by default** he was elected because all the other candidates withdrew ■ *verb* to fail to carry out the terms of a contract, especially to fail to pay back a debt ○ *There was a major financial crisis when the bank defaulted.* □ **to default on payments** not to make payments which are due under the terms of a contract

**defaulter** /dɪ'fɔ:ltə/ *noun* a person who defaults

**defeasance** /dɪ'fi:z(ə)ns/ *noun* a clause (in a collateral deed) which says that a contract or bond or recognisance will be revoked if something happens or if some act is performed

**defence** /dɪ'fens/ *noun* **1.** the action of protecting someone or something against attack ○ *The merchant bank is organising the company's defence against the takeover bid.* **2.** the act of fighting a lawsuit on behalf of a defendant (NOTE: [all senses] The US spelling is **defense**.)

**defence counsel** /dɪ'fens,'kaʊnsəl/ *noun* a lawyer who represents the defendant in a lawsuit

**defence document** /dɪ'fens,'dɒkjʊmənt/ *noun* a document published by a company which is the subject of a takeover bid, saying why the bid should be rejected

**defend** /dɪ'fend/ *verb* to fight to protect someone or something that is being attacked ○ *The company is defending itself against the takeover bid.* ○ *They hired the best lawyers to defend them against the tax authorities.* □ **to defend**

**a lawsuit** to appear in court to state your case when accused of something

**defendant** /dɪ'fendənt/ *noun* a person against whom a legal action is taken or who is accused of doing something to harm someone (NOTE: The other side in a case is the **claimant**.)

**defended takeover** /dɪ'fendɪd'teɪkəʊvəl/ *noun* same as **contested takeover**

**defensive shares** /dɪ'fensɪv 'ʃeəz/, **defensive stocks** /dɪ'fensɪv 'stɒks/ *plural noun* shares which are not likely to fall in value because they are in stable market sectors, and which are therefore bought as protection against potential losses in more speculative investments

**defer** /dɪ'fɜ:z/ *verb* to put back to a later date, to postpone ○ *We will have to defer payment until January.* ○ *The decision has been deferred until the next meeting.* (NOTE: **deferring** – **deferred**)

**deferment** /dɪ'fɜ:zmənt/ *noun* the act of leaving until a later date ○ *deferment of payment* ○ *deferment of a decision*

**deferral** /dɪ'fɜ:ɪrəl/ *noun* a postponement, a putting back to a later date ○ *tax deferral*

**deferred** /dɪ'fɜ:ɪd/ *adjective* put back to a later date

**deferred coupon note** /dɪ'fɜ:ɪd'ku:pən nəʊt/ *noun* a bond where the interest is not paid immediately, but only after a certain date

**deferred creditor** /dɪ'fɜ:ɪd'kredɪtə/ *noun* a person who is owed money by a bankrupt but who is paid only after all other creditors

**deferred equity** /dɪ'fɜ:ɪd'ekwɪti/ *noun* a share ownership at a later date (i.e. as part of convertible loan stock)

**deferred interest bond** /dɪ'fɜ:ɪd'ɪntrəst bɒnd/ *noun* same as **deferred coupon note**

**deferred payment** /dɪ'fɜ:ɪd'peɪmənt/ *noun* **1.** money paid later than the agreed date **2.** payment for goods by instalments over a long period

**deferred shares** /dɪ'fɜ:ɪd'ʃeəz/, **deferred stock** /dɪ'fɜ:ɪd'stɒk/ *noun* shares which receive a dividend only after all other dividends have been paid

**deferred tax** /dɪ'fɜ:ɪd'tæks/ *noun* a tax which may become payable at some later date

**deficiency** /dɪ'fɪʃ(ə)nəsi/ *noun* a lack of something, or the amount by which something, e.g. a sum of money, is less than it should be ○ *There is a £10 deficiency in the petty cash.* □ **to make up a deficiency** to put money into an account to balance it

**deficit** /'defɪsɪt/ *noun* the amount by which spending is higher than income □ **the accounts show a deficit** the accounts show a loss □ **to make good a deficit** to put money into an account to balance it

**deficit financing** /'defɪsɪt ˌfaɪnænsɪŋ/ *noun* a type of financial planning by a government in which it borrows money to cover the difference between its tax income and its expenditure

**defined** /dɪ'faɪnd/ *adjective* with specific aims

**defined benefit plan** /dɪ,faɪnd 'benefɪt plæn/, **defined contribution plan** /dɪ,faɪnd ˌkɒntrɪ'bju:ʃ(ə)n plæn/ *noun* US a pension plan set up by corporations for their employees

**deflate** /dɪ:'fleɪt/ *verb* □ **to deflate the economy** to reduce activity in the economy by cutting the supply of money

**deflation** /dɪ:'fleɪʃ(ə)n/ *noun* a general reduction in economic activity as a result of a reduced supply of money and credit, leading to lower prices ○ *The oil crisis resulted in worldwide deflation.* (NOTE: The opposite is **inflation**.)

'...the reluctance of people to spend is one of the main reasons behind 26 consecutive months of price deflation, a key economic ill that has led to price wars, depressed the profit margins of state enterprises and hit incomes among the rural population' [*Financial Times*]

**deflationary** /dɪ:'fleɪʃ(ə)n(ə)rɪ/ *adjective* which can cause deflation ○ *The government has introduced some deflationary measures in the budget.*

'...the strong dollar's deflationary impact on European economies as national governments push up interest rates' [*Duns Business Month*]

**deflator** /dɪ:'fleɪtə/ *noun* the amount by which a country's GNP is reduced to take inflation into account

**defray** /dɪ'freɪ/ *verb* to provide money to pay costs ○ *The company agreed to defray the costs of the exhibition.*

**degearing** /dɪ:'gɪərɪŋ/ *noun* a reduction in gearing, reducing a company's

loan capital in relation to the value of its ordinary shares

**del credere** /del 'kreɪdəri/ *noun* an amount added to a charge to cover the possibility of not being paid

**del credere agent** /del 'kreɪdəri ˌeɪdʒənt/ *noun* an agent who receives a high commission because he or she guarantees payment by customers

**delinquency** /dɪ'lɪŋkwənsɪ/ *noun* US the fact of being overdue in payment of an account, an interest payment, etc.

**delinquent** /dɪ'lɪŋkwənt/ *adjective* US referring to an account or payment of tax which is overdue

**delist** /dɪ:'lɪst/ *verb* to remove a company from a Stock Exchange listing (as when a company is 'taken private' when an individual investor buys all the shares)

**delisting** /dɪ:'lɪstɪŋ/ *noun* an action of removing a company from a Stock Exchange listing

**deliver** /dɪ'lɪvə/ *verb* to transport goods to a customer □ **goods delivered free or free delivered goods** goods transported to the customer's address at a price which includes transport costs □ **goods delivered on board** goods transported free to the ship or plane but not to the customer's warehouse

**delivered price** /dɪ'lɪvəd praɪs/ *noun* a price which includes packing and transport

**delivery** /dɪ'lɪv(ə)rɪ/ *noun* **1.** the transporting of goods to a customer ○ *allow 28 days for delivery* ○ *parcels awaiting delivery* ○ *free delivery or delivery free* ○ *a delivery date* ○ *Delivery is not allowed for or is not included.* ○ *We have a pallet of parcels awaiting delivery.* □ **to take delivery of goods** to accept goods when they are delivered ○ *We took delivery of the stock into our warehouse on the 25th.* **2.** a consignment of goods being delivered ○ *We take in three deliveries a day.* ○ *There were four items missing in the last delivery.* **3.** the transport of a commodity to a purchaser **4.** the transfer of a bill of exchange or other negotiable instrument to the bank which is due to make payment

**delivery month** /dɪ'lɪv(ə)rɪ mʌnθ/ *noun* a month in a futures contract when actual delivery will take place

**delivery note** /dɪ'lɪv(ə)rɪ nəʊt/ *noun* a list of goods being delivered, given to the customer with the goods

**delivery of goods** /dɪ,lɪv(ə)rɪ əv 'gʊdz/ *noun* the transport of goods to a customer's address

**delivery order** /dɪ'lɪv(ə)rɪ ɔ:də/ *noun* the instructions given by the customer to the person holding her goods, to tell her where and when to deliver them

**delivery service** /dɪ'lɪv(ə)rɪ ,sɜ:vɪs/ *noun* a transport service organised by a supplier or a shop to take goods to customers

**delivery time** /dɪ'lɪv(ə)rɪ taɪm/ *noun* the number of days before something will be delivered

**delivery van** /dɪ'lɪv(ə)rɪ væn/ *noun* a van for delivering goods to customers

**delta shares** /'deltə feəz/, **delta securities** /'deltə sɪ,kjʊərɪtɪz/, **delta stocks** /'deltə stɒks/ *noun* shares in about 120 companies listed on the London Stock Exchange, but not on the SEAQ system because they are very rarely traded

**demand** /dɪ'mɑ:nd/ *noun* **1.** an act of asking for payment □ **payable on demand** which must be paid when payment is asked for **2.** the need that customers have for a product or their eagerness to buy it ○ *There was an active demand for oil shares on the stock market.* ○ *The factory had to cut production when demand slackened.* ○ *The office cleaning company cannot keep up with the demand for its services.* □ **there is not much demand for this item** not many people want to buy it □ **this book is in great demand or there is a great demand for this book** many people want to buy it □ **to meet or fill a demand** to supply what is needed ○ *The factory had to increase production to meet the extra demand.* ■ **verb** to ask for something and expect to get it ○ *She demanded a refund.* ○ *The suppliers are demanding immediate payment of their outstanding invoices.* ○ *The shop stewards demanded an urgent meeting with the managing director.*

'...spot prices are now relatively stable in the run-up to the winter's peak demand' [*Economist*]

'...the demand for the company's products remained strong throughout the first six months

of the year with production and sales showing significant increases' [*Business Times (Lagos)*]

'...growth in demand is still coming from the private rather than the public sector' [*Lloyd's List*]

**demand bill** /dɪ'mɑ:nd bɪl/ *noun* a bill of exchange which must be paid when payment is asked for

**demand deposit** /dɪ'mɑ:nd dɪ- ,pɒzɪt/ *noun* US money in a deposit account which can be taken out when you want it by writing a cheque

**demand draft** /dɪ'mɑ:nd drɑ:ft/ *noun* a draft which is to be paid immediately

**demand-led inflation** /dɪ'mɑ:nd led ɪn'fleɪʃ(ə)n/, **demand-pull inflation** /dɪ,mɑ:nd pʊl ɪn'fleɪʃ(ə)n/ *noun* inflation caused by rising demand which cannot be met

**demand note** /dɪ'mɑ:nd nəʊt/ *noun* a promissory note which must be paid when it is presented

**demand price** /dɪ'mɑ:nd praɪs/ *noun* the price at which a quantity of goods will be bought

**demerge** /dɪ:'mɜ:dʒ/ *verb* to separate a company into several separate parts

**demerger** /dɪ:'mɜ:dʒə/ *noun* the separation of a company into several separate parts (especially used of companies which have grown by acquisition)

**demise** /dɪ'maɪz/ *noun* **1.** a death ○ *On his demise the estate passed to his daughter.* **2.** the act of granting a property on a lease

**demonetisation** /dɪ:mə'nɪtaɪ- 'zeɪʃ(ə)n/, **demonetization** *noun* the act of stopping a coin or note being used as money

**demonetise** /dɪ:'mʌnɪtaɪz/, **demonetize** *verb* to stop a coin or note being used as money

**demurrage** /dɪ'mɜ:rɪdʒ/ *noun* money paid to a customer when a shipment is delayed at a port or by customs

**demutualisation** /dɪ:mju:tʃuəlaɪ- 'zeɪʃ(ə)n/, **demutualization** *noun* of the process by which a mutual society, such as building society, becomes a publicly owned corporation

**demutualise** /dɪ:'mju:tʃuəlaɪz/, **demutualize** *verb* to stop having mutual status, by becoming a Plc and

selling shares to the general public on the stock market

**denomination** /dɪˌnɒmɪˈneɪʃ(ə)n/ *noun* a unit of money (on a coin, bank-note or stamp) ○ *We collect coins of all denominations for charity.* ○ *Small denomination notes are not often counterfeited.*

**department** /dɪˈpɑːtmənt/ *noun* **1.** a specialised section of a large organisation ○ *Trainee managers work for a while in each department to get an idea of the organisation as a whole.* **2.** a section of a large store selling one type of product ○ *You will find beds in the furniture department.* **3.** a section of the British government containing several ministries

**departmental** /ˌdɪːpɑːtˈment(ə)l/ *adjective* referring to a department

**departmental manager** /ˌdɪːpɑːtˈment(ə)l ˈmænɪdʒə/ *noun* the manager of a department

**Department for Work and Pensions** /dɪˌpɑːtmənt fə ˌwɜːk ən ˈpenʃənz/ *noun* a British government department responsible for services to people of working age, pensioners and families. Abbreviation **DWP**

**Department of Trade and Industry** /dɪˌpɑːtmənt əv treɪd ənd ˈɪndəstri/ *noun* a British government department which deals with areas such as commerce, international trade and the stock exchange. Abbreviation **DTI**

**department store** /dɪˈpɑːtmənt stɔː/ *noun* a large store with separate sections for different types of goods

**deposit** /dɪˈpɒzɪt/ *noun* **1.** money placed in a bank for safe keeping or to earn interest □ **deposit at 7 days' notice** money deposited which you can withdraw by giving seven days' notice **2.** money given in advance so that the thing which you want to buy will not be sold to someone else ○ *to pay a deposit on a watch* ○ *to leave £10 as deposit* ■ **verb** **1.** to put documents somewhere for safe keeping ○ *to deposit shares with a bank* ○ *We have deposited the deeds of the house with the bank.* ○ *He deposited his will with his solicitor.* **2.** to put money into a bank account ○ *to deposit £100 in a current account*

**deposit account** /dɪˈpɒzɪt əˌkaʊnt/ *noun* a bank account which pays interest

but on which notice has to be given to withdraw money

**depository** /dɪˈpɒzɪtəri/ *noun* *US* a person or corporation which can place money or documents for safekeeping with a depository. ♦ **American Depository Receipt** (NOTE: Do not confuse with **depository**.)

**deposit multiplier** /dɪˈpɒzɪt ˌmʌltɪplɪə/ *noun* a factor by which a bank can increase deposits as a ratio of its reserves

**depositor** /dɪˈpɒzɪtə/ *noun* a person who deposits money in a bank, building society, etc.

**depository** /dɪˈpɒzɪt(ə)ri/ *noun* a person or company with whom money or documents can be deposited (NOTE: Do not confuse with **depository**.)

**deposit slip** /dɪˈpɒzɪt slɪp/ *noun* a piece of paper stamped by the cashier to prove that you have paid money into your account

**deposit-taking institution** /dɪˌpɒzɪt ˌteɪkɪŋ ˌɪnstɪˈtjuːʃ(ə)n/, **depository institution** /dɪˌpɒzɪt(ə)ri ˌɪnstɪˈtjuːʃ(ə)n/ *noun* an institution such as a building society, bank or friendly society, which is licensed to receive money on deposit from private individuals and to pay interest on it

**depreciate** /dɪˈpriːʃieɪt/ *verb* **1.** to reduce the value of assets in accounts ○ *We depreciate our company cars over three years.* **2.** to lose value ○ *a share which has depreciated by 10% over the year* ○ *The pound has depreciated by 5% against the dollar.*

‘...this involved reinvesting funds on items which could be depreciated against income for three years’ [*Australian Financial Review*]

‘...buildings are depreciated at two per cent per annum on the estimated cost of construction’ [*Hongkong Standard*]

‘...the euro’s downward drift sparked alarmed reactions from the European Central Bank which has seen the new currency depreciate by almost 15% since its launch’ [*Times*]

COMMENT: Various methods of depreciating assets are used, such as the ‘straight line method’, where the asset is depreciated at a constant percentage of its cost each year and the ‘reducing balance method’, where the asset is depreciated at a constant percentage which is applied to the cost of the asset after each



of the previous years' depreciation has been deducted.

**depreciation** /dɪˌpriːʃi'eɪʃ(ə)n/ *noun*

**1.** a loss of value ○ *a share which has shown a depreciation of 10% over the year* ○ *the depreciation of the pound against the dollar* **2.** a reduction in value, writing down the capital value of an asset over a period of time in a company's accounts

**depreciation rate** /dɪˌpriːʃi'eɪʃ(ə)n reɪt/ *noun* the rate at which an asset is depreciated each year in the company accounts

**depress** /dɪ'pres/ *verb* to reduce something ○ *Reducing the money supply has the effect of depressing demand for consumer goods.*

**depressed area** /dɪˌprest 'eəriə/ *noun* a part of a country suffering from depression

**depressed market** /dɪˌprest 'mɑːkɪt/ *noun* a market where there are more goods than customers

**depression** /dɪ'preʃ(ə)n/ *noun* a period of economic crisis with high unemployment and loss of trade ○ *The country entered a period of economic depression.*

**dept** *abbreviation* department

**deregulate** /dɪ:'regjuleɪt/ *verb* to remove government controls from an industry ○ *The US government deregulated the banking sector in the 1980s.*

**deregulation** /dɪˌregjʊ'leɪʃ(ə)n/ *noun* the reduction of government control over an industry ○ *the deregulation of the airlines*

'...after the slump in receipts last year that followed liner shipping deregulation in the US, carriers are probably still losing money on their transatlantic services. But with a possible contraction in capacity and healthy trade growth, this year has begun in a much more promising fashion than last' [*Lloyd's List*]

**derivative instruments** /dɪˌrɪvətɪv 'ɪnstɹəmənts/, **derivatives** /dɪˌrɪvətɪvz/ *plural nouns* any forms of traded security, such as option contracts, which are derived from ordinary bonds and shares, exchange rates or stock market indices

COMMENT: Derivatives traded on stock exchanges or futures exchanges include options on futures or exchange rates or interest rate. While they can be seen as a

way of hedging against possible swings in exchange rates or commodity prices, they can also produce huge losses if the market goes against the trader.

**descending tops** /dɪˌsendɪŋ 'tɒps/ *plural noun* a term used by chartists to refer to a falling market, where each peak is lower than the one before

**designate** *adjective* /'deɪznət/ appointed to a job but not yet working ○ *the chairman designate* (NOTE: always follows a noun) ■ *verb* /'deɪznert/ to appoint someone to a post

**designer** /dɪ'zaɪnə/ *adjective* expensive and fashionable ○ *designer jeans*

**desk** /desk/ *noun* **1.** a writing table in an office, usually with drawers for stationery ○ *a desk diary* ○ *a desk drawer* ○ *a desk light* □ **a three-drawer desk** desk with three drawers **2.** a section of a newspaper

**desk pad** /'desk pæd/ *noun* a pad of paper kept on a desk for writing notes

**destabilise** /dɪ:'steɪbalaɪz/, **destabilize** *verb* to make something less stable ○ *The comments by the speculators were aimed at destabilising the country's economy.*

**destabilising** /dɪ:'steɪbalaɪzɪŋ/, **destabilizing** *adjective* which makes something less stable

**detailed account** /ˌdɪːteɪld ə'kaʊnt/ *noun* an account which lists every item

**determine** /dɪ'tɜːmɪn/ *verb* to fix, arrange or decide ○ *to determine prices or quantities* ○ *conditions still to be determined*

**Deutsches Bundesbank** *noun* the German central bank, based in Frankfurt

**Deutschmark** /'dɔɪtʃmɑːk/ *noun* a unit of currency used before the euro in Germany (NOTE: When used with a figure, usually written **DM** before the figure: **DM250** (say 'two hundred and fifty Deutschmarks').)

**devaluation** /dɪˌvælju'eɪʃ(ə)n/ *noun* a reduction in the value of a currency against other currencies ○ *the devaluation of the rand*

**devalue** /dɪˌvæljuː/ *verb* to reduce the value of a currency against other currencies ○ *The pound has been devalued by 7%.*

**develop** /dɪ'veləp/ *verb* **1.** to plan and produce ○ *to develop a new product* **2.**

to plan and build an area ○ *to develop an industrial estate*

**developing country** /dɪˌveləpɪŋ 'kʌntri/, **developing nation** /dɪˌveləpɪŋ 'neɪʃ(ə)n/ *noun* a country which is not fully industrialised

**development** /dɪˌveləpmənt/ *noun* the work of planning the production of a new product and constructing the first prototypes ○ *We spend a great deal on research and development.*

**development area** /dɪˌveləpmənt ˌeəriə/, **development zone** /dɪˌveləpmənt zəʊn/ *noun* an area which has been given special help from a government to encourage businesses and factories to be set up there

**deviate** /ˈdiːviət/ *verb* to turn away from what is normal or usual

**deviation** /ˌdiːviːʃ(ə)n/ *noun* a change of route or strategy ○ *Advertising in the tabloids will mean a deviation from our normal marketing strategy.*

**devise** /dɪˈvaɪz/ *noun* the act of giving freehold land to someone in a will (NOTE: Giving of other types of property is a **bequest**).

**dial** /ˈdaɪəl/ *verb* to call a telephone number on a telephone ○ *to dial a number* ○ *to dial the operator* □ **to dial direct** to contact a phone number without asking the operator to do it for you ○ *You can dial New York direct from London.*

**differential** /ˌdɪfəˈrenʃəl/ *adjective* which shows a difference ■ *noun* □ **to erode wage differentials** to reduce differences in salary gradually

**differential tariffs** /ˌdɪfərənʃəl ˈtærɪfz/ *plural noun* different tariffs for different classes of goods as, e.g., when imports from certain countries are taxed more heavily than similar imports from other countries

**difficulty** /ˈdɪfɪk(ə)lti/ *noun* a problem, or trouble in doing something ○ *They had a lot of difficulty selling into the European market.* ○ *We have had some difficulties with customs over the export of computers.*

**digit** /ˈdɪdʒɪt/ *noun* a single number ○ *a seven-digit phone number*

**digital** /ˈdɪdʒɪt(ə)l/ *adjective* converted into a form that can be processed by computers and accurately reproduced

**digital cash** /ˌdɪdʒɪt(ə)l ˈkæʃ/ *noun* a form of digital money that can be used like physical cash to make online purchases and is anonymous because there is no way of obtaining information about the buyer when it is used

**digital money** /ˌdɪdʒɪt(ə)l ˌmʌni/ *noun* a series of numbers that has a value equivalent to a sum of money in a physical currency

**digital wallet** /ˌdɪdʒɪt(ə)l ˈwɒlɪt/ *noun* a piece of personalised software on the hard drive of a user's computer that contains, in coded form, such items as credit card information, digital cash, a digital identity certificate, and standardised shipping information, and can be used when paying for a transaction electronically. Also called **e-purse**, **electronic purse**

**diligence** /ˈdɪlɪdʒəns/ *noun* ◇ **due diligence**

**dilute** /daɪˈlu:t/ *verb* to make less valuable ○ *Conversion of the loan stock will dilute the assets per share by 5%.*

**dilution levy** /daɪˈluːʃ(ə)n ˌlevi/ *noun* an extra charge levied by fund managers on investors buying or selling units in a fund, to offset any potential effect on the value of the fund of such sales or purchases

**dilution of shareholding** /daɪˌluːʃ(ə)n əv ˈʃeəhəʊldɪŋ/ *noun* a situation where the ordinary share capital of a company has been increased, but without an increase in the assets so that each share is worth less than before (NOTE: The US term is **stockholding**.)

**dime** /daɪm/ *noun* US ten cent coin (*informal*)

**diminish** /dɪˈmɪnɪʃ/ *verb* to become smaller ○ *Our share of the market has diminished over the last few years.*

**dinar** /ˈdiːnɑː/ *noun* a unit of currency used in some European countries (including Bosnia, Macedonia and Serbia) and in many Arabic countries: Algeria, Bahrain, Iraq, Jordan, Kuwait, Libya, Tunisia, South Yemen and Sudan

**dip** /dɪp/ *noun* a sudden small fall ○ *Last year saw a dip in the company's performance.* ■ *verb* to fall in price ○ *Shares dipped sharply in yesterday's trading.* (NOTE: **dipping – dipped**)

**direct** /daɪ'rekt/ *verb* to manage or organise something ○ *He directs our South-East Asian operations.* ○ *She was directing the development unit until last year.* ■ *adjective* straight or without interference ■ *adverb* with no third party involved ○ *We pay income tax direct to the government.* □ **to dial direct** to contact a phone number yourself without asking the operator to do it for you ○ *You can dial New York direct from London if you want.*

**direct action** /daɪ'rekt 'æksjən/ *noun* a strike or go-slow by a workforce

**direct business** /daɪ'rekt 'bɪznɪs/ *noun* insurance business transacted between an insurance company and the person taking out the insurance (without going through a broker)

**direct cost** /daɪ'rekt 'kɒst/ *noun* a cost which can be directly related to the making of a product, i.e. its production cost

**direct debit** /daɪ'rekt 'deɪt/ *noun* a system where a customer allows a company to charge costs to his or her bank account automatically and where the amount charged can be increased or decreased with the agreement of the customer ○ *I pay my electricity bill by direct debit.*

**direction** /daɪ'rekʃən/ *noun* **1.** the process of organising or managing ○ *He took over the direction of a multinational group.* **2.** □ **directions for use** instructions showing how to use something

**directive** /daɪ'rektɪv/ *noun* an order or command to someone to do something (especially an order from the Council of Ministers or Commission of the European Union referring to a particular problem in certain countries) ○ *The Commission issued a directive on food prices.*

**directly** /daɪ'rektli/ *adverb* with no third party involved ○ *We deal directly with the manufacturer, without using a wholesaler.*

**direct mail** /daɪ'rekt 'meɪl/ *noun* the practice of selling a product by sending publicity material to possible buyers through the post ○ *These calculators are only sold by direct mail.* ○ *The company runs a successful direct-mail operation.*

'...all of those who had used direct marketing techniques had used direct mail, 79% had used some kind of telephone technique and 63% had tried off-the-page selling' [*Precision marketing*]

**direct-mail advertising** /daɪ'rekt meɪl 'ædvɜːtaɪzɪŋ/ *noun* advertising by sending leaflets to people through the post

**direct mailing** /daɪ'rekt 'meɪlɪŋ/ *noun* the sending of publicity material by post to possible buyers

**director** /daɪ'rektə/ *noun* **1.** a senior employee appointed by the shareholders to help run a company, who is usually in charge of one or other of its main functions, e.g. sales or human relations, and usually, but not always, a member of the board of directors □ **directors' salaries** salaries of directors (which have to be listed in the company's profit and loss account) **2.** the person who is in charge of a project, an official institute or other organisation ○ *the director of the government research institute* ○ *She was appointed director of the trade association.*

'...the research director will manage and direct a team of business analysts reporting on the latest developments in retail distribution throughout the UK' [*Times*]

COMMENT: Directors are elected by shareholders at the AGM, though they are usually chosen by the chairman or chief executive. A board will consist of a chairman (who may be non-executive), a chief executive or managing director and a series of specialist directors in charge of various activities of the company (such as a finance director, production director or sales director). The company secretary will attend board meetings, but need not be a director. Apart from the executive directors, who are in fact employees of the company, there may be several non-executive directors, appointed either for their expertise and contacts, or as representatives of important shareholders such as banks. The board of an American company may be made up of a large number of non-executive directors and only one or two executive officers. A British board has more executive directors.

**directorate** /daɪ'rekt(ə)rət/ *noun* a group of directors

**Director of the Budget** /daɪ'rektə əv ðə 'bʌdʒɪt/ *noun* the member of a government in charge of the preparation of the budget

**director's fees** /daɪ'rektəz fi:z/ *plural noun* money paid to a director for attendance at board meetings

**directorship** /daɪ'rektəʃɪp/ *noun* the post of director ○ *She was offered a directorship with Smith Ltd.*

'...what benefits does the executive derive from his directorship? In the first place compensation has increased sharply in recent years' [*Duns Business Month*]

**directors' report** /daɪ'rektəz ri-'pɔ:t/ *noun* the annual report from the board of directors to the shareholders

**directory** /daɪ'rekt(ə)rɪ/ *noun* **1.** a reference book containing information on companies and their products **2.** a list of people or businesses with information about their addresses and telephone numbers

**direct paper** /daɪ'rekt 'peɪpə/ *noun* a financial paper sold direct to investors

**direct placement** /daɪ'rekt 'pleɪsmənt/ *noun* *US* the act of placing new shares directly with purchasers, without going through a broker

**direct selling** /daɪ'rekt 'selɪŋ/ *noun* the work of selling a product direct to the customer without going through a shop

**direct sends** /daɪ'rekt 'sendz/ *plural noun* *US* cheques sent directly to a drawee bank to be cleared, without going through the clearing house process

**direct share ownership** /daɪ'rekt 'ʃeə ,əʊnəʃɪp/ *noun* the ownership of shares by private individuals, buying or selling through brokers, and not via holdings in unit trusts

**direct tax** /daɪ'rekt 'tæks/ *noun* a tax (such as income tax) paid directly to the government

**direct taxation** /daɪ'rekt tæk-'seɪf(ə)n/ *noun* a tax, such as income tax which is paid direct to the government ○ *The government raises more money by direct taxation than by indirect.*

**dirham** /'dɪərəm/ *noun* a unit of currency used in Morocco and the United Arab Emirates

**dirty float** /'dɜ:ti fləʊt/ *noun* a process of floating a currency, where the government intervenes to regulate the exchange rate

**disallow** /,dɪsə'laʊ/ *verb* not to accept a claim for insurance ○ *He claimed £2,000 for fire damage, but the claim was disallowed.*

**disburse** /dɪs'bɜ:s/ *verb* to pay money

**disbursement** /dɪs'bɜ:smənt/ *noun* the payment of money

**discharge** *noun* /'dɪstʃɑ:dʒ/ **1.** a payment of debt □ **in full discharge of a debt** as full payment of a debt **2.** □ **in discharge of her duties as director** while carrying out her duties as director ■ *verb* /dɪs'tʃɑ:dʒ/ **1.** □ **to discharge a bankrupt** to release someone from bankruptcy because they have paid their debts **2.** to dismiss an employee ○ *to discharge an employee for negligence*

**discharged bankrupt** /dɪs,tʃɑ:dʒd 'bæŋkrʌpt/ *noun* a person who has been released from being bankrupt because his or her debts have been paid

**discharge in bankruptcy** /,dɪstʃɑ:dʒ ɪn 'bæŋkrʌptsi/, **discharge of bankruptcy** *noun* the legal process of being released from bankruptcy after paying your debts

**disciplinary procedure** /dɪsɪ-'plɪnəri prə'sɪ:dʒə/ *noun* a way of warning a worker officially that he or she is breaking rules or is working badly

**disclaimer** /dɪs'kleɪmə/ *noun* a legal refusal to accept responsibility

**disclose** /dɪs'kləʊz/ *verb* to tell something that was previously unknown to other people or secret ○ *The bank has no right to disclose details of my account to the tax office.*

**disclosure** /dɪs'kləʊzə/ *noun* the act of telling something that was previously unknown to other people or secret ○ *The disclosure of the takeover bid raised the price of the shares.*

**disclosure of shareholding** /dɪs-,kləʊzər əv 'ʃeəhəʊldɪŋ/ *noun* the act of making public the fact that someone owns shares in a company

**discount** *noun* /'dɪskaʊnt/ **1.** the percentage by which the seller reduces the full price for the buyer ○ *to give a discount on bulk purchases* □ **to sell goods at a discount or at a discount price** to sell goods below the normal price □ **10% discount for cash or 10% cash discount** you pay 10% less if you pay in

cash **2.** the amount by which something is sold for less than its value □ **currency at a discount** a currency whose future value is less than its spot value □ **shares which stand at a discount** shares which are lower in price than their asset value or their par value ■ *verb* /dɪs'kaʊnt/ **1.** to reduce prices to increase sales **2.** □ **to discount bills of exchange** to buy or sell bills of exchange for less than the value written on them in order to cash them later **3.** to react to something which may happen in the future (such as a possible takeover bid or currency devaluation) □ **shares are discounting a rise in the dollar** shares have risen in advance of a rise in the dollar price

'...pressure on the Federal Reserve Board to ease monetary policy and possibly cut its discount rate mounted yesterday' [*Financial Times*]

'...banks refrained from quoting forward US/Hongkong dollar exchange rates as premiums of 100 points replaced the previous day's discounts of up to 50 points' [*South China Morning Post*]

**discountable** /'dɪskaʊntəb(ə)l/ *adjective* which can be discounted ○ *These bills are not discountable.*

**discount broker** /'dɪskaʊnt ,brəʊkə/ *noun* a broker who charges a lower commission than other brokers

**discounted cash flow** /,dɪskaʊntɪd 'kæʃ fləʊ/ *noun* the calculation of the forecast return on capital investment by discounting future cash flows from the investment, usually at a rate equivalent to the company's minimum required rate of return. Abbreviation **DCF**

COMMENT: Discounting is necessary because it is generally accepted that money held today is worth more than money to be received in the future. The effect of discounting is to reduce future income or expenses to their 'present value'. Once discounted, future cash flows can be compared directly with the initial cost of a capital investment which is already stated in present value terms. If the present value of income is greater than the present value of costs, the investment can be said to be worthwhile.

**discounted value** /,dɪskaʊntɪd 'vælju:/ *noun* the difference between the face value of a share and its lower market price

**discounter** /'dɪskaʊntə/ *noun* a person or company that discounts bills or invoices, or sells goods at a discount

'...invoice discounting is an instant finance raiser. Cash is advanced by a factor or discounter against the value of invoices sent out by the client company. Debt collection is still in the hands of the client company, which also continues to run its own bought ledger' [*Times*]  
'...a 100,000 square-foot warehouse generates ten times the volume of a discount retailer; it can turn its inventory over 18 times a year, more than triple a big discounter's turnover' [*Duns Business Month*]

**discount house** /'dɪskaʊnt haʊs/ *noun* **1.** a financial company which specialises in discounting bills **2.** a shop which specialises in selling cheap goods bought at a high discount

**discount market** /'dɪskaʊnt ,mɑ:kɪt/ *noun* a market for borrowing and lending money, through Treasury bills, certificates of deposit, etc.

**discount points** /'dɪskaʊnt pɔɪnts/ *plural noun* US extra payments made to a lender to produce a reduction in the interest rate on a mortgage

**discount price** /'dɪskaʊnt praɪs/ *noun* the full price less a discount

**discount rate** /'dɪskaʊnt reɪt/ *noun* the percentage taken when a bank buys bills

**discount store** /'dɪskaʊnt stɔ:/ *noun* a shop which specialises in cheap goods bought at a high discount

**discount window** /'dɪskaʊnt ,wɪndəʊ/ *noun* US a way in which the Federal Reserve grants loans to a bank by giving advances on the security of Treasury bills which the bank is holding

**discrepancy** /dɪ'skrepənsɪ/ *noun* a situation where figures are not correct

**discrete compounding** /dɪ'skri:t 'kɒmpaʊndɪŋ/ *noun* a system where interest is calculated at certain times, such as the end of a month or year, and then added to the principal

**discretion** /dɪ'skreʃ(ə)n/ *noun* the ability to decide what should be done □ **I leave it to your discretion** I leave it for you to decide what to do □ **at the discretion of someone** according to what someone decides ○ *Membership is at the discretion of the committee.*

**discretionary** /dɪ'skreʃ(ə)n(ə)rɪ/ *adjective* which can be done if someone wants □ **the minister's discretionary**

**powers** powers which the minister could use if he or she thought it necessary □ **on a discretionary basis** referring to a way of managing a client's funds, where the fund manager uses his discretion to do as he wants, without the client giving him any specific instructions

**discretionary account** /dɪˌskreʃ(ə)n(ə)rɪ əˈkaʊnt/ *noun* a client's account with a stockbroker, where the broker invests and sells at his own discretion without the client needing to give him specific instructions

**discretionary client** /dɪˌskreʃ(ə)n(ə)rɪ ˈklaɪənt/ *noun* a client whose funds are managed on a discretionary basis

**discretionary funds** /dɪˌskreʃ(ə)n(ə)rɪ ˈfʌndz/ *plural noun* funds managed on a discretionary basis

**diseconomies of scale** /dɪsɪˌkɒnəmɪz əv ˈskeɪl/ *plural noun* a situation where increased production leads to a higher production cost per unit or average production cost

COMMENT: After having increased production using the existing workforce and machinery, giving economies of scale, the company finds that in order to increase production further it has to employ more workers and buy more machinery, leading to an increase in unit cost.

**disenfranchise** /dɪsɪnˈfræntʃaɪz/ *verb* to take away someone's right to vote ○ *The company has tried to disenfranchise the ordinary shareholders.*

**disequilibrium** /dɪsɪˌkwɪˈlɪbrɪəm/ *noun* an imbalance in the economy when supply does not equal demand or a country's balance of payments is in deficit

**dishonour** /dɪsɪˈɒnə/ *verb* (NOTE: The US spelling is **dishonor**.) □ **to dishonour a bill** not to pay a bill

**dishonoured cheque** /dɪsɪˈɒnəd ˈtʃek/ *noun* a cheque which the bank will not pay because there is not enough money in the account to pay it

**disinflation** /dɪsɪnˈfleɪʃ(ə)n/ *noun* the process of reducing inflation in the economy by increasing tax and reducing the level of money supply. Compare **deflation**

**disinflationary** /dɪsɪnˈfleɪʃ(ə)n(ə)rɪ/ *adjective* which reduces the level of inflation in the economy

**disintermediation** /dɪsɪntəˈmiːdiˈeɪʃ(ə)n/ *noun* **1.** the removal of any intermediaries from a process so that, e.g., lenders lend money direct to borrowers **2.** a situation where investors remove their money from deposit accounts and invest directly in the stock market

**disinvest** /dɪsɪnˈvest/ *verb* **1.** to reduce investment by not replacing capital assets when they wear out **2.** to reduce investment by selling shares

**disinvestment** /dɪsɪnˈvestmənt/ *noun* **1.** a reduction in capital assets by not replacing them when they wear out **2.** a process of reducing investments by selling shares

**disk** /dɪsk/ *noun* a round flat object, used to store information in computers

**disk drive** /ˈdɪsk draɪv/ *noun* a part of a computer which makes a disk spin round in order to read it or store information on it

**diskette** /dɪˈsket/ *noun* a small floppy disk ○ *He sent a diskette of the accounts to his accountant.*

**dismissal procedures** /dɪsɪˈmɪs(ə)l prəˌsiːdʒəz/ *plural noun* the correct way to dismiss someone, following the rules in the contract of employment

**dispatch note** /dɪˈspætʃ nəʊt/ *noun* a note saying that goods have been sent

**disposable personal income** /dɪˌspəʊzəb(ə)l ˌpɜːs(ə)nəl ˈɪnkʌm/ *noun* the income left after tax and national insurance have been deducted (also called 'take-home' pay)

**disposal** /dɪˈspəʊz(ə)l/ *noun* a sale ○ *a disposal of securities* ○ *The company has started a systematic disposal of its property portfolio.* □ **lease or business for disposal** a lease or business for sale

**dispose** /dɪˈspəʊz/ *verb* □ **to dispose of** to get rid of or to sell, especially cheaply ○ *to dispose of excess stock* ○ *to dispose of excess equipment* ○ *He is planning to dispose of his business in the new year.*

**disqualification** /dɪsˌkwɒlɪfɪˈkeɪʃ(ə)n/ *noun* the act of making someone disqualified to do something

'Even 'administrative offences' can result in disqualification. A person may be disqualified

for up to five years following persistent breach of company legislation in terms of failing to file returns, accounts and other documents with the Registrar' [Accountancy]

**disqualify** /dɪs'kwɒlɪfaɪ/ *verb* to make a person unqualified to do something, such as to be a director of a company

**dissolution** /,dɪsə'lu:ʃ(ə)n/ *noun* the ending (of a partnership)

**dissolve** /dɪ'sɒlv/ *verb* to bring to an end ○ *to dissolve a partnership*

**distrain** /dɪ'streɪn/ *verb* to seize goods to pay for debts

**distress** /dɪ'stres/ *noun* the act of taking someone's goods to pay for debts

**distressed companies** /dɪ'strest 'kʌmp(ə)nɪz/ *plural noun* companies which may go into liquidation, and whose shares are seen as a speculative buy

**distress merchandise** /dɪ'stres ,mɜ:ʃəndaɪs/ *noun* US goods sold cheaply to pay a company's debts

**distress sale** /dɪ'stres seɪl/ *noun* a sale of goods at low prices to pay a company's debts

**distress securities fund** /dɪ'stres sɪ'kjuəri'tɪz fʌnd/ *noun* a type of fund which invests in companies where there may be a major problems

**distributable profits** /dɪs-,trɪbju:təb(ə)l 'prɒfɪts/ *plural noun* profits which can be distributed to shareholders as dividends if the directors decide to do so

**distribute** /dɪ'strɪbjʊ:t/ *verb* **1.** to share out dividends ○ *Profits were distributed among the shareholders.* **2.** to send out goods from a manufacturer's warehouse to retail shops ○ *Smith Ltd distributes for several smaller companies.* ○ *All orders are distributed from our warehouse near Oxford.*

**distributed profits** /dɪ'strɪbjʊ:tɪd 'prɒfɪts/ *plural noun* profits passed to shareholders in the form of dividends

**distribution** /,dɪstrɪ'bju:ʃ(ə)n/ *noun* the act of sending goods from the manufacturer to the wholesaler and then to retailers ○ *Stock is held in a distribution centre which deals with all order processing.* ○ *Distribution costs have risen sharply over the last 18 months.* ○ *She*

*has several years' experience as distribution manager.*

'British distribution companies are poised to capture a major share of the European market' [Management News]

**distribution channel** /,dɪstrɪ-'bju:ʃ(ə)n ,tʃæn(ə)l/ *noun* the route by which a product or service reaches a customer after it leaves the producer or supplier (NOTE: A distribution channel usually consists of a chain of intermediaries, for example wholesalers and retailers, that is designed to move goods from the point of production to the point of consumption in the most efficient way.)

'...there is evidence that distribution channels are supply driven' [Quarterly Review of Marketing]

**distribution network** /,dɪstrɪ-'bju:ʃ(ə)n ,netwɜ:k/ *noun* a series of points or small warehouses from which goods are sent all over a country

**distribution of income** /,dɪstrɪbju:ʃ(ə)n əv 'ɪnkʌm/ *noun* payment of dividends to shareholders

**distribution slip** /,dɪstrɪ'bju:ʃ(ə)n slɪp/ *noun* a paper attached to a document or to a magazine, showing all the people in an office who should read it

**distributive trades** /dɪ'strɪbjʊ:tɪv ,treɪdz/ *plural noun* all businesses involved in the distribution of goods

**distributor** /dɪ'strɪbjʊ:tə/ *noun* a company which sells goods for another company which makes them ○ **a network of distributors** a number of distributors spread all over a country

**distributorship** /dɪ'strɪbjʊ:təʃɪp/ *noun* the position of being a distributor for a company

**diversification** /daɪ'vɜ:ʃɪfɪ-'keɪʃ(ə)n/ *noun* the process of adding another quite different type of business to a firm's existing trade

**diversify** /daɪ'vɜ:ʃɪfaɪ/ *verb* **1.** to add new types of business to existing ones ○ *The company is planning to diversify into new products.* **2.** to invest in different types of shares or savings so as to spread the risk of loss

**divest** /daɪ'vest/ *verb* ○ **to divest oneself of something** to get rid of something ○ *The company had divested itself of its US interests.*

**divestiture** /daɪ'vestɪtʃə/ *noun* a sale of an asset

**dividend** /'dɪvɪdend/ *noun* a percentage of profits paid to shareholders □ **to raise or increase the dividend** to pay out a higher dividend than in the previous year □ **to maintain the dividend** to keep the same dividend as in the previous year □ **to omit or pass the dividend** to pay no dividend □ **the dividend is covered four times** the profits are four times the dividend □ **the shares are quoted ex dividend** the share price does not include the right to the dividend

COMMENT: The dividend is calculated as the proportion of profits a company can pay to its shareholders after tax has been paid, always keeping some of the profit back to reinvest in the company's products or activities. Large companies usually pay dividends twice a year, once after the half-year results have been declared (called the 'interim dividend') and gain when the final results are published.

**dividend check** /'dɪvɪdend tʃek/ *noun* US same as **dividend warrant**

**dividend cover** /'dɪvɪdend ˌkʌvə/ *noun* the ratio of profits to dividends paid to shareholders

**dividend forecast** /'dɪvɪdend ˌfɔːkɑːst/ *noun* a forecast of the amount of an expected dividend

**dividend payout** /'dɪvɪdend ˌpeɪəʊt/ *noun* money paid as dividends to shareholders

**dividend per share** /ˌdɪvɪdend pə ˈʃeə/ *noun* an amount of money paid as dividend for each share held

**dividend warrant** /ˌdɪvɪdend ˈwɒrənt/ *noun* a cheque which makes payment of a dividend (NOTE: The US term is **dividend check**.)

**dividend yield** /'dɪvɪdend ˌjɪld/ *noun* a dividend expressed as a percentage of the current market price of a share

**divisional headquarters** /dɪˌvɪz(ə)nəl ˌhed'kwɔːteɪz/ *plural noun* the main office of a division of a company

**DJIA** *abbreviation* Dow Jones Industrial Average

**DM,** **D-mark** *abbreviation* Deutschland

**dock dues** /'dɒk djuːz/ *plural noun* a payment which a ship makes to the harbour authorities for the right to use the harbour

**doctor** /'dɒktə/ *noun* a specialist who examines people when they are sick to see how they can be made well ○ *The staff are all sent to see the company doctor once a year.*

**document** /'dɒkjʊmənt/ *noun* a paper, especially an official paper, with written information on it ○ *He left a file of documents in the taxi.* ○ *She asked to see the documents relating to the case.*

**documentary** /ˌdɒkjʊ'ment(ə)ri/ *adjective* in the form of documents ○ *documentary evidence*

**documentary credit** /ˌdɒkjʊmənt(ə)ri ˈkredɪt/ *noun* a credit document used in export trade, when a bank issues a letter of credit against shipping documents

**documentary proof** /ˌdɒkjʊmənt(ə)ri ˈpruːf/ *noun* a proof in the form of a document

**documentation** /ˌdɒkjʊmənt-ˈteɪʃ(ə)n/ *noun* all the documents referring to something ○ *Please send me the complete documentation concerning the sale.*

**document image processing** /ˌdɒkjʊmənt ˈɪmɪdʒ ˌprəʊsesɪŋ/ *noun* a system for scanning documents, such as cheques, and storing the information in a retrieval system

**documents against acceptance** /ˌdɒkjʊmənts əɡenst ək'septəns/ *noun* **1.** an arrangement whereby buyers receive documents for the goods on their acceptance of a bill of exchange **2.** a note to a bank to instruct it that documents attached to a draft should be given to the drawee when the draft is accepted

**do-it-yourself conveyancing** /ˌduː ɪt ˌjəˌself kən'veɪənsɪŋ/ *noun* the drawing up of a legal conveyance by the person selling a property, without the help of a lawyer

**dole queue** /'dəʊl kjuz/ *noun* a line of people waiting to collect their unemployment money (NOTE: The US term is **dole line**.)

**dollar** /'dɒlə/ *noun* a unit of currency used in the US and other countries, such



as Australia, Bahamas, Barbados, Bermuda, Brunei, Canada, Fiji, Hong Kong, Jamaica, New Zealand, Singapore and Zimbabwe ○ *The US dollar rose 2%.* ○ *They sent a cheque for fifty Canadian dollars.* ○ *It costs six Australian dollars.* □ **a five dollar bill** a banknote for five dollars

**dollar area** /'dɒlə ,eəriə/ *noun* an area of the world where the US dollar is the main trading currency

**dollar balances** /'dɒlə ,bælənsɪz/ *noun* a country's trade balances expressed in US dollars

**dollar cost averaging** /,dɒlə kɒst 'æv(ə)rɪdʒɪŋ/ *noun* ☐ **pound-cost averaging**

**dollar crisis** /'dɒlə ,kraɪsɪs/ *noun* a fall in the exchange rate for the US dollar

**dollar gap** /'dɒlə ɡæp/ *noun* a situation where the supply of US dollars is not enough to satisfy the demand for them from overseas buyers

**dollar millionaire** /,dɒlə ,mɪljə'neə/ *noun* a person who has more than one million dollars

**dollar stocks** /'dɒlə stɒkz/ *plural noun* shares in US companies

**domestic** /də'mestɪk/ *adjective* referring to the home market or the market of the country where the business is situated ○ *Domestic sales have increased over the last six months.*

**domestic consumption** /də'mestɪk kən'sʌmpʃən/ *noun* use in the home country ○ *Domestic consumption of oil has fallen sharply.*

**domestic demand deflator** /də'mestɪk dɪ'mɑ:nd di:'fleɪtə/ *noun* a figure used to remove inflation from the calculations for domestic demand

**domestic interest rates** /də'mestɪk 'ɪntrəst reɪts/ *plural noun* interest rates payable in a local currency on deposits placed in that country

**domestic market** /də'mestɪk 'mɑ:kit/ *noun* the market in the country where a company is based ○ *They produce goods for the domestic market.*

**domestic production** /də'mestɪk prə'dʌkʃən/ *noun* the production of goods for use in the home country

**domestic sales** /də'mestɪk seɪlz/ *noun* sales in the home country

**domicile** /'dɒmɪsaɪl/ *noun* the country where someone lives or where a company's office is registered ■ *verb* □ **she is domiciled in Denmark** she lives in Denmark officially □ **bills domiciled in France** bills of exchange which have to be paid in France

**dong** /dɒŋ/ *noun* a unit of currency used in Vietnam

**donor** /'dɒnə/ *noun* a person who gives, especially someone who gives money

**door-to-door salesman** /,dɔ: tə dɔ: 'seɪlzmən/ *noun* a man who goes from one house to the next, asking people to buy something

**dormant** /'dɔ:mənt/ *adjective* no longer active or no longer operating

**dormant account** /,dɔ:mənt ə-'kaʊnt/ *noun* **1.** a bank account which is no longer used **2.** a past customer who is no longer buying ○ *Let's re-establish contact with some of our dormant accounts.* ○ *All the old reports on dormant accounts have been filed away.*

**double** /'dʌb(ə)l/ *adjective* twice as large or two times the size ○ *Their turnover is double ours.* □ **to be on double time** to earn twice the usual wages for working on Sundays or other holidays □ **in double figures** with two figures, from 10 to 99 ○ *Inflation is in double figures.* ○ *We have had double-figure inflation for some years.* ■ *verb* to become twice as big, or make something twice as big ○ *We have doubled our profits this year or our profits have doubled this year.* ○ *The company's borrowings have doubled.*

**double-digit** /,dʌb(ə)l 'dɪdʒɪt/ *adjective* more than 10 and less than 100

**double-entry bookkeeping** /,dʌb(ə)l ,entri 'bʊkki:piŋ/ *noun* a system of bookkeeping where both debit and credit entries are recorded in the accounts at the same time (e.g., when a sale is credited to the sales account the purchaser's debt is debited to the debtors account)

**double option** /,dʌb(ə)l 'ɒpʃ(ə)n/ *noun* an option to buy or sell at a certain price in the future (a combination of call and put options)

**double taxation** /,dʌb(ə)l tæks-'seɪʃ(ə)n/ *noun* the act of taxing the same income twice

**doubtful** /'daʊtɪf(ə)l/ *adjective* which is not certain

**doubtful loan** /'daʊtɪf(ə)l ləʊn/ *noun* a loan which may never be repaid

**Dow 30** /,daʊ 'θɜ:rti/ *noun* same as **Dow Jones Industrial Average**

**Dow Jones Average** /,daʊ 'dʒəʊnz ,æv(ə)rɪdʒ/ *noun* same as **Dow Jones Industrial Average**

**Dow Jones Index** /daʊ 'dʒəʊnz ,ɪndeks/ *noun* any of several indices published by the Dow Jones Co., based on prices on the New York Stock Exchange.

COMMENT: The main index is the Dow Jones Industrial Average (see below). Other Dow Jones indexes are the Dow Jones 20 Transportation Average; Dow Jones 15 Utility Average; Dow Jones 65 Composite Average (formed of the Industrial average the Transportation Average and the Utility Average taken together and averaged); also the Dow Jones Global-US Index is a capitalisation weighted index based on June 30, 1982 = 100. A new European-based index is the Dow Jones Euro Stoxx 50 Index, comprising fifty blue-chip companies from various European countries.

**Dow Jones Industrial Average** /daʊ ,dʒəʊnz ɪn'dʌstriəl ,æv(ə)rɪdʒ/ *noun* an index of share prices on the New York Stock Exchange, based on a group of thirty major corporations ○ *The Dow Jones Average rose ten points.* ○ *General optimism showed in the rise on the Dow Jones Average.* Abbreviation **DJIA**

**down** /daʊn/ *adverb, preposition* in a lower position or to a lower position ○ *The inflation rate is gradually coming down.* ○ *Shares are slightly down on the day.* ○ *The price of petrol has gone down.* □ **to pay money down** to pay a deposit ○ *They paid £50 down and the rest in monthly instalments.*

**downgrade** /'daʊnɡreɪd/ *verb* to reduce the forecast for a share

**down market** /'daʊn ,mɑ:kɪt/ *noun* a stock market which is falling or is at its lowest level

**downmarket** /daʊn'mɑ:kɪt/ *adverb, adjective* cheaper or appealing to a less wealthy section of the population ○ *The company has adopted a downmarket image.* □ **the company has decided to go**

**downmarket** the company has decided to make products which appeal to a wider section of the public

**down payment** /,daʊn 'peɪmənt/ *noun* a part of a total payment made in advance ○ *We made a down payment of \$100.*

**downside factor** /'daʊnsaɪd ,fæktə/, **downside potential** /,daʊnsaɪd pə'tenʃ(ə)l/ *noun* the possibility of making a loss in an investment

**downside risk** /'daʊnsaɪd rɪsk/ *noun* a risk that an investment will fall in value (NOTE: The opposite is **upside potential**.)

**downstream** /'daʊnstri:m/ *adjective* referring to the operations of a company at the end of a process (such as selling petrol through garages considered as an operation of a petroleum company). Compare **upstream**

**downswing** /'daʊnswɪŋ/ *noun* a downward movement of share prices (NOTE: The opposite is **upswing**.)

**downtick** /'daʊntɪk/ *noun* US a price of stock sold which is lower than the price of the previous sale

**down time** /'daʊn taɪm/ *noun* **1.** the time when a machine is not working or not available because it is broken or being mended **2.** time when a worker cannot work because machines have broken down or because components are not available

**downtown** /'daʊntaʊn/ *adjective, adverb, noun* (in) the central business district of a town ○ *His office is in downtown New York.* ○ *She works in a downtown store.* ○ *They established a business downtown.*

**down trend** /'daʊn trend/ *noun* a falling trend in prices ○ *The price per chip has been in a long-term down trend.*

**downturn** /'daʊntɜ:n/ *noun* the movement towards lower prices, sales or profits ○ *a downturn in the market price* ○ *The last quarter saw a downturn in the economy.*

**dozen** /'dʌz(ə)n/ *noun* a twelve ○ *to sell in sets of one dozen* □ **cheaper by the dozen** the product is cheaper if you buy twelve at a time

**Dr** *abbreviation* drachma

**drachma** /'drækmə/ *noun* a former unit of currency in Greece (NOTE: Usually written **Dr** before a figure: **Dr22bn.**)

**draft** /dra:ft/ *noun* **1.** an order for money to be paid by a bank ○ *We asked for payment by banker's draft.* □ **to make a draft on a bank** to ask a bank to pay money for you **2.** a first rough plan or document which has not been finished ○ *A draft of the contract* or *The draft contract is waiting for the MD's comments.* ○ *He drew up the draft agreement on the back of an envelope.* ■ **verb** to make a first rough plan of a document ○ *to draft a letter* ○ *to draft a contract* ○ *The contract is still being drafted* or *is still in the drafting stage.*

**drafter** /'dra:ftə/ *noun* a person who makes a draft ○ *the drafter of the agreement*

**drafting** /'dra:ftɪŋ/ *noun* an act of preparing the draft of a document ○ *The drafting of the contract took six weeks.*

**drain** /dreɪn/ *noun* a gradual loss of money flowing away ○ *The costs of the London office are a continual drain on our resources.* ■ **verb** to remove something gradually ○ *The expansion plan has drained all our profits.* ○ *The company's capital resources have drained away.*

**draw** /drɔ:/ *verb* **1.** to take money away ○ *to draw money out of an account* □ **to draw a salary** to have a salary paid by the company ○ *The chairman does not draw a salary.* **2.** to write a cheque ○ *He paid the invoice with a cheque drawn on an Egyptian bank.* (NOTE: **drawing – drew – has drawn**)

**drawback** /'drɔ:bæk/ *noun* **1.** something which is not convenient or which is likely to cause problems ○ *One of the main drawbacks of the scheme is that it will take six years to complete.* **2.** a rebate on customs duty for imported goods when these are then used in producing exports

**draw down** /drɔ: 'daʊn/ *verb* to draw money which is available under a credit agreement

**drawdown** /'drɔ:daʊn/ *noun* the act of drawing money which is available under a credit agreement

**drawee** /drɔ:'i:/ *noun* the person or bank asked to make a payment by a drawer

**drawer** /'drɔ:ə/ *noun* the person who writes a cheque or a bill asking a drawee to pay money to a payee □ **the bank returned the cheque to drawer** the bank would not pay the cheque because the person who wrote it did not have enough money in the account to pay it

**drawing account** /'drɔ:ɪŋ ə,kəʊnt/ *noun* a current account, or any account from which the customer may take money when he or she wants

**drawing rights** /'drɔ:ɪŋ raɪts/ *noun* a right of a member country of the IMF to borrow money from the fund in a foreign currency. ♦ **special drawing rights**

**draw up** /,drɔ: 'ʌp/ *verb* to write a legal document ○ *to draw up a contract* or *an agreement* ○ *to draw up a company's articles of association*

**dressing up** /,dresɪŋ 'ʌp/ *noun* US same as **window dressing**

**drift** /drɪft/ *noun* gradual movement without any control ■ **verb** to move gradually in a particular direction ○ *Shares drifted lower in a dull market.* ○ *Strikers are drifting back to work.*

**drive** /draɪv/ *noun* an energetic way of doing things ■ **verb** □ **to drive a company out of business** to force a company into liquidation ○ *The company was almost driven out of business a few years ago.*

**driver** /'draɪvə/ *noun* something or someone that provides an impetus for something to happen

**drop** /drɒp/ *noun* a fall ○ *a drop in sales* ○ *Sales show a drop of 10%.* ○ *The drop in prices resulted in no significant increase in sales.* ■ **verb** to fall ○ *Sales have dropped by 10% or have dropped 10%.* ○ *The pound dropped three points against the dollar.*

'...while unemployment dropped by 1.6 per cent in the rural areas, it rose by 1.9 per cent in urban areas during the period under review' [*Business Times* (Lagos)]

'...corporate profits for the first quarter showed a 4 per cent drop from last year's final three months' [*Financial Times*]

'...since last summer American interest rates have dropped by between three and four percentage points' [*Sunday Times*]

**droplock bond** /'drɒplɒk bɒnd/ *noun* a floating rate bond which will convert to a fixed rate of interest if interest rates fall to a certain point. ▸

**debt-convertible bond**

**drop ship** /,drɒp 'ʃɪp/ *verb* to deliver a large order direct to a customer

**drop shipment** /'drɒp ʃɪpmənt/ *noun* the delivery of a large order from the manufacturer direct to a customer's shop or warehouse without going through an agent or wholesaler

**dry goods** /draɪ 'gʊdz/ *plural noun* cloth, clothes and household goods

**DTI** *abbreviation* Department of Trade and Industry

**dual** /'dju:əl/ *adjective* referring to two things at the same time

**dual control** /,dju:əl kən'trəʊl/ *noun* a system where two people have to sign a cheque, or validate a transaction, or have keys to a safe, etc.

**dual currency bond** /,dju:əl 'kʌrənsi bɒnd/ *noun* a bond which is paid for in one currency but which is repayable in another on redemption

**dual listing** /,dju:əl 'lɪstɪŋ/ *noun* the listing of a share on two stock exchanges

**dual pricing** /,dju:əl 'praɪsɪŋ/ *noun* the fact of giving different prices to the same product depending on the market in which it is sold

**duck** /dʌk/ ▸ **lame duck**

**dud** /dʌd/ *noun, adjective* referring to a coin or banknote which is false or not good, or something which does not do what it is supposed to do (*informal*) ○ *The £50 note was a dud.*

**dud cheque** /,dʌd 'tʃek/ *noun* a cheque which cannot be cashed because the person writing it has not enough money in the account to pay it

**due** /dju:/ *adjective* **1.** owed ○ *a sum due from a debtor* □ **to fall or become due** to be ready for payment □ **bill due on May 1st** a bill which has to be paid on May 1st □ **balance due to us** the amount owed to us which should be paid **2.** correct and appropriate in the situation □ **in due form** written in the correct legal form ○ *a receipt in due form* ○ *a contract drawn up in due form* □ **after due consideration of the problem** after thinking seriously about the problem

'...many expect the US economic indicators for April, due out this Thursday, to show faster economic growth' [*Australian Financial Review*]

**due diligence** /dju: 'di:ljɪdʒəns/ *noun* **1.** an examination of the accounts of a company before it is taken over to see if there are any problems which have not been disclosed **2.** the duty of an official such as a bank manager not to act in an irresponsible way

**dues** /dju:z/ *plural noun* orders taken but not supplied until new stock arrives □ **to release dues** to send off orders which had been piling up while a product was out of stock ○ *We have recorded thousands of dues for that item and our supplier cannot supply it.*

**dull** /dʌl/ *adjective* not exciting, not full of life

**dull market** /dʌl 'mɑ:kɪt/ *noun* a market where little business is done

**dullness** /'dʌlnəs/ *noun* the fact of being dull ○ *the dullness of the market*

**dump** /dʌmp/ *verb* □ **to dump goods on a market** to get rid of large quantities of excess goods cheaply in an overseas market

'...a serious threat lies in the 400,000 tonnes of subsidized beef in European cold stores. If dumped, this meat will have disastrous effects in Pacific Basin markets' [*Australian Financial Review*]

**dumping** /'dʌmpɪŋ/ *noun* the act of getting rid of excess goods cheaply in an overseas market ○ *The government has passed anti-dumping legislation.* ○ *Dumping of goods on the European market is banned.* □ **panic dumping of sterling** a rush to sell sterling at any price because of possible devaluation

**Dun & Bradstreet** /,dʌn ən 'brædstri:t/ *noun* an organisation which produces reports on the financial rating of companies, and also acts as a debt collection agency. Abbreviation **D&B**

**duplicate** *noun* /'dju:pɪkət/ a copy ○ *He sent me the duplicate of the contract.* □ **in duplicate** with a copy ○ *to print an invoice in duplicate* □ **receipt in duplicate** two copies of a receipt ■ **verb** /'dju:pɪkeɪt/ □ **to duplicate with another** (of a bookkeeping entry) to repeat another entry or to be the same as another entry

**duplication** /,dju:plɪ'keɪʃ(ə)n/ *noun*  
the act of doing something that is already being done in the same way by somebody else, copying □ **duplication of work** the fact of doing the same work twice unnecessarily

**Dutch** /dʌtʃ/ *adjective* referring to the Netherlands

**Dutch auction** /,dʌtʃ 'ɔ:kʃən/ *noun*  
an auction where the auctioneer offers an item for sale at a high price and then gradually reduces the price until someone makes a bid

**dutiable goods** /,dju:tiəb(ə)l 'gʊdz/ *plural noun* goods on which a customs duty has to be paid

**duty** /'dju:ti/ *noun* **1.** a tax which has to be paid ○ *Traders are asking the government to take the duty off alcohol or to put a duty on cigarettes.* □ **goods which are liable to duty** goods on which cus-

toms or excise tax has to be paid **2.** work which has to be done

'Canadian and European negotiators agreed to a deal under which Canada could lower its import duties on \$150 million worth of European goods' [*Globe and Mail (Toronto)*]

'...the Department of Customs and Excise collected a total of N79m under the new advance duty payment scheme' [*Business Times (Lagos)*]

**duty-free** /,dju:ti 'fri:/ *adjective, adverb* sold with no duty to be paid ○ *He bought a duty-free watch at the airport.* ○ *He bought the watch duty-free.*

**duty-free shop** /,dju:ti 'fri: ʃɒp/ *noun* a shop at an airport or on a ship where goods can be bought without paying duty

**duty of care** /,dju:ti əv 'keə/ *noun* a duty which every person has not to act in a negligent way

**duty-paid goods** /,dju:ti 'peɪd gʊdz/ *plural noun* goods where the duty has been paid

## E

**e. & o.e.** *abbreviation* errors and omissions excepted

**early** /'ɜ:li/ *adjective, adverb* before the usual time ○ *The mail arrived early.*  
 □ **to take early retirement** to retire from work before the usual age ■ *adjective* at the beginning of a period of time ○ *He took an early flight to Paris.*

**early closing day** /,ɜ:li 'kləʊzɪŋ deɪ/ *noun* a weekday, usually Wednesday or Thursday, when some shops close in the afternoon

**early withdrawal** /,ɜ:li wɪð'drɔ:əl/ *noun* the act of withdrawing money from a deposit account before the due date ○ *Early withdrawal usually incurs a penalty.*

**early withdrawal penalty** /,ɜ:li wɪð'drɔ:əl ,penəlti/ *noun* a penalty which a depositor pays for withdrawing money early from an account

**earmark** /'i:ɒmɑ:k/ *verb* **1.** to reserve for a special purpose ○ *to earmark funds for a project* ○ *The grant is earmarked for computer systems development.* **2.** to link a tax to a particular service, such as earmarking road taxes for the upkeep of roads

**earn** /ɜ:n/ *verb* **1.** to be paid money for working ○ *to earn £100 a week* ○ *Our agent in Paris certainly does not earn his commission.* ○ *Her new job is more of a transfer than a promotion, since she doesn't earn any more.* ○ *How much do you earn in your new job?* **2.** to produce interest or dividends ○ *a building society account which earns interest at 10%* ○ *What level of dividend do these shares earn?*

**earned income** /ɜ:nd 'ɪnkʌm/ *noun* income from wages, salaries, pensions, fees, rental income, etc. (as opposed to 'unearned' income from investments)

**earner** /'ɜ:nə/ *noun* a person who earns money □ **a nice little earner** a business that produces a good income

**earnest** /'ɜ:nɪst/ *noun* money paid as an initial payment by a buyer to a seller, to show commitment to the contract of sale

**earning capacity** /'ɜ:nɪŋ kə,pæstɪ/ *noun* the amount of money someone should be able to earn

**earning potential** /'ɜ:nɪŋ pə,tɛnfəl/ *noun* **1.** the amount of money which someone should be able to earn **2.** the amount of dividend which a share is capable of earning

**earning power** /'ɜ:nɪŋ ,paʊə/ *noun* the amount of money someone should be able to earn ○ *She is such a fine designer that her earning power is very large.*

**earnings** /'ɜ:nɪŋz/ *plural noun* **1.** salary, wages, dividends or interest received ○ *High earnings in top management reflect the heavy responsibilities involved.* ○ *The calculation is based on average earnings over three years.* □ **compensation for loss of earnings** payment to someone who has stopped earning money or who is not able to earn money **2.** money which is earned in interest or dividend **3.** the profit made by a company

'...the US now accounts for more than half of our world-wide sales. It has made a huge contribution to our earnings turnaround' [*Duns Business Month*]

'...last fiscal year the chain reported a 116% jump in earnings, to \$6.4 million or \$1.10 a share' [*Barrons*]

**earnings before interest, taxes, depreciation and amortisation** /,ɜ:nɪŋz bɪ,fə: ,ɪntərəst ,tæksɪz dɪ ,prɪ:ʃeɪʃ(ə)n ənd ə,mɔ:təɪ'zeɪʃ(ə)n/ *plural noun* revenue received by a com-

pany in its usual business before various deductions are made. Abbreviation **EBITDA**

**earnings cap** /'ɜ:nɪŋz kæp/ *noun* the upper limit on the amount of salary that can be taken into account when calculating pensions

**earnings credit** /'ɜ:nɪŋz ˌkredɪt/ *noun* an allowance which reduces bank charges on checking accounts

**earnings drift** /'ɜ:nɪŋz drɪft/ *noun* a situation where an increase in pay is greater than that of officially negotiated rates ○ *The earnings drift is caused by a sudden increased demand for a certain class of employee.* Also called **salary drift**, **wage drift**

**earnings growth** /'ɜ:nɪŋz grəʊθ/ *noun* an increase in profit per share

**earnings number** /'ɜ:nɪŋz ˌnʌmbə/ *noun* profits expressed as a percentage

**earnings performance** /'ɜ:nɪŋz pə:fɔ:məns/ *noun* a way in which shares earn dividends

**earnings per share** /ɜ:nɪŋz pə 'ʃeə/ *plural noun* the money earned in dividends per share, shown as a percentage of the market price of one share. Abbreviation **EPS**

**earnings projection** /'ɜ:nɪŋz prɔːˌdʒɛkʃən/ *noun* a forecast of earnings per share

**earnings-related contributions** /ɜ:nɪŋz rɪˌleɪtɪd ˌkɒntrɪ'bju:ʃ(ə)n/ *plural noun* contributions to social security which rise as the worker's earnings rise

**earnings-related pension** /ɜ:nɪŋz rɪˌleɪtɪd 'penʃən/ *noun* a pension which is linked to the size of a person's salary

**earnings season** /'ɜ:nɪŋz ˌsɪz(ə)n/ *noun* the time of year when major companies declare their results for the previous period ○ *the quarterly ritual known as earnings season*

**earnings yield** /'ɜ:nɪŋz ʝɪ:ld/ *noun* the money earned in dividends per share as a percentage of the current market price of the share

**EASDAQ** *noun* an independent European stock market, based in Brussels and London, trading in companies with European-wide interests

**ease** /i:z/ *verb* to fall a little ○ *The share index eased slightly today.* ■ *noun* a slight fall in prices

**East Caribbean dollar** /ɪst ˌkærɪbiən 'dɒlə/ *noun* a unit of currency used in Antigua, Dominica, Grenada, Montserrat, St Lucia and St Vincent

**easy** /i:zi/ *adjective* **1.** not difficult **2.** referring to a market where few people are buying, so prices are lower than they were before ○ *The Stock Exchange was easy yesterday.* □ **share prices are easier** prices have fallen slightly

**easy money** /i:zi 'mʌni/ *noun* **1.** money which can be earned with no difficulty **2.** a loan available on easy repayment terms

**easy money policy** /i:zi 'mʌni ˌpɒlɪsi/ *noun* a government policy of expanding the economy by making money more easily available (through lower interest rates and easy access to credit)

**easy terms** /i:zi 'tɜ:mz/ *plural noun* financial terms which are not difficult to accept ○ *The shop is let on very easy terms.*

**EBA** *abbreviation* Euro Banking Association

**EBITDA** *abbreviation* earnings before interest, taxes, depreciation and amortization

**EBRD** *abbreviation* European Bank for Reconstruction and Development

**e-business** /i: ˌbɪznɪs/ *noun* a general term that refers to any type of business activity on the Internet, including marketing, branding and research ○ *E-business is a rising part of the economy.*

'...the enormous potential of e-business is that it can automate the link between suppliers and customers' [*Investors Chronicle*]

**EC** *abbreviation* European Community (NOTE: now called the **European Union**)

**e-cash** /i: kæʃ/ *noun* same as **digital cash**

**ECB** *abbreviation* European Central Bank

**ECGD** *abbreviation* Export Credit Guarantee Department

**e-cheque** /i: tʃek/, *echeque* *noun* same as **electronic cheque**

**e-commerce** /'i: ,kɒmɜ:s/ *noun* a general term that is normally used to refer to the process of buying and selling goods over the Internet

'...the problem is that if e-commerce takes just a 3 per cent slice of the market that would be enough to reduce margins to ribbons' [*Investors Chronicle*]

'...the new economy requires new company structures. He believes that other blue-chip organizations are going to find that new set-ups would be needed to attract and retain the best talent for e-commerce' [*Times*]

**econometrics** /ɪ,kɒnə'metɪks/ *plural noun* the study of the statistics of economics, using computers to analyse these statistics and make forecasts using mathematical models

**economic** /i:kə'nɒmɪk/ *adjective* **1.** which provides enough money to make a profit ○ *The flat is let at an economic rent.* ○ *It is hardly economic for the company to run its own warehouse.* **2.** referring to the financial state of a country ○ *economic planning* ○ *economic trends* ○ *Economic planners are expecting a consumer-led boom.* ○ *The government's economic policy is in ruins after the devaluation.* ○ *The economic situation is getting worse.* ○ *The country's economic system needs more regulation.*

'...each of the major issues on the agenda at this week's meeting is important to the government's success in overall economic management' [*Australian Financial Review*]

**economical** /i:kə'nɒmɪk(ə)/ *adjective* which saves money or materials or which is cheap ○ *This car is very economical.* □ **economical car** a car which does not use much petrol □ **an economical use of resources** the fact of using resources as carefully as possible

**economic crisis** /i:kə'nɒmɪk 'kraɪsɪs/, **economic depression** /i:kə'nɒmɪk dɪ'preʃ(ə)n/ *noun* a situation where a country is in financial collapse ○ *The government has introduced import controls to solve the current economic crisis.*

**economic cycle** /i:kə'nɒmɪk 'saɪk(ə)/ *noun* a period during which trade expands, then slows down and then expands again

**economic development** /i:kə'nɒmɪk dɪ'veləpmənt/ *noun* the expansion of the commercial and financial situation ○ *The government has of-*

*ferred tax incentives to speed up the economic development of the region.* ○ *Economic development has been relatively slow in the north, compared with the rest of the country.*

**economic environment** /i:kə'nɒmɪk ɪn'vaɪrənmənt/ *noun* the general situation in the economy

**economic forecaster** /i:kə'nɒmɪk 'fɔ:kɑ:stə/ *noun* a person who says how he thinks a country's economy will perform in the future

**economic growth** /i:kə'nɒmɪk 'grəʊθ/ *noun* the rate at which a country's national income grows

**economic indicator** /i:kə'nɒmɪk 'ɪndɪkeɪtəz/ *noun* various statistics, e.g. for the unemployment rate or overseas trade, which show how the economy is going to perform in the short or long term

**economic model** /i:kə'nɒmɪk 'mɒd(ə)/ *noun* a computerised plan of a country's economic system, used for forecasting economic trends

**economic planning** /i:kə'nɒmɪk 'plæniŋ/ *noun* the process of planning the future financial state of the country for the government

**economics** /i:kə'nɒmɪks/ *noun* the study of the production, distribution, selling and use of goods and services ■ *plural noun* the study of financial structures to show how a product or service is costed and what returns it produces ○ *I do not understand the economics of the coal industry.* (NOTE: takes a singular verb)

'...believers in free-market economics often find it hard to sort out their views on the issue' [*Economist*]

**economic sanctions** /i:kə'nɒmɪk 'sæŋkʃ(ə)nz/ *plural noun* restrictions on trade with a country in order to influence its political situation or in order to make its government change its policy ○ *to impose economic sanctions on a country*

**economic slowdown** /i:kə'nɒmɪk 'sləʊdaʊn/ *noun* a general reduction in a country's economic activity

**economic stagnation** /i:kə'nɒmɪk stæg'neɪʃ(ə)n/ *noun* a lack of expansion in the economy

**economic value added** /i:kə'nɒmɪk ,vælju: 'ædɪd/ *noun* the



difference between a company's profit and the cost of its capital. A company does not have simply to make a profit from its business – it has to make enough profit to cover the cost of its capital, including equity invested by shareholders. Abbreviation **EVA**

**economies of scale** /i,kɒnə'miz əv 'skeɪl/ *plural noun* a situation in which a product is made more profitable by manufacturing it in larger quantities so that each unit costs less to make. Compare **diseconomies of scale**

**economist** /i'kɒnə'mɪst/ *noun* a person who specialises in the study of economics ○ *Government economists are forecasting a growth rate of 3% next year.* ○ *An agricultural economist studies the economics of the agriculture industry.*

**economy** /i'kɒnə'mi/ *noun* **1.** an action which is intended to stop money or materials from being wasted, or the quality of being careful not to waste money or materials □ **to introduce economies or economy measures into the system** to start using methods to save money or materials **2.** the financial state of a country, or the way in which a country makes and uses its money ○ *The country's economy is in ruins.*

‘...the European economies are being held back by rigid labor markets and wage structures, huge expenditures on social welfare programs and restrictions on the free movement of goods’  
[*Duns Business Month*]

**economy car** /i'kɒnə'mi kɑː/ *noun* a car which does not use much petrol

**economy class** /i'kɒnə'mi klɑːs/ *noun* a lower-quality, less expensive way of travelling ○ *I travel economy class because it is cheaper.* ○ *I always travels first class because tourist class is too uncomfortable.*

**economy drive** /i'kɒnə'mi draɪv/ *noun* a vigorous effort to save money or materials

**economy measure** /i'kɒnə'mi ,meʒə/ *noun* an action to save money or materials

**economy size** /i'kɒnə'mi saɪz/ *noun* a large size or large packet which is cheaper than normal

**ECP** *abbreviation* European Commercial Paper

**ecu, ECU** *abbreviation* European Currency Unit

**EDI** *abbreviation* electronic data interchange

**editorial board** /edɪ'tɔːriəl bɔːd/ *noun* a group of editors on a newspaper or other publication

**EDP** *abbreviation* electronic data processing

**Education IRA** /,edʒu'keɪf(ə)n ,aɪrə/ *noun* *US* an account in which people can contribute up to \$500 annually for the education of a child or a grandchild under the age of 18. These contributions are not tax-deductible but can grow tax-free. There is no tax on withdrawals as long as the child uses them (by the time he or she is 30) to pay for higher education. Full form **Education Individual Retirement Account**

**EEA** *abbreviation* European Economic Area

**EEC** *abbreviation* European Economic Community (NOTE: now called the **European Union (EU)**)

**effect** /ɪ'fekt/ *noun* **1.** a result ○ *The effect of the pay increase was to raise productivity levels.* **2.** operation □ **terms of a contract which take effect or come into effect from January 1st** terms which start to operate on January 1st □ **prices are increased 10% with effect from January 1st** new prices will apply from January 1st □ **to remain in effect** to continue to be applied **3.** meaning □ **a clause to the effect that** a clause which means that □ **we have made provision to this effect** we have put into the contract terms which will make this work ■ *verb* to carry out □ **to effect a payment** to make a payment □ **to effect customs clearance** to clear something through customs □ **to effect a settlement between two parties** to bring two parties together and make them agree to a settlement

**effective** /ɪ'fektɪv/ *adjective* **1.** actual, as opposed to theoretical **2.** □ **a clause effective as from January 1st** a clause which starts to be applied on January 1st

**effective control** /ɪ'fektɪv kən'trəʊl/ *noun* a situation where someone owns a large number of shares in a company, but less than 50%, and so in effect controls the company because no other

single shareholder can outvote him or her

**effective date** /ɪ'fektɪv deɪt/ *noun* the date on which a rule or contract starts to be applied, or on which a transaction takes place

**effective demand** /ɪ'fektɪv dɪ-'mɑ:nd/ *noun* the actual demand for a product which can be paid for

**effective exchange rate** /ɪ'fektɪv ɪks'tʃeɪndʒ reɪt/ *noun* a rate of exchange for a currency calculated against a basket of currencies

**effectiveness** /ɪ'fektɪv nəs/ *noun* the quality of working successfully or producing results ○ *I doubt the effectiveness of television advertising.* ○ *His effectiveness as a manager was due to his quick grasp of detail.* ▶

**cost-effectiveness**

**effective price** /ɪ'fektɪv 'praɪs/ *noun* a share price which has been adjusted to allow for a rights issue

**effective rate** /ɪ'fektɪv 'reɪt/ *noun* a real interest rate on a loan or deposit (i.e. the APR)

**effective yield** /ɪ'fektɪv 'jɪ:ld/ *noun* an actual yield shown as a percentage of the price paid after adjustments have been made

**effectual** /ɪ'fektʃuəl/ *adjective* which produces a correct result

**efficiency** /ɪ'fɪʃ(ə)nsi/ *noun* the ability to work well or to produce the right result or the right work quickly ○ *a business efficiency exhibition* ○ *The bus system is run with a high degree of efficiency.* ○ *We called in an efficiency expert to report on ways of increasing profitability.*

\*...increased control means improved efficiency in purchasing, shipping, sales and delivery' [*Duns Business Month*]

**efficient** /ɪ'fɪʃ(ə)nt/ *adjective* able to work well or to produce the right result quickly ○ *the efficient working of a system* ○ *An efficient assistant is invaluable.* ○ *An efficient new machine would save time.*

**efficiently** /ɪ'fɪʃ(ə)ntli/ *adverb* in an efficient way ○ *She organised the sales conference very efficiently.*

**efficient-market theory** /ɪ'fɪʃ(ə)nt 'mɑ:kɪt θɪəri/ *noun* a theory that the prices operating in a certain market re-

flect all known information about the market and therefore make it impossible for abnormal profits to be made ○ *the efficient working of a system* ○ *he needs an efficient secretary to look after him*

**efflux** /'eflʌks/ *noun* flowing out ○ *the efflux of capital to North America*

**EFT** *abbreviation* electronic funds transfer

**EFTA** *abbreviation* European Free Trade Association

**EFTPOS** *abbreviation* electronic funds transfer at a point of sale

**EGM** *abbreviation* extraordinary general meeting

**EIB** *abbreviation* European Investment Bank

**EIRIS** *abbreviation* ethical investment research service

**EIS** *abbreviation* Enterprise Investment Scheme

**elastic** /ɪ'læstɪk/ *adjective* which can expand or contract easily because of small changes in price

**elasticity** /ɪ'læ'stɪsɪti/ *noun* the ability to change easily in response to a change in circumstances □ **elasticity of supply and demand** changes in supply and demand of an item depending on its market price

**elect** /ɪ'lekt/ *verb* to choose someone by a vote ○ *to elect the officers of an association* ○ *She was elected president of the staff club.*

**-elect** /lekt/ *suffix* referring to a person who has been elected but has not yet started the term of office

**election** /ɪ'lekʃən/ *noun* the act of electing someone ○ *the election of officers of an association* ○ *the election of directors by the shareholders*

**electric utility stocks** /ɪ'lektɪk jʊ:'tɪlti stɒks/ *plural noun* shares in electricity companies

**electronic** /ɪ'elek'trɒnɪk/ *adjective* referring to computers and electronics

**electronic banking** /ɪ'lektɒnɪk 'bæŋkɪŋ/ *noun* the use of computers to carry out banking transactions, such as withdrawals through cash dispensers or transfer of funds at point of sale

**electronic business** /ɪ'lektɒnɪk 'bɪznɪs/ *noun* same as **e-business**

**electronic cash** /,elekrɒnɪk 'kæʃ/ *noun* same as **digital cash**

**electronic cheque** /,elekrɒnɪk 'tʃek/ *noun* an electronic cheque, which a person writes and sends via a computer and the Internet

**electronic commerce** /,elekrɒnɪk 'kɒmɜːs/ *noun* same as **e-commerce**

**electronic data interchange** /,elekrɒnɪk 'deɪtə ,ɪntətʃeɪndʒ/ *noun* a standard format used when business documents such as invoices and purchase orders are exchanged over electronic networks such as the Internet. Abbreviation **EDI**

**electronic funds transfer** /,elekrɒnɪk 'fʌndz ,trænsfɜː/ *noun* a system for transferring money from one account to another electronically (as when using a smart card). Abbreviation **EFT**

**electronic mail** /,elekrɒnɪk 'meɪl/ *noun* same as **email** 1

**electronic purse** /,elekrɒnɪk 'pɜːs/ *noun* same as **digital wallet**

**electronics** /,elek'trɒnɪks/ *plural noun* the scientific study of systems worked by a flow of electrons which are used in manufactured products, such as computers, calculators or telephones ○ *the electronics industry* ○ *an electronics specialist or expert* ○ *an electronics engineer* (NOTE: takes a singular verb)

**element** /'elɪmənt/ *noun* a basic part or the smallest unit into which something can be divided ○ *the elements of a settlement* ○ *Work study resulted in a standard time for each job element.*

**eligibility** /,elɪdʒɪ'bɪlɪti/ *noun* the fact of being eligible ○ *The chairman questioned her eligibility to stand for re-election.*

**eligibility date** /,elɪdʒɪ'bɪlɪti deɪt/ *noun* the date at which someone becomes eligible for benefits

**eligible** /'elɪdʒɪb(ə)/ *adjective* which can be chosen ○ *She is eligible for re-election.*

**eligible liabilities** /,elɪdʒɪb(ə)l ,laɪə'bɪlɪtɪz/ *plural noun* liabilities which go into the calculation of a bank's reserves

**eliminate** /ɪ'lɪmɪneɪt/ *verb* to remove ○ *to eliminate defects in the system* ○ *Using a computer should eliminate all possibility of error.* ○ *We have decided*

*to eliminate this series of old products from our range.* ○ *Most of the candidates were eliminated after the first batch of tests.*

**elite** /'lɪt/ *noun* a group of the best people

**elite stock** /,lɪt 'stɒk/ *noun* a top-quality share

**email** /'iːmeɪl/, **e-mail** *noun* 1. a system of sending messages from one computer terminal to another, using a modem and telephone lines ○ *You can contact me by phone or email if you want.* 2. a message sent electronically ○ *I had six emails from him today.* ■ *verb* to send a message from one computer to another, using a modem and telephone lines ○ *She emailed her order to the warehouse.* ○ *I emailed him about the meeting.*

**embargo** /ɪm'bɑːgəʊ/ *noun* a government order which stops a type of trade, such as exports to or other commercial activity with another country □ **to lay or put an embargo on trade with a country** to say that trade with a country must not take place ○ *The government has put an embargo on the export of computer equipment.* □ **to lift an embargo** to allow trade to start again ○ *The government has lifted the embargo on the export of computers.* □ **to be under an embargo** to be forbidden ■ *verb* to stop trade, or not to allow something to be traded ○ *The government has embargoed trade with the Eastern countries.*

'...the Commerce Department is planning to loosen export controls for products that have been embargoed but are readily available elsewhere in the West' [Duns Business Month]

**embezzle** /ɪm'beɪz(ə)/ *verb* to use illegally money which is not yours, or which you are looking after for someone ○ *He was sent to prison for six months for embezzling his clients' money.*

**embezzlement** /ɪm'beɪz(ə)lmənt/ *noun* the act of embezzling ○ *He was sent to prison for six months for embezzlement.*

**embezzler** /ɪm'beɪz(ə)lə/ *noun* a person who embezzles

**emergency** /ɪ'mɜːdʒənsɪ/ *noun* a dangerous situation where decisions have to be taken quickly

**emergency credit** /ɪ,mɜːdʒənsɪ 'kredɪt/ *noun* credit given by the Fed-

eral Reserve to an organisation which has no other means of borrowing

**emerging** /i'mɜːdʒɪŋ/ *adjective* which is beginning to appear and grow

**emerging country** /i,mɜːdʒɪŋ 'kʌntri/ *noun* a country which is developing rapidly

**emerging growth fund** /i,mɜːdʒɪŋ 'grəʊθ fʌnd/ *noun* growth fund that invests in emerging markets

**emerging market** /i,mɜːdʒɪŋ 'mɑːkɪt/ *noun* a new market, as in South-East Asia or Eastern Europe, which is developing fast and is seen as potentially profitable to fund managers

**emoluments** /i'mɒljʊmənts/ *plural noun* pay, salary or fees, or the earnings of directors who are not employees (NOTE: US English uses the singular **emolument**.)

**e-money** /'iː ,mʌni/ *noun* same as **digital money**

COMMENT: This normally refers to either credit card payments or virtual tokens or a virtual credit card or a micropayment.

**employ** /i'm'plɔɪ/ *verb* to give someone regular paid work □ **to employ twenty staff** to have twenty people working for you □ **to employ twenty new staff** to give work to twenty new people

'70 per cent of Australia's labour force was employed in service activity' [*Australian Financial Review*]

**employed** /i'm'plɔɪd/ *adjective* **1.** in regular paid work □ **he is not gainfully employed** he has no regular paid work **2.** referring to money used profitably ■ *plural noun* people who are working ○ *the employers and the employed* □ **the self-employed** people who work for themselves

**employee** /i'm'plɔɪiː/ *noun* a person employed by another ○ *Employees of the firm are eligible to join a profit-sharing scheme.* ○ *Relations between management and employees are good.* ○ *The company has decided to take on new employees.*

'...companies introducing robotics think it important to involve individual employees in planning their introduction' [*Economist*]

**employee buyout** /i,m'plɔɪiː 'baɪaʊt/ *noun* a purchase of a company by its employees

**employee share ownership plan** /i,m'plɔɪiː 'ʃeə ,əʊnəʃɪp plæn/, **employee share ownership programme** /i,m'plɔɪiː 'ʃeə ,əʊnəʃɪp ,prəʊgræm/, **employee share scheme** /i,m'plɔɪiː 'ʃeə skiːm/ *noun* a plan which allows employees to obtain shares in the company for which they work (though tax may be payable if the shares are sold to employees at a price which is lower than the current market price). Abbreviation **ESOP**

**employer** /i'm'plɔɪə/ *noun* a person or company that has regular workers and pays them

**employer's contribution** /i,m'plɔɪəz ,kɒntrɪ'bjuːʃ(ə)n/ *noun* money paid by an employer towards an employee's pension

**employers' liability insurance** /i,m'plɔɪəz ,laɪə'bɪlɪti ɪnʃʊərəns/ *noun* insurance to cover accidents which may happen at work, and for which the company may be responsible

**employment** /i'm'plɔɪmənt/ *noun* regular paid work □ **to be without employment** to have no work □ **to find someone alternative employment** to find another job for someone

'...the blue-collar unions are the people who stand to lose most in terms of employment growth' [*Sydney Morning Herald*]

**employment agency** /i'm'plɔɪmənt ,eɪdʒənsi/ *noun* an office which finds jobs for staff

**employment office** /i'm'plɔɪmənt ,ɒfɪs/ *noun* an office which finds jobs for people

**employment tribunal** /i,m'plɔɪmənt traɪ,bjuːnəl/ *noun* a government body responsible for dealing with disputes between employees and employers

**empower** /i'm'paʊə/ *verb* to give someone the power to do something ○ *She was empowered by the company to sign the contract.* ○ *Her new position empowers her to hire and fire at will.*

**EMS** *abbreviation* European Monetary System

**EMU** *abbreviation* Economic Monetary Union

**encash** /ɪn'kæʃ/ *verb* to cash a cheque, to exchange a cheque for cash

**encashable** /ɪn'kæʃəb(ə)/ *adjective* which can be cashed

**encashment** /ɪn'kæʃmənt/ *noun* an act of exchanging for cash

**encryption** /ɪn'krɪptʃən/ *noun* a conversion of plain text to a secure coded form by means of a cipher system

**encumbrance** /ɪn'kʌmbɾəns/ *noun* a liability, such as a mortgage or charge, which is attached usually to a property or land

**end** /end/ *noun* the final point or last part ○ *at the end of the contract period* □ **at the end of six months** after six months have passed ■ *verb* to finish ○ *The distribution agreement ends in July.* ○ *The chairman ended the discussion by getting up and walking out of the room.*

**endorse** /ɪn'dɔ:s/ *verb* to say that a product is good □ **to endorse a bill or a cheque** to sign a bill or cheque on the back to show that you accept it

COMMENT: By endorsing a cheque (i.e. signing it on the back), a person whose name is on the front of the cheque is passing ownership of it to another party, such as the bank, which can then accept it and pay him cash for it. If a cheque is deposited in an account, it does not need to be endorsed. Cheques can also be endorsed to another person: a cheque made payable to Mr A. Smith can be endorsed by Mr Smith on the back, with the words: 'Pay to Brown Ltd', and then his signature. This has the effect of making the cheque payable to Brown Ltd, and to no one else. Most cheques are now printed as crossed cheques with the words 'A/C Payee' printed in the space between the two vertical lines. These cheques can only be paid to the person whose name is written on the cheque and cannot be endorsed.

**endorsee** /,endɔ:'si:/ *noun* a person whose name is written on a bill or cheque as having the right to cash it

**endorsement** /ɪn'dɔ:smənt/ *noun* **1.** the act of endorsing **2.** a signature on a document which endorses it **3.** a note on an insurance policy which adds conditions to the policy

**endorser** /ɪn'dɔ:sə/ *noun* a person who endorses a bill or cheque which is then paid to him or her

**endowment** /ɪn'dəʊmənt/ *noun* the act of giving money to provide a regular income

**endowment assurance** /ɪn-'dəʊmənt ə,'ʃʊərəns/, **endowment insurance** /ɪn'dəʊmənt ɪn,'ʃʊərəns/ *noun* an insurance policy where a sum of money is paid to the insured person on a certain date or to his heirs if he dies before that date

**endowment mortgage** /ɪn-'dəʊmənt ,mɔ:ɡɪdʒ/ *noun* a mortgage backed by an endowment policy

COMMENT: The borrower pays interest on the mortgage in the usual way, but does not repay the capital. Instead, he or she takes out an endowment assurance (a life insurance) policy, which is intended to cover the total capital sum borrowed. When the assurance matures, the capital is in theory paid off, though this depends on the performance of the investments made by the company providing the endowment assurance and the actual yield of the policy may be less or more than the sum required. A mortgage where the borrower repays both interest and capital is called a 'repayment mortgage'.

**endowment policy** /ɪn'dəʊmənt ,pɒlɪsi/ *noun* same as **endowment assurance**

**end product** /end 'prɒdʌkt/ *noun* a manufactured product resulting from a production process

**end user** /end 'ju:zə/ *noun* a person who actually uses a product

**energy** /'enədʒi/ *noun* power produced from electricity, petrol or a similar source ○ *We try to save energy by switching off the lights when the rooms are empty.* ○ *If you reduce the room temperature to eighteen degrees, you will save energy.*

**energy shares** /'enədʒi ʃeəz/ *plural noun* shares in companies which provide energy

**enforce** /ɪn'fɔ:s/ *verb* to make sure something is done or that a rule is obeyed ○ *to enforce the terms of a contract*

**enforcement** /ɪn'fɔ:smənt/ *noun* the act of making sure that something is obeyed ○ *enforcement of the terms of a contract*

**engage** /ɪn'ɡeɪdʒ/ *verb* **1.** to arrange to employ workers or advisors ○ *If we increase production we will need to engage more machinists.* ○ *He was engaged as a temporary replacement for*

the marketing manager who was ill. ○ *The company has engaged twenty new sales representatives.* □ **to engage someone to do something** to make someone do something legally ○ *The contract engages us to a minimum annual purchase.* **2.** □ **to be engaged in** to be busy with ○ *He is engaged in work on computers.* ○ *The company is engaged in trade with Africa.*

**engagement** /ɪnˈɡeɪdʒmənt/ *noun* an agreement to do something □ **to break an engagement to do something** not to do what you have legally agreed ○ *Our agents broke their engagement not to sell our rivals' products.*

**entail** /ɪnˈteɪl/ *noun* a legal condition which passes ownership of a property only to certain persons ■ *verb* to involve ○ *Itemising the sales figures will entail about ten days' work.*

**enter** /ˈentə/ *verb* to write ○ *to enter a name on a list* ○ *The clerk entered the interest in my bank book.* ○ *She entered a competition for a holiday in Greece.* ○ *They entered the sum in the ledger.* □ **to enter a bid for something** to offer (usually in writing) to buy something □ **to enter a caveat** to warn legally that you have an interest in a case, and that no steps can be taken without your permission

**entering** /ˈentəriŋ/ *noun* the act of writing items in a record

**enter into** /ˌentər ˈɪntuː/ *verb* to begin ○ *to enter into relations with someone* ○ *to enter into negotiations with a foreign government* ○ *to enter into a partnership with a friend* ○ *The company does not want to enter into any long-term agreement.*

**enterprise** /ˈentəpraɪz/ *noun* **1.** a system of carrying on a business **2.** a business

**Enterprise Investment Scheme** /ˌentəpraɪz ɪnˈvestmənt ski:m/ *noun* a scheme which provides income and CGT relief for people prepared to risk investing in a single unquoted or AIM-listed trading company. Abbreviation **EIS**

**enterprise zone** /ˈentəpraɪz zəʊn/ *noun* an area of the country where businesses are encouraged to develop by offering special conditions such as easy

planning permission for buildings or a reduction in the business rate

**entertain** /ˌentəˈteɪn/ *verb* to offer such things as meals, hotel accommodation and theatre tickets for the comfort and enjoyment of business visitors

**entertainment** /ˌentəˈteɪnmənt/ *noun* the practice of offering meals or other recreation to business visitors

**entertainment allowance** /ˌentəˈteɪnmənt əˌlaʊəns/ *noun* money which managers are allowed by their company to spend on meals with visitors

**entertainment expenses** /ˌentəˈteɪnmənt ɪkˌspensɪz/ *plural noun* money spent on giving meals to business visitors

**entitle** /ɪnˈtaɪt(ə)l/ *verb* to give the right to someone to have something ○ *After one year's service the employee is entitled to four weeks' holiday.* □ **he is entitled to a discount** he has the right to be given a discount

**entitlement** /ɪnˈtaɪt(ə)lmənt/ *noun* a person's right to something

**entitlement issue** /ɪnˈtaɪt(ə)lmənt ˌɪʃuː/ *noun* a rights issue

**entrepot port** /ˈɛntərəpəʊ pɔ:t/ *noun* a town with a large international commercial port dealing in re-exports

**entrepot trade** /ˈɛntərəpəʊ treɪd/ *noun* the exporting of imported goods

**entrepreneur** /ˌɛntərəprəʊˈnɜː/ *noun* a person who directs a company and takes commercial risks

**entrepreneurial** /ˌɛntərəprəʊˈnɜːriəl/ *adjective* taking commercial risks ○ *an entrepreneurial decision*

**entry** /ˈentri/ *noun* **1.** an item of written information put in an accounts ledger (NOTE: The plural is **entries.**) □ **to make an entry in a ledger** to write in details of a transaction □ **to contra an entry** to enter a similar amount on the opposite side of the account **2.** an act of going in or the place where you can go in ○ *to pass a customs entry point* ○ *entry of goods under bond*

**entry charge** /ˈentri tʃɑːdʒ/ *noun* money which you have to pay before you go in

**entry visa** /ˈentri ˌviːzə/ *noun* a visa allowing someone to enter a country

**environmental shares** /ɪn-vaɪrənmənt(ə)l 'ʃeəz/ *plural noun* shares in companies which are seen to be active in the environmental field (stores which sell 'green' produce, waste disposal companies, etc.)

**epos** /'i:pɒs/, **EPOS**, **EPoS** *abbreviation* electronic point of sale

**EPS** *abbreviation* earnings per share

**e-purse** /'i: pɜ:s/ *noun* same as **digital wallet**

**equal** /'i:kwəl/ *adjective* exactly the same ○ *Male and female employees have equal pay.* ■ *verb* to be the same as ○ *Production this month has equalled our best month ever.* (NOTE: UK English is **equalling** – **equalled**, but the US spelling is **equaling** – **equaled**.)

**equalise** /'i:kwəlaɪz/, **equalize** *verb* to make equal ○ *to equalise dividends*

**equally** /'i:kwəli/ *adverb* so that each has or pays the same, or to the same degree ○ *Costs will be shared equally between the two parties.* ○ *They were both equally responsible for the disastrous launch.*

**equal opportunities programme** /i:kwəl ɒpə'tju:nɪtɪz ˌpɹəʊgræm/ *noun* a programme to avoid discrimination in employment (NOTE: The US term is **affirmative action**.)

**equate** /ɪ'kweɪt/ *verb* to reduce to a standard value

**equation** /ɪ'kweɪʒ(ə)n/ *noun* a set of mathematical rules applied to solve a problem ○ *The basic accounting equation is that assets equal liabilities plus equity.*

**equilibrium** /i:kwi'libriəm/ *noun* the state of balance in the economy where supply equals demand or a country's balance of payments is neither in deficit nor in excess

**equities** /'ekwɪtɪz/ *plural noun* ordinary shares

'...in the past three years commercial property has seriously underperformed equities and dropped out of favour as a result' [*Investors Chronicle*]

**equity** /'ekwɪti/ *noun* **1.** the ordinary shares in a company **2.** the value of a company which is the property of its shareholders (the company's assets less its liabilities, not including the ordinary share capital) **3.** the value of an asset, such as a house, less any mortgage on it

COMMENT: 'Equity' (also called 'capital' or 'shareholders' equity' or 'shareholders' capital' or 'shareholders' funds') is the current net value of the company including the nominal value of the shares in issue. After several years a company would expect to increase its net worth above the value of the starting capital. 'Equity capital' on the other hand is only the nominal value of the shares in issue.

**equity accounting** /'ekwɪti ə-ˌkaʊntɪŋ/ *noun* a method of accounting which puts part of the profits of a subsidiary into the parent company's books

**equity capital** /'ekwɪti ˌkæpɪt(ə)l/ *noun* the nominal value of the shares owned by the ordinary shareholders of a company (NOTE: Preference shares are not equity capital. If the company were wound up, none of the equity capital would be distributed to preference shareholders.)

**equity earnings** /'ekwɪti ˌɜ:nɪŋz/ *plural noun* profits after tax, which are available for distribution to shareholders in the form of dividends, or which can be retained in the company for future development

**equity finance** /'ekwɪti ˌfaɪnəns/ *noun* finance for a company in the form of ordinary shares paid for by shareholders

**equity fund** /'ekwɪti fʌnd/ *noun* a fund which is invested in equities, not in government securities or other funds

**equity gearing** /'ekwɪti ˌɡɪərɪŋ/ *noun* the ratio between a company's borrowings at interest and its ordinary share capital

**equity growth fund** /i'ekwɪti ˌgrəʊθ fʌnd/ *noun* a fund invested in equities, aiming to provide capital growth

**equity investment fund** /i'ekwɪti ɪn'vestmənt fʌnd/ *noun* same as **equity fund**

**equity kicker** /'ekwɪti ˌkɪkə/ *noun* US an incentive given to people to lend a company money, in the form of a warrant to share in future earnings (NOTE: The UK term is **equity sweetener**.)

**equity of redemption** /i'ekwɪti əv rɪ'dempʃən/ *noun* a right of a mortgagor to redeem the estate by paying off the principal and interest

**equity REIT** /i'ekwɪti ˌraɪt/ *noun* a trust which invests in rented property.

Full form **equity real estate investment trust**

**equity release** /'ekwɪtɪ rɪ,li:z/ *noun* the act of remortgaging a property on which there is currently no mortgage, in order to use it as security for new borrowing

**equity risk premium** /,ekwɪtɪ 'rɪsk ,prɪmɪəm/ *noun* an extra return on equities over the return on bonds, because of the risk involved in investing in equities

**equity sweetener** /'ekwɪtɪ ,swi:t(ə)nə/ *noun* an incentive to encourage people to lend a company money, in the form of a warrant giving the right to buy shares at a later date and at a certain price

**equivalence** /ɪ'kwɪvələns/ *noun* the condition of having the same value or of being the same

**equivalent** /ɪ'kwɪvələnt/ *adjective* □ **to be equivalent** to have the same value as or to be the same as ○ *The total dividend paid is equivalent to one quarter of the pretax profits.* ○ *Our managing director's salary is equivalent to that of far less experienced employees in other organisations.* ■ *noun* a person who is the equal of someone else

**ERDF** *abbreviation* European Regional Development Fund

**ERM** *abbreviation* exchange rate mechanism

**erode** /ɪ'rəʊd/ *verb* to wear away gradually □ **to erode wage differentials** to reduce gradually differences in salary between different grades

**error** /'erə/ *noun* a mistake ○ *He made an error in calculating the total.* ○ *The secretary must have made a typing error.*

**error rate** /'erə reɪt/ *noun* the number of mistakes per thousand entries or per page

**errors and omissions excepted** /,erəz ənd əʊ,mɪʃ(ə)nz ɪk'septɪd/ *phrase* words written on an invoice to show that the company has no responsibility for mistakes in the invoice. *Abbreviation e. & o.e.*

**escalate** /'eskəleɪt/ *verb* to increase steadily

**escalation** /,eskə'leɪʃ(ə)n/ *noun* a steady increase ○ *an escalation of wage*

*demands* ○ *The union has threatened an escalation in strike action.* □ **escalation of prices** a steady increase in prices

**escalation clause** /,eskə'leɪʃ(ə)n kləʊz/ *noun* same as **escalator clause**

**escalator** /'eskəleɪtə/ *noun* a moving staircase

**escalator bond** /'eskəleɪtə bɒnd/ *noun* a fixed-rate bond where the rate rises each year

**escalator clause** /'eskəleɪtə kləʊz/ *noun* a clause in a contract allowing for regular price increases because of increased costs, or regular wage increases because of the increased cost of living

**escape** /ɪ'skeɪp/ *noun* an act of getting away from a difficult situation

**escape clause** /ɪ'skeɪp kləʊz/ *noun* a clause in a contract which allows one of the parties to avoid carrying out the terms of the contract under certain conditions

**ESCB** *abbreviation* European System of Central Banks

**escrow** /'eskrəʊ/ *noun* an agreement between two parties that something should be held by a third party until certain conditions are fulfilled □ **in escrow** held in safe keeping by a third party □ **document held in escrow** a document given to a third party to keep and to pass on to someone when money has been paid

**escrow account** /'eskrəʊ ə,kaʊnt/ *noun* *US* an account where money is held in escrow until a contract is signed or until goods are delivered

**escudo** /es'kjʊdəʊ/ *noun* a former unit of currency in Portugal

**ESOP** *abbreviation* employee share ownership plan

**establish** /ɪ'stæblɪʃ/ *verb* to set up or to open ○ *The company has established a branch in Australia.* ○ *The business was established in Scotland in 1823.* ○ *It is still a young company, having been established for only four years.* □ **to establish oneself in business** to become successful in a new business

**establishment** /ɪ'stæblɪʃmənt/ *noun* **1.** a commercial business ○ *He runs an important printing establishment.* **2.** the number of people working in a company □ **to be on the establishment** to be a full-time employee □ **of-**



**fice with an establishment of fifteen** an office with a budgeted staff of fifteen

**establishment charges** /ɪ-  
'stæblɪʃmənt ˌtʃɑ:dʒɪz/ *plural noun*  
the cost of people and property in a  
company's accounts

**estate** /ɪ'steɪt/ *noun* property left by a  
dead person

**estate agency** /ɪ'steɪt ˌeɪdʒənsi/  
*noun* an office which arranges for the  
sale of properties

**estate agent** /ɪ'steɪt ˌeɪdʒənt/ *noun*  
a person in charge of an estate agency

**estate duty** /ɪ'steɪt ˌdʒu:ti/ *noun* a  
tax paid on the property left by a dead  
person (NOTE: now called **inheritance  
tax**)

**estate tax** /ɪ'steɪt tæks/ *noun* *US* a  
federal tax on property left by a dead  
person

**estimate** *noun* /'estɪmət/ **1.** a calcula-  
tion of the probable cost, size or time of  
something ○ *Can you give me an esti-  
mate of how much time was spent on the  
job?* □ **at a conservative estimate** proba-  
bly underestimating the final figure ○  
*Their turnover has risen by at least 20%  
in the last year, at a conservative esti-  
mate.* □ **these figures are only an esti-  
mate** these are not the final accurate  
figures **2.** a calculation by a contractor  
or seller of a service of how much some-  
thing is likely to cost, given to a client in  
advance of an order ○ *You should ask  
for an estimate before committing your-  
selves.* ○ *Before we can give the grant  
we must have an estimate of the total  
costs involved.* ○ *Unfortunately the final  
bill was quite different from the esti-  
mate.* □ **to put in an estimate** to give  
someone a written calculation of the  
probable costs of carrying out a job ○  
*Three firms put in estimates for the job.*  
■ **verb** /'estɪmeɪt/ **1.** to calculate the  
probable cost, size or time of something  
○ *to estimate that it will cost £1m* or *to  
estimate costs at £1m* ○ *We estimate  
current sales at only 60% of last year.* **2.**  
□ **to estimate for a job** to state in writ-  
ing the future costs of carrying out a  
piece of work so that a client can make  
an order ○ *Three firms estimated for the  
refitting of the offices.*

**estimated** /'estɪmeɪtɪd/ *adjective*  
calculated approximately ○ *estimated*

*sales* ○ *Costs were slightly more than  
the estimated figure.*

**estimation** /ɪ'estɪ'meɪʃ(ə)n/ *noun* an  
approximate calculation

**estimator** /'estɪmeɪtə/ *noun* a person  
whose job is to calculate estimates for  
carrying out work

**estoppel** /ɪ'stɒp(ə)l/ *noun* a rule of  
evidence whereby someone is prevented  
from denying or asserting a fact in legal  
proceedings

**ethical** /'eθɪk(ə)l/ *adjective* morally  
right

**ethical criteria** /,eθɪk(ə)l kraɪ-  
'tɪəriə/ *plural noun* standards used to  
judge if something is morally right or  
not

**ethical fund** /'eθɪk(ə)l fʌnd/ *noun* a  
fund which invests in companies which  
follow certain moral standards, e.g.  
companies which do not manufacture  
weapons, or which do not trade with  
certain countries or which only use en-  
vironmentally acceptable sources of raw  
materials

**ethical index** /'eθɪk(ə)l ɪn'deks/  
*noun* an index of shares in companies  
which follow certain moral standards

**ethical investment** /,eθɪk(ə)l ɪn-  
'vestmənt/ *noun* an investment in com-  
panies which follow certain moral  
standards

**Ethical Investment Research  
Service** /,eθɪk(ə)l ɪn'vestmənt rɪ-  
'sɜ:tʃ ˌsɜ:vɪs/ *noun* an organisation  
which does research into companies and  
recommends those which follow certain  
standards. Abbreviation **EIRIS**

**ethical screening** /,eθɪk(ə)l  
'skri:nɪŋ/ *noun* checking companies  
against certain moral standards, and re-  
moving those which do not conform

**EU** *abbreviation* European Union ○ *EU  
ministers met today in Brussels.* ○ *The  
USA is increasing its trade with the EU.*

**Eurex** /'jʊərəks/ *noun* a European de-  
rivatives market developed by combin-  
ing the German Terminbörse and the  
Swiss Soffex

**EURIBOR** *abbreviation* European In-  
terbank Offered Rate

**euro** /'jʊərəʊ/ *noun* a unit of currency  
adopted as legal tender in several Euro-  
pean countries from January 1st, 1999 ○  
*Many articles are priced in euros.* ○

*What's the exchange rate for the euro?*  
(NOTE: (NOTE: Written € before numbers: **€250**: say: 'two hundred and fifty euros'). The plural is **euro** or **euros**.)

'...cross-border mergers in the European Union have shot up since the introduction of the euro' [*Investors Chronicle*]

COMMENT: The countries which are joined together in the European Monetary Union and adopted the euro as their common currency in 1999 are: Austria, Belgium, Finland, France, Germany, Ireland, Italy, Luxembourg, the Netherlands, Portugal, and Spain. The conversion of these currencies to the euro was fixed on 1st January 1999 at the following rates: Austrian schilling: 13.7603; Belgian & Luxembourg franc: 40.3399; Finnish Markka: 5.94573; French franc: 6.55957; German mark: 1.95583; Irish punt: 0.787564; Italian lira: 1936.27; Dutch guilder: 2.20371; Portuguese escudo: 200.482; Spanish peseta: 166.386. The CFA franc and CFP franc were pegged to the euro at the same time.

**Euro-** /jʊərəʊ/ *prefix* referring to Europe or the European Union

**euro account** /'jʊərəʊ əˌkaʊnt/ *noun* a bank account in euros

**Eurobond** /'jʊərəʊbɒnd/ *noun* a long-term bearer bond issued by an international corporation or government outside its country of origin and sold to purchasers who pay in a eurocurrency (sold on the Eurobond market)

**Eurocard** /'jʊərəʊkɑ:d/ a cheque card used when writing Eurocheques

**Eurocheque** /'jʊərəʊʃek/ *noun* a cheque which can be cashed in any European bank (the Eurocheque system is based in Brussels)

**Eurocommercial paper** /jʊərəʊtkɔ:mɜ:ʃ(ə)l 'peɪpə/ *noun* a form of short-term borrowing in eurocurrencies. Abbreviation **ECP**

**eurocredit** /'jʊərəʊkredɪt/ *noun* a large bank loan in a eurocurrency (usually provided by a group of banks to a large commercial undertaking)

**Eurocurrency** /'jʊərəʊkɹənsi/ *noun* any currency used for trade within Europe but outside its country of origin, the eurodollar being the most important ○ a *Eurocurrency loan* ○ the *Eurocurrency market*

**eurodeposit** /'jʊərəʊdɪˌpɒzɪt/ *noun* a deposit of eurodollars in a bank outside the US

**Eurodollar** /'jʊərəʊdɒlə/ *noun* a US dollar deposited in a bank outside the US, used mainly for trade within Europe ○ a *Eurodollar loan* ○ the *Eurodollar markets*

**euroequity** /'jʊərəʊˌekwɪti/ *noun* a share in an international company traded on European stock markets outside its country of origin

**Euroland** /'jʊərəʊlənd/ *noun* the European countries which use the euro as a common currency, seen as a group

**Euromarket** /'jʊərəʊmɑ:kɪt/ *noun* **1.** the European Union seen as a potential market for sales **2.** the eurocurrency market, the international market for lending or borrowing in eurocurrencies

**euronote** /'jʊərəʊˌnəʊt/ *noun* a short-term eurocurrency bearer note

**euro-option** /'jʊərəʊ ˌɒpʃ(ə)n/ *noun* an option to buy European bonds at a later date

**Europe** /'jʊərəʊp/ *noun* **1.** the continent of Europe, the part of the world to the west of Asia, from Russia to Ireland ○ *Most of the countries of Western Europe are members of the EU.* ○ *Poland is in eastern Europe, and Greece, Spain and Portugal are in southern Europe.* **2.** the European Union (including the UK) ○ *Canadian exports to Europe have risen by 25%.*

**European** /ˌjʊərəʊˈpi:ən/ *adjective* referring to Europe ○ *They do business with several European countries.*

**European Bank for Reconstruction and Development** /ˌjʊərəʊˈpi:ən bæŋk fə rɪˌkɔ:nˌstrʌktʃ(ə)n ən dɪˈveləpmənt/ *noun* bank, based in London, which channels aid from the EU to Eastern European countries. Abbreviation **EBRD**

**European Central Bank** /ˌjʊərəʊˈpi:ən ˌsentrəl 'bæŋk/ *noun* central bank for most of the countries in the European Union, those which have accepted European Monetary Union and have the euro as their common currency. Abbreviation **ECB**

'...the ECB begins with some \$300 billion of foreign exchange reserves, far more than any other central bank' [*Investors Chronicle*]

'...any change in the European bank's statutes must be agreed and ratified by all EU member nations' [*The Times*]

### European Commercial Paper

/ˌjʊərəˈpiːən kə,mɜːʃ(ə)l 'peɪpə/ *noun* a commercial paper issued in a eurocurrency. Abbreviation **ECP**

### European Commission

/ˌjʊərəˈpiːən kə'mɪʃ(ə)n/ *noun* the main executive body of the EU, made up of members nominated by each member state. Also called **Commission of the European Community**

### European Common Market

/ˌjʊərəˈpiːən ˌkɒmən 'mɑːkɪt/ *noun* formerly the name for the European Community, an organisation which links several European countries for the purposes of trade

### European Community

/ˌjʊərəˈpiːən kə'mjuːnɪti/ *noun* formerly, the name of the European Union. Abbreviation **EC**

### European Currency Unit

/ˌjʊərəˈpiːən 'kʌrənsɪ ˌjuːnɪt/ *noun* a monetary unit used within the EU. Abbreviation **ECU**

### European Economic Area

/ˌjʊərəˈpiːən ˌiːkənɒmɪk 'eəriə/ *noun* an area comprising the countries of the EU and the members of EFTA, formed by an agreement on trade between the two organisations. Abbreviation **EEA**

### European Economic Community

/ˌjʊərəˈpiːən ˌiːkənɒmɪk kə'mjuːnɪti/ *noun* a grouping of European countries which later became the European Union. Abbreviation **EEC**. Also called **European Community**

### European Free Trade Association

/ˌjʊərəˈpiːən friː 'treɪd əˌsəʊsiətʃ(ə)n/ *noun* a group of countries (Iceland, Liechtenstein, Norway and Switzerland) formed to encourage freedom of trade between its members, and linked with the EU in the European Economic Area. Abbreviation **EFTA**

### European Interbank Offered Rate

/ˌjʊərəˈpiːən ˌɪntəbæŋk ˌɔfəd 'reɪt/ *noun* rate at which European banks offer to lend funds to other banks

### European Investment Bank

/ˌjʊərəˈpiːən ɪn'vestmənt bæŋk/ *noun* international European bank set up to provide loans to European countries. Abbreviation **EIB**

### European Monetary System

/ˌjʊərəˈpiːən 'mʌnɪt(ə)rɪˌsɪstəm/ *noun* system of controlled exchange rates between some of the member countries of the European Union. Abbreviation **EMS**

COMMENT: The EMS now only applies to countries such as Greece which are members of the EU but not part of the EMU.

### European Monetary Union

/ˌjʊərəˈpiːən 'mʌnɪt(ə)rɪ ˌjuːnɪən/ *noun* the process by which some of the member states of the EU joined together to adopt the euro as their common currency on 1st January 1999. Abbreviation **EMU**

### European options

/ˌjʊərəˈpiːən ˌɔpʃən/ *plural noun* an American term for options which can only be exercised on their expiration date

### European Parliament

'pɑːləmənt/ *noun* the parliament with members (MEPs) from each country of the EU

### European Regional Development Fund

/ˌjʊərəˈpiːən ˌrɪːdʒ(ə)nəl dɪ'veləpmənt fʌnd/ *noun* fund set up to provide grants to underdeveloped parts of Europe. Abbreviation **ERDF**

### European Social Charter

/ˌjʊərəˈpiːən ˌsəʊʃ(ə)l 'tʃɑːtə/ *noun* a charter for employees, drawn up by the EU in 1989, by which employees have the right to a fair wage, and to equal treatment for men and women, a safe work environment, training, freedom of association and collective bargaining, provision for disabled workers, freedom of movement from country to country, guaranteed standards of living both for the working population and for retired people. Also called **Social Charter**

### European Union

'juːnɪən/ *noun* (formerly, the European Economic Community (EEC), the Common Market) a group of European countries linked together by the Treaty of Rome in such a way that trade is more free, people can move from one country to another more freely and people can work more freely in other countries of the group

COMMENT: The European Community was set up in 1957 and changed its name to the European Union when it adopted the Single Market. It has now grown to include fifteen member states. These are:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom; other countries are negotiating to join. The member states of the EU are linked together by the Treaty of Rome in such a way that trade is more free, money can be moved from one country to another freely, people can move from one country to another more freely and people can work more freely in other countries of the group.

**euroyen** /'jʊərəʊ,jen/ *noun* a Japanese yen deposited in a European bank and used for trade within Europe

**Eurozone** /'jʊərəʊzəʊn/ *noun* the European countries which use the euro as a common currency, seen as a group

'...the European Central Bank left the door open yesterday for a cut in Eurozone interest rates' [*Financial Times*]

'...a sustained recovery in the euro will require either a sharp slowdown in US growth or a rise in inflation and interest rates in the eurozone beyond that already discounted' [*Investors Chronicle*]

**EVA** *abbreviation* economic value added

**evade** /'veɪd/ *verb* to try to avoid something □ **to evade tax** to try illegally to avoid paying tax

**evaluate** /'vælju:et/ *verb* to calculate a value for something ○ *to evaluate costs* ○ *We will evaluate jobs on the basis of their contribution to the organisation as a whole.* ○ *We need to evaluate the experience and qualifications of all the candidates.*

**evaluation** /'vælju:'eɪʃ(ə)n/ *noun* the calculation of value

**evasion** /'veɪʒ(ə)n/ *noun* the act of avoiding something

**event-driven** /'vent 'drɪv(ə)n/ *adjective* activated by, and designed to profit from, a certain event, such as a merger, bankruptcy or takeover

**ex** *prefix* /eks/ out of or from ■ without  
**ex-** /eks/ *prefix* former ○ *an ex-director of the company*

**exact** /ɪg'zækt/ *adjective* strictly correct, not varying in any way from, e.g. not any more or less than, what is stated ○ *The exact time is 10.27.* ○ *The salesgirl asked me if I had the exact sum, since the shop had no change.*

**exact interest** /ɪg,zækt 'ɪntrəst/ *noun* an annual interest calculated on the basis of 365 days (as opposed to ordinary interest, calculated on 360 days)

**exactly** /ɪg'zæktli/ *adverb* not varying in any way from, e.g. not any more or less than, what is stated ○ *The total cost was exactly £6,500.*

**ex-all** /eks 'ɔ:l/ *adjective* referring to a share price where the share is sold without the dividend, rights issue, or any other current issue. Abbreviation **xa**

**examination** /ɪg,zæmɪ'neɪʃ(ə)n/ *noun* **1.** an act of looking at something very carefully to see if it is acceptable **2.** a written or oral test to see if someone has passed a course ○ *He passed his accountancy examinations.* ○ *She came first in the final examination for the course.* ○ *Examinations are given to candidates to test their mathematical ability.*

**examine** /ɪg'zæmɪn/ *verb* to look at someone or something very carefully ○ *Customs officials asked to examine the inside of the car.* ○ *The police are examining the papers from the managing director's safe.*

**examiner** /ɪg'zæmɪnə/ *noun* **1.** a person who examines something to see if it is correct **2.** a court-appointed administrator for a company

**ex-capitalisation** /eks ,kæpɪt(ə)laɪ'zeɪʃ(ə)n/, **ex cap** /eks 'kæp/ *adjective* referring to a share price where the share is sold without a recent scrip issue. Abbreviation **xc**

**exceed** /ɪk'si:d/ *verb* to be more than ○ *a discount not exceeding 15%* ○ *Last year costs exceeded 20% of income for the first time.* □ **he has exceeded his credit limit** he has borrowed more money than he is allowed

**except** /ɪk'sept/ *preposition, conjunction* not including ○ *VAT is levied on all goods and services except books, newspapers and children's clothes.* ○ *Sales are rising in all markets except the Far East.*

**excepted** /ɪk'septɪd/ *adverb* not including

**exceptional** /ɪk'sepʃən(ə)l/ *adjective* different or not usual

**exceptional items** /ɪk,sɛpʃən(ə)l 'aɪtəmz/ *plural noun* **1.** items which

arise from normal trading but which are unusual because of their size or nature; such items are shown separately in a note to the company's accounts but not on the face of the P & L account unless they are profits or losses on the sale or termination of an operation, or costs of a fundamental reorganisation or restructuring which have a material effect on the nature and focus of the reporting entity's operations, or profits or losses on the disposal of fixed assets **2.** items in a balance sheet which do not appear there each year and which are included in the accounts before the pre-tax profit is calculated (as opposed to extraordinary items, which are calculated after the pre-tax profit)

**excess** *noun, adjective* (an amount) which is more than what is allowed ○ *an excess of expenditure over revenue* ○ *Excess costs have caused us considerable problems.*

**excess capacity** /,ɛksɛs kə'pæsɪti/ *noun* spare capacity which is not being used

**excessive** /ɪk'sesɪv/ *adjective* too large ○ *Excessive production costs made the product uneconomic.*

**excess liquidity** /,ɛksɛs lɪ'kwɪdɪti/ *noun* cash held by a bank above the normal requirement for that bank

**excess profit** /,ɛksɛs 'prɒfɪt/ *noun* profit which is higher than what is thought to be normal

**excess profits tax** /,ɛksɛs 'prɒfɪts tæks/ *noun* a tax on profits which are higher than what is thought to be normal

**exchange** /ɪks'tʃeɪndʒ/ *noun* **1.** the act of giving one thing for another **2.** a market for shares, commodities, futures, etc. ■ *verb* **1.** □ **to exchange something (for something else)** to give one thing in place of something else ○ *He exchanged his motorcycle for a car.* ○ *Goods can be exchanged only on production of the sales slip.* **2.** to change money of one country for money of another ○ *to exchange euros for pounds*

'...under the barter agreements, Nigeria will export crude oil in exchange for trucks, food, planes and chemicals' [*Wall Street Journal*]

**exchangeable** /ɪks'tʃeɪndʒəb(ə)/ *adjective* which can be exchanged

**exchange control** /ɪks'tʃeɪndʒ kən'trəʊl/ *noun* the control by a gov-

ernment of the way in which its currency may be exchanged for foreign currencies

**exchange controls** /ɪks'tʃeɪndʒ kən'trəʊlz/ *plural noun* government restrictions on changing the local currency into foreign currency ○ *The government had to impose exchange controls to stop the rush to buy dollars.* ○ *They say the government is going to lift exchange controls.*

**exchange cross rates** /ɪks,tʃeɪndʒ 'krɒs reɪts/ *plural noun* rates of exchange for two currencies, shown against each other, but in terms of a third currency, often the US dollar. Also called **cross rates**

**exchange dealer** /ɪks'tʃeɪndʒ ,di:lə/ *noun* a person who buys and sells foreign currency

**exchange dealings** /ɪks'tʃeɪndʒ ,di:lɪŋz/ *plural noun* the buying and selling of foreign currency

**Exchange Equalisation Account** /ɪks,tʃeɪndʒ ,ɪkwəlaɪ'zeɪʃ(ə)n ə- ,kaʊnt/ *noun* an account with the Bank of England used by the government when buying or selling foreign currency to influence the sterling exchange rate

**exchange of contracts** /ɪks- ,tʃeɪndʒ əv 'kɒntrækt/ *noun* the point in the sale of property when the buyer and the seller both sign the contract of sale, which then becomes binding

**exchange premium** /ɪks'tʃeɪndʒ ,pri:mɪəm/ *noun* an extra cost above the normal rate for buying a foreign currency

**exchanger** /ɪks'tʃeɪndʒə/ *noun* a person who buys and sells foreign currency

**exchange rate** /ɪks'tʃeɪndʒ reɪt/ *noun* **1.** a rate at which one currency is exchanged for another. Also called **rate of exchange** **2.** a figure that expresses how much a unit of one country's currency is worth in terms of the currency of another country

'...can free trade be reconciled with a strong dollar resulting from floating exchange rates' [*Duns Business Month*]

'...a draft report on changes in the international monetary system casts doubt on any return to fixed exchange-rate parities' [*Wall Street Journal*]

**exchange rate mechanism** /ɪks-  
tʃeɪndʒ reɪt ˌmekənɪz(ə)m/ *noun* a  
method of stabilising exchange rates  
within the European Monetary System,  
where currencies could only move up or  
down within a narrow band (usually  
2.25% either way, but for certain cur-  
rencies widened to 6%) without involv-  
ing a realignment of all the currencies in  
the system. Abbreviation **ERM**

**Exchequer** /ɪks'tʃekə/ *noun* **◇** the  
**Exchequer** **GB** 1. the fund of all money  
received by the government of the UK  
from taxes and other revenues 2. the  
British government's account with the  
Bank of England 3. the British govern-  
ment department dealing with public  
revenue

**Exchequer stocks** /ɪks'tʃekə  
stɒks/ *plural noun* same as **Treasury  
stocks**

**excise duty** /'eksraɪz ˌdju:ti/ *noun* a  
tax on goods such as alcohol and petrol  
which are produced in the country

**exciseman** /'eksraɪzmæn/ *noun* a  
person who works in the Excise  
Department

**exclude** /ɪk'sklu:d/ *verb* to keep out,  
or not to include **○** *The interest charges  
have been excluded from the document.*  
**○** *Damage by fire is excluded from the  
policy.*

**exclusion** /ɪk'sklu:z(ə)n/ *noun* 1. the  
act of not including something 2. an  
item reported on the tax return but on  
which no tax is payable

**exclusion clause** /ɪk'sklu:z(ə)n  
klɔ:z/ *noun* a clause in an insurance  
policy or warranty which says which  
items or events are not covered

**exclusive** /ɪk'sklu:sɪv/ *adjective* 1.  
limited to one person or group **□** **to have  
exclusive right to market a product** to  
be the only person who has the right to  
market a product 2. **□ exclusive of** not  
including **○** *The invoice is exclusive of  
VAT.*

**exclusive agreement** /ɪk'sklu:sɪv  
ə'grɪ:mənt/ *noun* an agreement where a  
person is made sole agent for a product  
in a market

**exclusive of tax** /ɪk'sklu:sɪv əv  
'tæks/ *adjective* not including tax **○** *All  
payments are exclusive of tax.*

**exclusivity** /ˌeksklu:'sɪvɪtɪ/ *noun* the  
exclusive right to market a product

**ex coupon** /eks 'ku:pən/ *adverb*  
without the interest coupons or after in-  
terest has been paid

**ex dividend** /eks 'dɪvɪdend/, **ex div**  
/eks 'dɪv/ *adjective* referring to a share  
price not including the right to receive  
the next dividend **○** *The shares went ex  
dividend yesterday.* Abbreviation **xd**

**execute** /'eksɪkju:t/ *verb* to carry out  
an order **○** *Failure to execute orders  
may lead to dismissal.* **○** *There were  
many practical difficulties in executing  
the managing director's instructions.*

**execution** /ˌeksɪ'kju:f(ə)n/ *noun* 1.  
the carrying out of a commercial order  
or contract 2. the carrying out of a legal  
order or contract

**execution-only broker**  
/ˌeksɪkju:f(ə)n 'əʊnli ˌbrəʊkə/ *noun*  
same as **dealing-only broker**

**execution-only service**  
/ˌeksɪkju:f(ə)n 'əʊnli ˌsɜ:vɪs/ *noun* a  
service which buys and sells shares for  
clients, but does not provide any advice  
and does not manage portfolios

**executive** /ɪg'zekjʊtɪv/ *adjective*  
which puts decisions into action **■ noun**  
a person in a business who takes deci-  
sions, a manager or director **○** *sales ex-  
ecutives* **○** *a senior or junior executive*

'...one in ten students commented on the long  
hours which executives worked' [*Employment  
Gazette*]

'...our executives are motivated by a desire to  
carry out a project to the best of their ability'  
[*British Business*]

**executive committee** /ɪg,zekjʊtɪv  
kə'mɪtɪ/ *noun* a committee which runs a  
society or a club

**executive director** /ɪg,zekjʊtɪv  
dɪr'rektə/ *noun* a director who works  
full-time in the company (as opposed to  
a 'non-executive director')

**executive powers** /ɪg,zekjʊtɪv  
'paʊəz/ *plural noun* the right to act as  
director or to put decisions into action **○**  
*He was made managing director with  
full executive powers over the European  
operation.*

**executive share option scheme**  
/ɪg,zekjʊtɪv 'ʃeə ɒpʃən ˌski:m/ *noun*  
a special scheme for senior managers,  
by which they can buy shares in the

company they work for at a fixed price at a later date

**executor** /ɪg'zɛkjʊtə/ *noun* a person or firm that sees that the terms of a will are carried out ○ *He was named executor of his brother's will.*

**exempt** /ɪg'zɛmpt/ *adjective* not forced to do something, especially not forced to obey a particular law or rule, or not forced to pay something ○ *Anyone over 65 is exempt from charges* ○ *He was exempt from military service in his country.* □ **exempt from tax** not required to pay tax ○ *As a non-profit-making organisation we are exempt from tax.* ■ *verb* ○ *Non-profit-making organisations are exempted from tax.* ○ *The government exempted trusts from tax.* □ **to exempt something from tax** to free something from having tax paid on it ○ *Food is exempted from sales tax.*

'Companies with sales under \$500,000 a year will be exempt from the minimum-wage requirements' [*Nation's Business*]

**exemption** /ɪg'zɛmp(ə)n/ *noun* the act of exempting something from a contract or from a tax □ **exemption from tax or tax exemption** the fact of being free from having to pay tax ○ *As a non-profit-making organisation you can claim tax exemption.*

**exempt securities** /ɪg,zɛmpt sɪ-'kjʊərɪtɪz/ *plural noun* securities, such as municipal bonds, which do not need to be registered with the SEC

**exercise** /'ɛksəsaɪz/ *noun* **1.** a use of something □ **exercise of an option** using an option, putting an option into action **2.** a financial year ○ *during the current exercise* ■ *verb* to use ○ *The chairwoman exercised her veto to block the motion.* □ **to exercise an option** to put an option into action ○ *He exercised his option to acquire sole marketing rights for the product.*

**exercise date** /'ɛksəsaɪz deɪt/ *noun* a date when an option can be put into effect

**exercise price** /'ɛksəsaɪz praɪs/ *noun* a price at which an option will be put into effect

**ex gratia** /ɛks 'grɛɪʃə/ *adjective* done as a favour

**ex gratia payment** /ɛks 'grɛɪʃə 'peɪmənt/ *noun* a payment made as a gift, with no other obligations

**exit** /'ɛgzɪt/ *noun* going out or leaving

**exit charge** /'ɛgzɪt tʃɑ:dʒ/, **exit fee** /'ɛgzɪt fi:z/ *noun* a charge made when selling units in a unit trust (only some trusts apply this charge) or when selling out of a PEP

**ex officio** /ɛks ə'fɪʃiəʊ/ *adjective, adverb* because of an office held ○ *The treasurer is ex officio a member or an ex officio member of the finance committee.*

**expand** /ɪk'spænd/ *verb* to get bigger, or make something bigger ○ *an expanding economy* ○ *The company is expanding fast.* ○ *We have had to expand our sales force.*

**expansion** /ɪk'spænfən/ *noun* an increase in size ○ *The expansion of the domestic market.* ○ *The company had difficulty in financing its current expansion programme.*

'...inflation-adjusted GNP moved up at a 1.3% annual rate, its worst performance since the economic expansion began' [*Fortune*]

'...the businesses we back range from start-up ventures to established businesses in need of further capital for expansion' [*Times*]

**expect** /ɪk'spekt/ *verb* to hope that something is going to happen ○ *We are expecting him to arrive at 10.45.* ○ *They are expecting a cheque from their agent next week.* ○ *The house was sold for more than the expected price.*

'...he observed that he expected exports to grow faster than imports in the coming year' [*Sydney Morning Herald*]

'American business as a whole has seen profits well above the levels normally expected at this stage of the cycle' [*Sunday Times*]

**expenditure** /ɪk'spɛndɪtʃə/ *noun* the amount of money spent □ **the company's current expenditure programme** the company's spending according to the current plan □ **heavy expenditure on equipment** spending large sums of money on equipment

**expense** /ɪk'spens/ *noun* money spent ○ *It is not worth the expense.* ○ *The expense is too much for my bank balance.* ○ *The likely profits do not justify the expense of setting up the project.* □ **at great expense** having spent a lot of money □ **he furnished the office re-**

**gardless of expense** without thinking how much it cost

**expense account** /ɪk'spens ə-  
ˌkaʊnt/ *noun* an allowance of money which a business pays for an employee to spend on travelling and entertaining clients in connection with that business  
○ *I'll put this lunch on my expense account.*

**expenses** /ɪk'spensɪz/ *plural noun* money paid to cover the costs incurred by someone when doing something  
○ *The salary offered is £10,000 plus expenses.*  
○ *He has a high salary and all his travel expenses are paid by the company.*  
□ **all expenses paid** with all costs paid by the company  
○ *The company sent him to San Francisco all expenses paid.*  
□ **to cut down on expenses** to reduce spending  
□ **legal expenses** money spent on fees paid to lawyers

**expiration** /ɪˌekspeərij(ə)n/ *noun* the act of coming to an end  
○ *the expiration of an insurance policy*  
○ *to repay before the expiration of the stated period*  
□ **on expiration of the lease** when the lease comes to an end

**expiration date** /ɪˌekspeərij(ə)n deɪt/ *noun* same as **expiry date**

**expire** /ɪk'spaɪə/ *verb* to come to an end  
○ *The lease expires in 2010.*  
○ *The option expired last Tuesday.*  
□ **his passport has expired** his passport is no longer valid

**expiry** /ɪk'spaɪəri/ *noun* the act of coming to an end  
○ *the expiry of an insurance policy*

**expiry date** /ɪk'spaɪəri deɪt/ *noun* **1.** a date when something will end **2.** the last date on which a credit card can be used

**export** *noun* /'eksɔ:t/ /'eksɔ:t/ the practice or business of sending goods to foreign countries to be sold  
○ *50% of the company's profits come from the export trade or the export market.*  
♦ **exports** ■ *verb* /ɪk'spɔ:t/ /ɪk'spɔ:t/ to send goods to foreign countries for sale  
○ *50% of our production is exported.*  
○ *The company imports raw materials and exports the finished products.*

**exportation** /ɪˌeksɔ:'teɪj(ə)n/ *noun* the act of sending goods to foreign countries for sale

**Export Credit Guarantee Department** /ɪˌeksɔ:t ˌkredɪt gærən'ti: dɪ-

ˌpɔ:tmənt/ *noun* a British government department which insures sellers of exports sold on credit against the possibility of non-payment by the purchasers.  
Abbreviation **ECGD**

**export department** /'eksɔ:t dɪ-  
ˌpɔ:tmənt/ *noun* the section of a company which deals in sales to foreign countries

**export duty** /'eksɔ:t ˌdju:ti/ *noun* a tax paid on goods sent out of a country for sale

**exporter** /ɪk'spɔ:tə/ *noun* a person, company or country that sells goods in foreign countries  
○ *a major furniture exporter*  
○ *Canada is an important exporter of oil or an important oil exporter.*

**export house** /'eksɔ:t haʊs/ *noun* a company which specialises in the export of goods manufactured by other companies

**export licence** /'eksɔ:t ˌlaɪs(ə)ns/ *noun* a government permit allowing something to be exported  
○ *The government has refused an export licence for computer parts.*

**export manager** /'eksɔ:t ˌmænɪdʒə/ *noun* the person in charge of an export department in a company  
○ *The export manager planned to set up a sales force in Southern Europe.*  
○ *Sales managers from all export markets report to our export manager.*

**export restitution** /ɪˌeksɔ:t ˌrestɪ-  
'tju:ʃ(ə)n/ *noun* (in the EU) subsidies to European food exporters

**exports** /'eksɔ:tɪz/ *plural noun* goods sent to a foreign country to be sold  
○ *Exports to Africa have increased by 25%.* (NOTE: Usually used in the plural, but the singular form is used before a noun.)

**expose** /ɪk'spəʊz/ *verb* □ **to be exposed to something** to be in a position where something might harm you  
○ *The banks are exposed to bad debts in Asia.*

**exposure** /ɪk'spəʊzəl/ *noun* the amount of risk which a lender or investor runs  
○ *He is trying to limit his exposure in the property market.*

COMMENT: Exposure can be the amount of money lent to a customer (a bank's exposure to a foreign country) or the amount of money which an investor may lose if his



investments collapse (his or her exposure in the stock market).

**express** /ɪk'spres/ *adjective* **1.** rapid or very fast ○ *an express letter* **2.** clearly shown in words ○ *The contract has an express condition forbidding sale in Africa.* ■ *verb* **1.** to put into words or diagrams ○ *This chart shows home sales expressed as a percentage of total turnover.* **2.** to send something very fast ○ *We expressed the order to the customer's warehouse.*

**expressly** /ɪk'spresli/ *adverb* clearly in words ○ *The contract expressly forbids sales to the United States.*

**express money transfer** /ɪk,spres'mʌni ,trænsfɜ:/ *noun* a foreign currency payment to an individual or organisation delivered electronically to a bank

**ex-rights** /eks 'raɪts/ *adjective* referring to a share price where the share is sold without a recent rights issue. Abbreviation **xr**

**extend** /ɪk'stend/ *verb* **1.** to offer something ○ *to extend credit to a customer* **2.** to make something longer ○ *Her contract of employment was extended for two years.* ○ *We have extended the deadline for making the appointment by two weeks.*

**extended credit** /ɪk'stendɪd 'kredit/ *noun* **1.** credit allowing the borrower a very long time to pay ○ *We sell to Australia on extended credit.* **2.** US an extra long credit used by commercial banks borrowing from the Federal Reserve

**extension** /ɪk'stenʃən/ *noun* **1.** a longer time allowed for something than was originally agreed □ **to get an extension of credit** to get more time to pay back □ **extension of a contract** the continuing of a contract for a further period **2.** (*in an office*) an individual telephone linked to the main switchboard ○ *The sales manager is on extension 53.* ○ *Can you get me extension 21?*

**extensive** /ɪk'stensɪv/ *adjective* very large or covering a wide area ○ *an extensive network of sales outlets*

**external** /ɪk'stɜ:n(ə)/ *adjective* **1.** outside a country (NOTE: The opposite is **internal**.) **2.** outside a company

**external account** /ɪk,stɜ:n(ə)l ə-'kaʊnt/ *noun* an account in a British bank belonging to someone who is living in another country

**external audit** /ɪk,stɜ:n(ə)l 'ɔ:ɪtɪ/ *noun* **1.** an audit carried out by an independent auditor (who is not employed by the company) **2.** an evaluation of the effectiveness of a company's public relations carried out by an outside agency

**external auditor** /ɪk,stɜ:n(ə)l 'ɔ:ɪtɪə/ *noun* an independent person who audits the company's accounts

**external debt** /ɪk,stɜ:n(ə)l 'det/ *noun* money which a company has borrowed from outside sources (such as a bank) as opposed to money raised from shareholders

**external funds** /ɪk,stɜ:n(ə)l 'fʌndz/ *plural noun* same as **external debt**

**external growth** /ɪk,stɜ:n(ə)l 'grəʊθ/ *noun* growth by buying other companies, rather than by expanding existing sales or products (NOTE: The opposite is **internal growth** or **organic growth**.)

**external trade** /ɪk,stɜ:n(ə)l 'treɪd/ *noun* trade with foreign countries (NOTE: The opposite is **internal trade**.)

**extract** /'ekstrækt/ *noun* a printed document which is part of a larger document ○ *He sent me an extract of the accounts.*

**extraordinaries** /ɪk-'strɔ:d(ə)n(ə)rɪz/ *plural noun* same as **extraordinary items**

**extraordinary** /ɪk-'strɔ:d(ə)n(ə)rɪ/ *adjective* different from normal

**Extraordinary General Meeting** /ɪk,stɜ:d(ə)n(ə)rɪ ,dʒen(ə)rəl 'mi:tɪŋ/ *noun* a special meeting of shareholders to discuss an important matter (such as a change in the company's articles of association) which cannot wait until the next AGM ○ *to call an Extraordinary General Meeting* Abbreviation **EGM**

**extraordinary items** /ɪk-'strɔ:d(ə)n(ə)rɪ ,aɪtəmz/ *plural noun* formerly, large items of income or expenditure which did not arise from normal trading and which did not occur every year (they were shown separately in the P&L account, after taxation)

## F

**face value** /,feɪs 'væljuː/ *noun* the value written on a coin, banknote or share certificate

'...travellers cheques cost 1% of their face value – some banks charge more for small amounts' [Sunday Times]

**facility** /fə'sɪlɪti/ *noun* **1.** something that allows something to be done something easily ○ *We offer facilities for payment.* **2.** the total amount of credit which a lender will allow a borrower

**facility fee** /fə'sɪlɪti fiː/ *noun* a charge made to a borrower by a bank for arranging credit facilities

**factor** /'fæktə/ *noun* **1.** something which is important, or which is taken into account when making a decision ○ *The drop in sales is an important factor in the company's lower profits.* ○ *Motivation was an important factor in drawing up the new pay scheme.* **2.** □ **by a factor of ten** ten times **3.** a person or company which is responsible for collecting debts for companies, by buying debts at a discount on their face value **4.** a person who sells for a business or another person and earns a commission ■ **verb** to buy debts from a company at a discount

'...factors 'buy' invoices from a company, which then gets an immediate cash advance representing most of their value. The balance is paid when the debt is met. The client company is charged a fee as well as interest on the cash advanced' [Times]

COMMENT: A factor collects a company's debts when due, and pays the creditor in advance part of the sum to be collected, so 'buying' the debt.

**factor in** /,fæktər 'ɪn/ *verb* to add a factor when making calculations

**factoring** /'fæktərɪŋ/ *noun* the business of buying debts from a firm at a discount and then getting the debtors to pay

**factoring charges** /'fæktərɪŋ ,tʃɑːdʒɪz/ *plural noun* the cost of selling debts to a factor for a commission

**factors of production** /,fæktəz əv prə'dʌkʃən/ *plural noun* the three things needed to produce a product (land, labour and capital)

**factory floor** /,fækt(ə)rɪ 'flɔː/ *noun* the main works of a factory

**factory gate price** /,fækt(ə)rɪ 'geɪt praɪs/ *noun* the actual cost of manufacturing goods before any mark-up is added to give profit (NOTE: The factory gate price includes direct costs such as labour, raw materials and energy, and indirect costs such as interest on loans, plant maintenance or rent.)

**factory inspectorate** /'fækt(ə)rɪ ɪn,spekt(ə)rət/ *noun* all inspectors of factories

**factory price** /'fækt(ə)rɪ praɪs/ *noun* a price not including transport from the maker's factory

**factory worker** /'fækt(ə)rɪ ,wɜːkə/ *noun* a person who works in a factory

**fail** /feɪl/ *verb* **1.** not to do something which you were trying to do ○ *The company failed to notify the tax office of its change of address.* ○ *They failed to agree on an agenda for the meeting.* ○ *Negotiations continued until midnight but the two sides failed to come to an agreement.* **2.** to be unsuccessful ○ *The prototype failed its first test.* □ **the company failed** the company went bankrupt ○ *He lost all his money when the bank failed.*

**failure** /'feɪljə/ *noun* not doing something which you promised to do □ **failure to pay a bill** not paying a bill

**fair** /feə/ *noun* same as **trade fair** ○ *The computer fair runs from April 1st to 6th.* ■ **adjective** reasonable, with equal treatment

**fair copy** /feə 'kɒpi/ *noun* a document which is written or typed with no changes or mistakes

**fair deal** /feə 'di:l/ *noun* an arrangement where both parties are treated equally ○ *The workers feel they did not get a fair deal from the management.*

**fair dealing** /feə 'di:liŋ/ *noun* the legal buying and selling of shares

**fairly** /'feəli/ *adverb* reasonably or equally ○ *The union representatives put the employees' side of the case fairly and without argument.*

**fair price** /feə 'praɪs/ *noun* a good price for both buyer and seller

**fair trade** /feə 'treɪd/ *noun* an international business system where countries agree not to charge import duties on some items imported from their trading partners

**fair trading** /feə 'treɪdɪŋ/ *noun* **1.** a way of doing business which is reasonable and does not harm the consumer **2.** a legal trade in shares or the legal buying and selling of shares

**fair value** /feə 'vælju:/ *noun* a price paid by a buyer who knows the value of what he is buying to a seller who also knows the value of what he is selling (i.e. neither is cheating the other)

**fair wear and tear** /,feə weər ən 'teə/ *noun* acceptable damage caused by normal use ○ *The insurance policy covers most damage but not fair wear and tear to the machine.*

**faith** /feɪθ/ *noun* □ **to buy something in good faith** to buy something thinking that is of good quality, that it has not been stolen or that it is not an imitation

**fall** /fɔ:l/ *noun* a sudden reduction or loss of value ○ *a fall in the exchange rate* ○ *a fall in the price of gold* ○ *a fall on the Stock Exchange* ○ *Profits showed a 10% fall.* ■ **verb** **1.** to be reduced suddenly to a lower price or value ○ *Shares fell on the market today.* ○ *Gold shares fell 10% or fell 45 cents on the Stock Exchange.* ○ *The price of gold fell for the second day running.* ○ *The pound fell against the euro.* **2.** to happen or to take place ○ *The public holiday falls on a Tuesday.* □ **payments which fall due** payments which are now due to be made

*'...market analysts described the falls in the second half of last week as a technical*

*correction to the market' [Australian Financial Review]*

*'...for the first time since mortgage rates began falling in March a financial institution has raised charges on homeowner loans' [Globe and Mail (Toronto)]*

*'...interest rates were still falling as late as June, and underlying inflation remains below the government's target of 2.5 per cent' [Financial Times]*

**fall away** /,fɔ:l ə'weɪ/ *verb* to become less ○ *Hotel bookings have fallen away since the tourist season ended.*

**fall back** /,fɔ:l 'bæk/ *verb* to become lower or cheaper after rising in price ○ *Shares fell back in light trading.*

**fall back on** /,fɔ:l 'bæk ɒn/ *verb* to have to use something kept for emergencies ○ *to fall back on cash reserves* ○ *The management fell back on the usual old excuses.*

**fall behind** /,fɔ:l bɪ'haɪnd/ *verb* to be late in doing something ○ *They fell behind with their mortgage repayments.*

**fallen angel** /,fɔ:lɒŋ 'eɪndʒəl/ *noun* a share that was once in favour, but whose attraction has slipped and whose share price is on the way down

**falling** /'fɔ:lɪŋ/ *adjective* which is becoming smaller or dropping in price  
*'...falling profitability means falling share prices' [Investors Chronicle]*

**falling pound** /,fɔ:lɪŋ 'paʊnd/ *noun* the pound when it is losing its value against other currencies

**fall off** /,fɔ:l 'ɒf/ *verb* to become lower, cheaper or less ○ *Sales have fallen off since the tourist season ended.*

**fall out** /,fɔ:l 'aʊt/ *verb* □ **the bottom has fallen out of the market** sales have fallen below what previously seemed to be their lowest point

**fallout** /'fɔ:lɒt/ *noun* a bad result or collapse

**false** /fɔ:ls/ *adjective* not true or not correct ○ *to make a false claim for a product* ○ *to make a false entry in the balance sheet*

**false market** /fɔ:ls 'mɑ:kt/ *noun* a market in shares caused by persons or companies conspiring to buy or sell and so influence the share price to their advantage

**false pretences** /fɔ:ls prɪ'tensɪz/ *plural noun* doing or saying something to cheat someone ○ *He was sent to*

*prison for obtaining money by false pretences.*

**false weight** /fɔ:ls 'weɪt/ *noun* weight as measured on a shop scales which is wrong and so cheats customers

**falsification** /,fɔ:lsɪfɪ'keɪʃ(ə)n/ *noun* the act of making false entries in accounts

**falsify** /'fɔ:lsɪfaɪ/ *verb* to change something to make it wrong ○ *They were accused of falsifying the accounts.*

**family** /'fæm(ə)li/ *noun* a group of people, formed of parents and children

**family company** /'fæm(ə)li ,kʌmp(ə)ni/ *noun* a company where most of the shares are owned by members of a family

**family firm** /,fæm(ə)li 'fɜ:m/,

**family-run firm** /,fæm(ə)li rʌn 'fɜ:m/ *noun* a firm where the shareholders and directors are members of the same family

**Fannie Mae** /,fæni 'meɪ/ *noun* same as **Federal National Mortgage Association**

**FAQ** *noun* an item on a menu which gives answers to questions which people often ask about the website, service or product. Full form **frequently asked question**

**FAS** *abbreviation* Federal Accounting Standards

**FASIT** *abbreviation* Financial Asset Securitisation Investment Trust

**fat cat** /fæt 'kæt/ *noun* a businessman who earns an enormous salary and bonus (*informal*)

**favourable** /'feɪv(ə)rəb(ə)l/ *adjective* which gives an advantage (NOTE: The US spelling is **favorable**.) □ **on favourable terms** on specially good terms ○ *The shop is let on very favourable terms.*

**favourable balance of trade** /,feɪv(ə)rəb(ə)l ,bæləns əv 'treɪd/,

**favourable trade balance** /,feɪv(ə)rəb(ə)l 'treɪd ,bæləns/ *noun* a situation where a country's exports are larger than its imports

**fax** /fæks/ *noun* a system for sending the exact copy of a document via telephone lines ○ *Can you confirm the booking by fax?* ■ *verb* to send a message by fax ○ *The details of the offer were faxed to the brokers this morning.*

○ *I've faxed the documents to our New York office.*

COMMENT: Banks will not accept fax messages as binding instructions (as for example, a faxed order for money to be transferred from one account to another).

**FAZ index** *noun* a daily index of leading industrial shares on the Frankfurt Stock Exchange (published in the *Frankfurter Allgemeine Zeitung*)

**FD** *abbreviation* financial director

**FDI** *abbreviation* foreign direct investment

**FDIC** *abbreviation* Federal Deposit Insurance Corporation

**feasibility report** /,fi:zə'bɪlɪtɪ rɪ-  
'pɔ:t/ *noun* a document which says if it is worth undertaking something

**Fed** /fed/ *noun* US same as **Federal Reserve Board** (*informal*)

'...indications of weakness in the US economy were contained in figures from the Fed on industrial production for April' [*Financial Times*]

'...the half-point discount rate move gives the Fed room to reduce the federal funds rate further if economic weakness persists. The Fed sets the discount rate directly, but controls the federal funds rate by buying and selling Treasury securities' [*Wall Street Journal*]

**federal** /'fed(ə)rəl/ *adjective* **1.** referring to a system of government where a group of states are linked together in a federation **2.** referring to the central government of the United States ○ *Most federal offices are in Washington.*

'...federal examiners will determine which of the privately-insured savings and loans qualify for federal insurance' [*Wall Street Journal*]

'...since 1978 America has freed many of its industries from federal rules that set prices and controlled the entry of new companies' [*Economist*]

**Federal Accounting Standards** /,fed(ə)rəl ə'kaʊntɪŋ ,stændədz/ *noun* the US regulations governing accounting procedures. Abbreviation **FAS**

**federal credit agencies** /,fed(ə)rəl 'kredɪt/, **federal agencies** /,fed(ə)rəl 'eɪdʒənsɪz/ *plural noun* agencies (such as the Federal Home Loan Banks) which provide credit to individual borrowers and are backed by the federal government

**Federal Deposit Insurance Corporation** /,fed(ə)rəl dɪ'pɔzɪt ɪn-  
'ʃʊərəns ,kɔ:pɪ'reɪʃ(ə)n/ *noun* federal

agency which manages insurance funds that insure deposits in commercial banks and in savings and loans associations. Abbreviation **FDIC**

**Federal Funds** /,fed(ə)rəl 'fʌndz/ *plural noun* deposits by commercial banks with the Federal Reserve Banks, which can be used for short-term loans to other banks

**Federal Home Loan Banks** /,fed(ə)rəl həʊm ləʊn 'bæŋks/ *plural noun* *US* a group of twelve banks which lend to savings and loans associations, and to other institutions which lend money to homeowners against mortgages

**Federal Home Loan Mortgage Corporation** /,fed(ə)rəl həʊm ləʊn 'mɔ:ɡɪdʒ kɔ:pə'reɪf(ə)n/ *noun* *US* a federal organisation which backs mortgages issued by the Savings and Loans Associations. Abbreviation **FHLMC**, **Freddie Mac**

**Federal National Mortgage Association** /,fed(ə)rəl ,næʃ(ə)nəl 'mɔ:ɡɪdʒ ə,səʊsi'eɪf(ə)n/ *noun* a privately owned US organisation which regulates mortgages and helps offer mortgages backed by federal funds. Abbreviation **FNMA**. Also called **Fannie Mae**

**Federal Reserve** /,fed(ə)rəl rɪ-'zɜ:v/, **Federal Reserve System** /,fed(ə)rəl rɪ-'zɜ:v ,sɪstəm/ *noun* the system of federal government control of the US banks, where the Federal Reserve Board regulates money supply, prints money, fixes the discount rate and issues government bonds

COMMENT: The Federal Reserve system is the central bank of the USA. The system is run by the Federal Reserve Board, under a chairman and seven committee members (or 'governors') who are all appointed by the President. The twelve Federal Reserve Banks act as lenders of last resort to local commercial banks. Although the board is appointed by the president, the whole system is relatively independent of the US government.

**Federal Reserve Bank** /,fed(ə)rəl rɪ-'zɜ:v bæŋk/ *noun* any one of the twelve regional banks in the USA which are owned by the state and directed by the Federal Reserve Board. Abbreviation **FRB**

**Federal Reserve Board** /,fed(ə)rəl rɪ-'zɜ:v bɔ:d/ *noun* a government organisation which runs the central banks in the US. Abbreviation **FRB**

'...pressure on the Federal Reserve Board to ease monetary policy mounted yesterday with the release of a set of pessimistic economic statistics' [*Financial Times*]

**Federal Reserve Wire System** /,fed(ə)rəl rɪ,'zɜ:v 'waɪə ,sɪstəm/ *noun* a computerised communications system which links the Federal Reserve Board, its banks and the US Treasury

**Federal Trade Commission** /,fed(ə)rəl 'treɪd kə,mɪʃ(ə)n/ *noun* a federal agency established to keep business competition free and fair

**federation** /,fedə'reɪʃ(ə)n/ *noun* a group of societies, companies or organisations which have a central organisation which represents them and looks after their common interests ○ *a federation of trades unions* ○ *the employers' federation*

**Fed Funds** /'fed fʌndz/ *plural noun* *US* same as **Federal Funds** (*informal*)

**fed funds rate** /fed 'fʌndz reɪt/ *noun* the rate charged by banks for lending money deposited with the Federal Reserve to other banks ○ *most federal offices are in Washington*

**Fedwire, FedWire** /'fedwaɪə/ *noun* *US* same as **Federal Reserve Wire System** (*informal*)

**fee** /fi:/ *noun* **1.** money paid for work carried out by a professional person (such as an accountant, a doctor or a lawyer) ○ *We charge a small fee for our services.* ○ *The consultant's fee was much higher than we expected.* □ **director's fees** money paid to a director as a lump sum, not a salary **2.** money paid for something ○ *an entrance fee* or *admission fee* ○ *a registration fee*

**few** /fju:/ *adjective, noun* **1.** not many ○ *We sold so few of this item that we have discontinued the line.* ○ *Few of the staff stay with us more than six months.* **2.** □ *a few* some ○ *A few of our salesmen drive Rolls-Royces.* ○ *We get only a few orders in the period from Christmas to the New Year.*

**FHFB** *abbreviation* Federal Housing Finance Board

**FHLBB** *abbreviation* Federal Home Loan Bank Board

**FHLBS** *abbreviation* Federal Home Loan Bank System

**FHLMC** *abbreviation* Federal Home Loan Mortgage Corporation

**fiat money** /'fi:æt ,mʌni/ *noun* coins or notes which are not worth much as paper or metal, but are said by the government to have a value and are recognised as legal tender

**FIBOR** *abbreviation* Frankfurt Interbank Offered Rate

**fictitious assets** /'fɪk,tɪʃəs 'æsets/ *plural noun* assets which do not really exist, but are entered as assets to balance the accounts

**fiddle** /'fɪd(ə)l/ (*informal*) *noun* an act of cheating ○ *It's all a fiddle.* □ **he's on the fiddle** he is trying to cheat ■ *verb* to cheat ○ *He tried to fiddle his tax returns.* ○ *The salesman was caught fiddling his expense account.*

**fide** † *bona fide*

**fiduciary** /fɪ'dju:ʃjəri/ *noun, adjective* (a person) in a position of trust ○ *Directors have fiduciary duty to act in the best interests of the company.*

**fiduciary deposits** /fɪ'dju:ʃjəri dɪ-'pɒzɪtɪz/ *plural noun* bank deposits which are managed for the depositor by the bank

**FIFO** /'faɪfəʊ/ *abbreviation* first in first out

**fifty-fifty** /,fɪftɪ 'fɪftɪ/ *adjective, adverb* half □ **he has a fifty-fifty chance of making a profit** he has an equal chance of making a profit or a loss

**figure** /'fɪɡə/ *noun* **1.** a number, or a cost written in numbers ○ *The figure in the accounts for heating is very high.* □ **he put a very low figure on the value of the lease** he calculated the value of the lease as very low **2.** □ **to work out the figures** to calculate something □ **his income runs into six figures or he has a six-figure income** his income is more than £100,000 □ **in round figures** not totally accurate, but correct to the nearest 10 or 100 ○ *They have a workforce of 2,500 in round figures.*

**figures** /'fɪɡəz/ *plural noun* **1.** written numbers **2.** the results for a company ○ *the figures for last year or last year's figures*

**file** /faɪl/ *noun* **1.** a cardboard holder for documents, which can fit in the

drawer of a filing cabinet ○ *Put these letters in the customer file.* ○ *Look in the file marked 'Scottish sales'.* **2.** documents kept for reference □ **to place something on file** to keep a record of something □ **to keep someone's name on file** to keep someone's name on a list for reference **3.** a section of data on a computer (such as payroll, address list or customer accounts) ○ *How can we protect our computer files?* ■ *verb* **1.** ○ *You will find the salary scales filed by department.* ○ *The correspondence is filed under 'complaints'.* □ **to file documents** to put documents in order so that they can be found easily ○ *The correspondence is filed under 'complaints'.* **2.** to make an official request □ **to file a petition in bankruptcy or to file for bankruptcy** to ask officially to be made bankrupt or to ask officially for someone else to be made bankrupt **3.** to register something officially ○ *to file an application for a patent* ○ *to file a return to the tax office* □ **to file a return to the tax office** *US* to fill in and send a tax return □ **to file jointly** to make a joint tax declaration □ **to file separately** to file two separate tax returns, one for the husband and one for the wife ◇ **to file a petition in bankruptcy, to file for bankruptcy** **1.** to ask officially to be made bankrupt **2.** to ask officially for someone else to be made bankrupt

**file copy** /'faɪl ,kɒpi/ *noun* a copy of a document which is kept for reference in an office

**filer** /'faɪlə/ *noun* *US* a person who files an income tax return

**filing system** /'faɪlɪŋ ,sɪstəm/ *noun* a way of putting documents in order for easy reference

**fill** /fɪl/ *verb* to carry out a client's instructions to buy or sell

**fill or kill** /,fɪl ɔ: 'kɪl/ *verb* *US* to carry out a client's order immediately or else the order is cancelled. Abbreviation **FOK**

**FIMBRA** *abbreviation* Financial Intermediaries, Managers and Brokers Association

**final** /'faɪn(ə)l/ *adjective* last, coming at the end of a period ○ *to pay the final instalment* ○ *to make the final payment* ○ *to put the final details on a document*

□ **final date for payment** last date by which payment should be made

**final closing date** /ˈfaɪn(ə)l ˈkləʊzɪŋ deɪt/ *noun* the last date for acceptance of a takeover bid, when the bidder has to announce how many shareholders have accepted his offer ○ *to pay the final instalment* ○ *to make the final payment* ○ *to put the final details on a document*

**final demand** /ˈfaɪn(ə)l dɪ'mɑ:nd/ *noun* the last reminder from a supplier, after which they will sue for payment

**final discharge** /ˈfaɪn(ə)l dɪs-ˈtʃɑ:dʒ/ *noun* the last payment of what is left of a debt

**final dividend** /ˈfaɪn(ə)l ˈdrɪvɪdend/ *noun* a dividend paid at the end of a year's trading, which has to be approved by the shareholders at an AGM

**finalise** /ˈfaɪnəlaɪz/, **finalize** *verb* to agree final details ○ *We hope to finalise the agreement tomorrow.* ○ *After six weeks of negotiations the loan was finalised yesterday.*

**final product** /ˈfaɪn(ə)l ˈprɒdʌkt/ *noun* a manufactured product, made at the end of a production process

**final salary scheme** /ˈfaɪn(ə)l ˈsæləri ski:m/ *noun* a form of pension scheme where the benefit is based on the final salary of the member and his or her years of service

**finance** /ˈfaɪnæns/ *noun* **1.** money used by a company, provided by the shareholders or by loans ○ *Where will they get the necessary finance for the project?* **2.** money (used by a club, local authority, etc.) ○ *She is the secretary of the local authority finance committee.* ■ *verb* to provide money to pay for something ○ *They plan to finance the operation with short-term loans.*

...an official said that the company began to experience a sharp increase in demand for longer-term mortgages at a time when the flow of money used to finance these loans diminished' [*Globe and Mail*]

**Finance Act** /ˈfaɪnæns ækt/ *noun* GB an annual Act of Parliament which gives the government the power to obtain money from taxes as proposed in the Budget

**Finance and Leasing Association** /ˈfaɪnæns ən ˈli:zɪŋ ə-,səʊsiəʃ(ə)n/ *noun* an organisation

representing firms engaged in business finance and the leasing of equipment and cars. Abbreviation **FLA**

**Finance Bill** /ˈfaɪnæns bɪl/ *noun* **1.** a bill which lists the proposals in a chancellor's budget and which is debated before being voted into law as the Finance Act **2.** US a short-term bill of exchange which provides credit for a corporation so that it can continue trading

**finance charge** /ˈfaɪnæns tʃɑ:dʒ/ *noun* **1.** the cost of borrowing money **2.** an additional charge made to a customer who asks for extended credit

**finance company** /ˈfaɪnæns ˌkʌmp(ə)ni/, **finance corporation** /ˈfaɪnæns ˌkɔ:pə'reɪʃ(ə)n/, **finance house** /ˈfaɪnæns haʊs/ *noun* a company, usually part of a commercial bank, which provides money for hire-purchase

**finance house deposits** /ˈfaɪnæns haʊs dɪˌpɒzɪts/ *plural noun* amounts of money deposited by banks with finance houses and used by them to provide hire-purchase loans to clients

**finance market** /ˈfaɪnæns ˌmɑ:kɪt/ *noun* a place where large sums of money can be lent or borrowed

**Finance Ministry** /ˈfaɪnæns ˌmɪnɪstri/ *noun* a government department dealing with a country's finance

COMMENT: In most countries, the government department dealing with finance is called the Finance Ministry, with a Finance Minister in charge. Both in the UK and the US, the department is called the Treasury, and the minister in charge is the Chancellor of the Exchequer in the UK, and the Treasury Secretary in the US

**finances** /ˈfaɪnænsɪz/ *plural noun* money or cash which is available ○ *the bad state of the company's finances*

**financial** /faɪ'nænʃəl/ *adjective* concerning money □ **financial circumstances** the state of someone's finances ○ *The more you tell us about your full financial circumstances, the more we may be able to help.* □ **financial difficulties** a bad state of someone's finances ○ *If you find yourself in financial difficulties go to your bank manager for advice.*

**financial adviser** /faɪ'nænʃəl əd-ˈvaɪzə/ *noun* a person or company

which gives advice on financial problems for a fee

**Financial Asset Securitisation Investment Trust** /ˌfaɪnænʃəl ˌæset sɪˌkjʊərɪtaɪzɪf(ə)n ɪnˈvestmənt trʌst/ *noun* **US** an investment trust that combines various loans, money outstanding on credit card purchases, etc., into one single fund for an individual. Abbreviation **FASIT**

**financial assistance** /faɪˌnænʃəl əˈsɪstəns/ *noun* help in the form of money

**financial centre** /faɪˌnænʃəl ˈsentə/ *noun* a town or part of a town where the main banks and financial institutions are located

**financial correspondent** /faɪˌnænʃəl kɔrɪsˈpɒndənt/ *noun* a journalist who writes articles on money matters for a newspaper

**financial futures** /faɪˌnænʃəl ˈfju:tʃəz/, **financial futures contract** /faɪˌnænʃəl ˈfju:tʃəz ˌkɒntrækt/ *noun* a contract for the purchase of gilt-edged securities for delivery at a date in the future

**financial futures market** /faɪˌnænʃəl ˈfju:tʃəz ˌmɑ:kɪt/ *noun* the market in gilt-edged securities for delivery at a date in the future

**financial institution** /faɪˌnænʃəl ˌɪnstɪˈtju:ʃ(ə)n/ *noun* a bank, investment trust or insurance company whose work involves lending or investing large sums of money

**financial instrument** /faɪˌnænʃəl ˈɪnstɹʊmənt/ *noun* **1.** a document showing that money has been lent or borrowed, invested or passed from one account to another (such as a bill of exchange, share certificate, certificate of deposit or an IOU) **2.** any form of investment in the stock market or in other financial markets, such as shares, government stocks, certificates of deposit or bills of exchange

**financial intermediary** /faɪˌnænʃəl ˌɪntəˈmi:diəri/ *noun* an institution which takes deposits or loans from individuals and lends money to clients

**financially** /fɪˈnænʃli/ *adverb* regarding money □ **a company which is financially sound** a company which is profitable and has strong assets

**financial position** /faɪˌnænʃəl pəˈzɪʃ(ə)n/ *noun* the state of a person's or company's bank balance in terms of assets and debts ○ *She must think of her financial position.*

**financial report** /faɪˌnænʃəl rɪˈpɔ:t/ *noun* a document which gives the financial position of a company or of a club, etc.

**financial resources** /faɪˌnænʃəl rɪˈzɔ:sɪz/ *plural noun* the supply of money for something ○ *a company with strong financial resources*

**financial review** /faɪˌnænʃəl rɪˈvju:/ *noun* an examination of an organisation's finances

**financial risk** /faɪˌnænʃəl ˈrɪsk/ *noun* the possibility of losing money ○ *The company is taking a considerable financial risk in manufacturing 25 million units without doing any market research.* ○ *There is always some financial risk in selling on credit.*

**financials** /faɪˌnænʃəlz/ *plural noun* same as **financial futures**

**Financial Secretary to the Treasury** /faɪˌnænʃəl ˌsekrət(ə)rɪ tə ðə ˈtrezəri/ *noun* a minister of state in charge of the Treasury, under the Chancellor of the Exchequer. † **Chief Secretary to the Treasury**

**Financial Services Act** /faɪˌnænʃəl ˈsɜ:vɪsɪz ækt/ *noun* an Act of the British Parliament which regulates the offering of financial services to the general public and to private investors

**Financial Services Authority** /faɪˌnænʃəl ˈsɜ:vɪsɪz ɔ:θɔrɪti/ *noun* a government agency set up to regulate all financial services, such as banks, stockbrokers, unit trusts, pension companies, professional bodies, stock exchanges, etc., including the ombudsmen for these services. Abbreviation **FSA**

'...the FSA has set up an independent ombudsman scheme covering all areas of financial services' [*Times*]

**financial statement** /faɪˌnænʃəl ˈsteɪtmənt/ *noun* a document which shows the financial situation of a company ○ *The accounts department has prepared a financial statement for the shareholders.* □ **the Financial Statement** a document which sets out the details of the budget presented by the



Chancellor of the Exchequer and is published on Budget Day

**financial supermarket** /faɪ,nænʃəl 'su:pəmə:kɪt/ *noun* a company which offers a range of financial services (e.g. a bank offering loans, mortgages, pensions and insurance as well as the normal personal banking services)

**Financial Times** /faɪ,nænʃəl 'taɪmz/ *noun* an important British financial daily newspaper (printed on pink paper). Abbreviation **FT**

**Financial Times Index** /faɪ,nænʃəl 'taɪmz ɪn,deks/, **Financial Times Ordinary Index** /faɪ,nænʃəl 'taɪmz 'ɔ:dɪnəri ,ɪndeks/ *noun* an index based on the market prices of thirty blue-chip companies (this index is the oldest of the FT indices, and is now considered too narrow to have much relevance)

**financial year** /faɪ,nænʃəl 'jɪə/ *noun* the twelve month period for a firm's accounts (not necessarily the same as a calendar year)

**financier** /faɪ'nænsiə/ *noun* a person who lends large amounts of money to companies or who buys shares in companies as an investment

**financing** /'faɪnænsɪŋ/ *noun* the act of providing money for a project ○ *The financing of the project was done by two international banks.*

**finder's fee** /'faɪndəz fi:/ *noun* **1.** a fee paid to a person who finds a client for another (e.g., someone who introduces a client to a stockbroking firm) **2.** a fee paid to a person who arranges a loan for someone, finds a property for someone to buy, etc.

**fine** /faɪn/ *noun* money paid because of something wrong which has been done ○ *He was asked to pay a \$25,000 fine.* ○ *We had to pay a £50 parking fine.* ■ *verb* to punish someone by making him or her pay money ○ *to fine someone £2,500 for obtaining money by false pretences* ■ *adverb* very thin or very small □ **we are cutting our margins very fine** we are reducing our margins to the smallest possible amount ■ *adjective* □ **fine rate of discount** the lowest rate of discount on offer

**fine-tune** /faɪn 'tju:n/ *verb* to make small adjustments to a plan or the economy so that it works better

**fine-tuning** /faɪn 'tju:nɪŋ/ *noun* the act of making of small adjustments in areas such as interest rates, tax bands or the money supply, to improve a nation's economy

**finish** /'fɪnɪʃ/ *noun* an end of a day's trading on the Stock Exchange ○ *Oil shares rallied at the finish.* ■ *verb* to come to an end ○ *The contract is due to finish next month.* ○ *The market finished the day on a stronger note.*

**finished goods** /,fɪnɪʃt 'gʊdz/ *plural noun* manufactured goods which are ready to be sold

**Finnmark** /'fɪnmɑ:k/ *noun* a name for the currency used before the euro in Finland

**fire insurance** /'faɪə ɪn,sʊərəns/ *noun* insurance against damage by fire

**fireproof safe** /'faɪə,pru:f seɪf/ *noun* a safe which cannot be harmed by fire

**fire safety** /faɪə 'seɪfti/ *noun* activities designed to make a place of work safe for the workers in case of fire

**fire safety officer** /faɪə 'seɪfti ,ɒfɪsə/ *noun* a person responsible for fire safety in a building

**fire sale** /'faɪə seɪl/ *noun* **1.** a sale of fire-damaged goods **2.** a sale of anything at a very low price

**firewalls** /'faɪəwɔ:lz/ *plural noun* US same as **Chinese walls**

**firm** /fɜ:m/ *noun* a company, business or partnership ○ *a manufacturing firm* ○ *an important publishing firm* ○ *She is a partner in a law firm.* ■ *adjective* **1.** which cannot be changed ○ *to make a firm offer for something* ○ *to place a firm order for two aircraft* **2.** not dropping in price and possibly going to rise ○ *Sterling was firmer on the foreign exchange markets.* ○ *Shares remained firm.* ■ *verb* to remain at a price and seem likely to rise ○ *The shares firmed at £1.50.*

'...some profit-taking was noted, but underlying sentiment remained firm' [*Financial Times*]

COMMENT: Strictly speaking, a 'firm' is a partnership or other trading organisation which is not a limited company. In practice, it is better to use the term for unincorporated businesses such as 'a firm of accountants' or 'a firm of stockbrokers', rather than for 'a major aircraft construction firm' which is likely to be a plc.

**firmness** /'fɜ:mnəs/ *noun* the fact of being steady at a certain price, or likely to rise ○ *the firmness of the pound on foreign exchanges*

'Toronto failed to mirror New York's firmness as a drop in gold shares on a falling bullion price left the market closing on a mixed note' [*Financial Times*]

**firm order** /fɜ:m 'ɔ:də/ *noun* **1.** a confirmed order, which the purchaser cannot withdraw **2.** an order to a broker to sell or buy on a certain date

**firm price** /fɜ:m 'praɪs/ *noun* a price which will not change ○ *They are quoting a firm price of \$1.23 a unit.*

**firm sale** /fɜ:m 'seɪl/ *noun* a sale which does not allow the purchaser to return the goods

**firm up** /fɜ:m 'ʌp/ *verb* to agree on the final details of something ○ *We expect to firm up the deal at the next trade fair.*

**first** /fɜ:st/ *noun* a person or thing that is there at the beginning or earlier than others ○ *Our company was one of the first to sell into the European market.*

**first-class** /,fɜ:st 'kla:s/ *adjective* top-quality or most expensive ○ *He is a first-class accountant.* ■ *noun, adverb* (the type of travel or type of hotel which is) most expensive and comfortable ○ *to travel first-class* ○ *First-class travel provides the best service.* ○ *A first-class ticket to New York costs more than I can afford.* ○ *The MD prefers to stay in first-class hotels.*

**first-class mail** /,fɜ:st kla:s 'meɪl/ *noun* a more expensive mail service, designed to be faster ○ *A first-class letter should get to Scotland in a day.*

**first in first out** /,fɜ:st ɪn ,fɜ:st 'aʊt/ *phrase* **1.** a redundancy policy, where the people who have been working longest are the first to be made redundant **2.** an accounting policy where it is assumed that stocks in hand were purchased last, and that stocks sold during the period were purchased first. Abbreviation **FIFO**. Compare **last in first out**

**first option** /fɜ:st 'ɒpʃən/ *noun* allowing someone to be the first to have the possibility of deciding something

**first quarter** /fɜ:st 'kwɔ:tə/ *noun* the period of three months from January to the end of March ○ *The first quarter's rent is payable in advance.*

**fiscal** /'fɪskəl/ *adjective* referring to tax or to government revenues

**fiscal agent** /'fɪskəl ,eɪdʒənt/ *noun* a bank which acts as an agent for a euro-bond issue

**fiscal drag** /,fɪskəl 'dræg/ *noun* **1.** the effect of inflation on a government's tax revenues. As inflation increases so do prices and wages, and tax revenues rise proportionately; even if inflation is low, increased earnings will give the government increased revenues anyway. **2.** the negative effect of higher personal taxation on an individual's work performance

**fiscal measures** /,fɪskəl 'meʒəz/ *plural noun* tax changes made by a government to improve the working of the economy

**fiscal policy** /,fɪskəl 'pɒləsi/ *noun* the policy of a government regarding taxation and revenues

'...the standard measure of fiscal policy – the public sector borrowing requirement – is kept misleadingly low' [*Economist*]

**fiscal year** /,fɪskəl 'jɪə/ *noun* a twelve-month period on which taxes are calculated (in the UK, April 6th to April 5th)

'...last fiscal year the chain reported a 116% jump in earnings' [*Barron's*]

**Five-Year Plan** /,faɪv jɪə 'plæn/ *noun* proposals for running a country's economy over a five-year period

**fixation** /fɪk'seɪʃ(ə)n/ *noun* the act of stating a price on an options market

**fixed** /fɪkst/ *adjective* unable to be changed or removed

'...you must offer shippers and importers fixed rates over a reasonable period of time' [*Lloyd's List*]

**fixed assets** /fɪkst 'æsets/ *plural noun* property or machinery which a company owns and uses, but which the company does not buy or sell as part of its regular trade, including the company's investments in shares of other companies

**fixed capital** /fɪkst 'kæpɪt(ə)l/ *noun* capital in the form of buildings and machinery

**fixed costs** /fɪkst 'kɒsts/ *plural noun* business costs which do not change with the quantity of the product made

**fixed deposit** /fɪkst dɪ'pɒzɪt/ *noun* a deposit which pays a stated interest over a set period

**fixed exchange rate** /fɪkst ɪks-'tʃeɪndʒ reɪt/ *noun* a rate of exchange of one currency against another which cannot fluctuate, and can only be changed by devaluation or revaluation

**fixed expenses** /fɪkst ɪk'spensɪz/ *plural noun* expenses which do not vary with different levels of production, e.g. rent, secretaries' salaries and insurance

**fixed income** /fɪkst 'ɪnkʌm/ *noun* income which does not change from year to year (as from an annuity)

**fixed-income derivatives** /fɪkst ,ɪnkʌm dɪ'rɪvətɪvz/ *plural noun* derivatives which pay a fixed interest at stated dates in the future

**fixed-interest** /fɪkst 'ɪntrest/ *adjective* which has an interest rate which does not vary

**fixed-interest investments** /fɪkst ,ɪntrest ɪn'vestmənts/ *plural noun* investments producing an interest which does not change

**fixed-interest securities** /fɪkst ,ɪntrest sɪ'kjuəritɪz/ *plural noun* securities (such as government bonds) which produce an interest which does not change

**fixed-price** /fɪkst 'praɪs/ *adjective* which has a price which cannot be changed

**fixed-price agreement** /fɪkst 'praɪs ə,gri:mənt/ *noun* an agreement where a company provides a service or a product at a price which stays the same for the whole period of the agreement

**fixed-price offer for sale** /fɪkst ,praɪs ,ɒfə fə 'seɪl/ *noun* an offer to purchase shares in a new company for a price which has been fixed at flotation (as opposed to tendering)

**fixed rate** /fɪkst 'reɪt/ *noun* a rate, e.g. an exchange rate, which does not change

**fixed rate loan** /fɪkst reɪt 'ləʊn/ *noun* a loan on which the rate of interest stays the same for the duration of the loan

**fixed scale of charges** /fɪkst skeɪl əv 'tʃɑ:dʒɪz/ *noun* a rate of charging which does not change

**fixed-term** /fɪkst 'tɜ:m/ *adjective* lasting for a fixed number of years

**fixed-term product** /fɪkst tɜ:m 'prɒdʌkt/ *noun* a financial product, such as a bond, which runs for a fixed number of years

**fixed yield** /fɪkst 'jɪ:ld/ *noun* a percentage return which does not change

**fixer** /'fɪksə/ *noun* a person who has a reputation for arranging business deals (often illegally)

**fixing** /'fɪksɪŋ/ *noun* **1.** arranging ○ *the fixing of charges* ○ *the fixing of a mortgage rate* **2.** a regular meeting to set a price

**fl** *abbreviation* guilder

**FLA** *abbreviation* Finance and Leasing Association

**flag** /flæg/ *noun* a term used by chartists to refer to a period when prices consolidate a previous advance or fall

**flat** /flæt/ *adjective* **1.** referring to market prices which do not fall or rise, because of low demand ○ *The market was flat today.* **2.** not changing in response to different conditions ■ *noun* a set of rooms for one family in a building with other sets of similar rooms ○ *He has a flat in the centre of town.* ○ *She is buying a flat close to her office.*

'...the government revised its earlier reports for July and August. Originally reported as flat in July and declining by 0.2% in August, industrial production is now seen to have risen by 0.2% and 0.1% respectively in those months' [*Sunday Times*]

**flat bed imprinter** /flæt bed ɪm-'prɪntə/ *noun* *US* same as **imprinter**

**flat out** /flæt 'aʊt/ *adverb* working hard or at full speed ○ *The factory worked flat out to complete the order on time.*

**flat rate** /flæt 'reɪt/ *noun* a charge which always stays the same ○ *a flat-rate increase of 10%* ○ *We pay a flat rate for electricity each quarter.* ○ *He is paid a flat rate of £2 per thousand.*

**flat yield** /flæt 'jɪ:ld/ *noun* an interest rate as a percentage of the price paid for fixed-interest stock

**fledgling companies** /fledʒlɪŋ 'kʌmp(ə)nɪz/ *plural noun* companies which are just starting in business, especially companies listed on the London Stock Exchange with a capitalisation

which is too small for them to be included in the FTSE All-Share Index

**fleet rental** /fli:t 'rent(ə)/ *noun* an arrangement to rent all a company's cars from the same company at a special price

**flexibility** /,fleksɪ'bɪləti/ *noun* the ability to be easily changed ○ *There is no flexibility in the company's pricing policy.*

'...they calculate interest on their 'flexible' mortgage on an annual basis rather than daily. Charging annual interest makes a nonsense of the whole idea of flexibility which is supposed to help you pay off your mortgage more quickly' [*Financial Times*]

**flexible** /'fleksɪb(ə)/ *adjective* which can be altered or changed ○ *We try to be flexible where the advertising budget is concerned.* ○ *The company has adopted a flexible pricing policy.*

**flexible mortgage** /,fleksɪb(ə)l 'mɔ:ɡɪdʒ/ *noun* a mortgage that gives the borrower the freedom to change the amount and frequency of his or her mortgage payments

**flexible working hours** /,fleksɪb(ə)l 'wɜ:kɪŋ aʊəz/, **flexible work** /'fleksɪb(ə)l wɜ:kɪ/ *plural noun* a system where employees can start or stop work at different hours of the morning or evening provided that they work a certain number of hours per day or week

**Flexible Work Regulations** /,fleksɪb(ə)l 'wɜ:k regjʊ,leɪʃ(ə)nz/ *plural noun* (in the UK) the legal right for a parent with a child under the age of 6, or with a disabled child under the age of 18, to ask that their working hours should be arranged to help them with their responsibilities

**flight** /flaɪt/ *noun* **1.** a journey by an aircraft, leaving at a regular time ○ *Flight AC 267 is leaving from Gate 46.* ○ *He missed his flight.* ○ *I always take the afternoon flight to Rome.* ○ *If you hurry you will catch the six o'clock flight to Paris.* **2.** a rapid movement of money out of a country because of a lack of confidence in the country's economic future ○ *The flight of capital from Europe into the USA.* ○ *The flight from the peso into the dollar.* ■ *verb* to arrange a scheduling pattern for something

**flight to quality** /,flaɪt tə 'kwɒləti/ *noun* a tendency of investors to buy safe blue-chip securities when the economic outlook is uncertain

**flip side** /'flɪp saɪd/ *noun* the negative factors (in a proposal)

**float** /fləʊt/ *noun* **1.** cash taken from a central supply and used for running expenses ○ *The sales reps have a float of £100 each.* **2.** the process of starting a new company by selling shares in it on the Stock Exchange ○ *The float of the new company was a complete failure.* **3.** the process of allowing a currency to settle at its own exchange rate, without any government intervention ■ *verb* **1.** □ **to float a company** to start a new company by selling shares in it on the Stock Exchange □ **to float a loan** to raise a loan on the financial market by asking banks and companies to subscribe to it **2.** to let a currency find its own exchange rate on the international markets and not be fixed ○ *The government has let sterling float.* ○ *The government has decided to float the pound.*

**floater** /'fləʊtə/ *noun* US a loan with a variable interest rate

**floating** /'fləʊtɪŋ/ *noun* □ **floating of a company** the act of starting a new company by selling shares in it on the Stock Exchange ■ *adjective* which is not fixed ○ *floating exchange rates* ○ *the floating pound*

'...in a world of floating exchange rates the dollar is strong because of capital inflows rather than weak because of the nation's trade deficit' [*Duns Business Month*]

**floating charge** /'fləʊtɪŋ tʃɑ:dʒ/ *noun* a charge linked to any of the company's assets of a certain type, but not to any specific item

**floating rate** /'fləʊtɪŋ reɪt/ *noun* **1.** same as **variable rate** **2.** an exchange rate for a currency which can vary according to market demand, and is not fixed by the government

**floating-rate notes** /,fləʊtɪŋ reɪt 'nəʊts/ *plural noun* eurocurrency loans arranged by a bank which are not at a fixed rate of interest. Abbreviation **FRNs**

**floor** /flɔ:/ *noun* **1.** the part of the room which you walk on □ **on the shop floor** in the works, in the factory, among the ordinary workers ○ *The feeling on the shop floor is that the manager does not*

*know his job.* **2.** all the rooms on one level in a building ○ *Her office is on the 26th floor.* (NOTE: In the UK, the floor at street level is the **ground floor**, but in the US it is the **first floor**. Each floor in the USA is one number higher than the same floor in Britain.) **3.** a bottom level of something (such as the lowest exchange rate which a government will accept for its currency or the lower limit imposed on an interest rate) ○ *The government will impose a floor on wages to protect the poor.* □ **to establish a floor at an auction** to fix the bottom price below which the seller will not sell

**floor broker** /'flɔːbrəʊkə/ *noun* a stockbroker who is a member of a brokerage house

**floor limit** /'flɔːlɪmɪt/ *noun* a highest sale through a credit card that a retailer can accept without having to get authorisation from the bank that issued the card

**floor price** /'flɔːpraɪs/ *noun* a lowest price, a price which cannot go any lower

**floor space** /'flɔːspeɪs/ *noun* an area of floor in an office or warehouse ○ *We have 3,500 square metres of floor space to let.*

**floor trader** /'flɔːtreɪdə/ *noun* an independent trader on a Stock Exchange, who buys and sells on his or her own account

**flop** /flɒp/ *noun* a failure, or something which has not been successful ○ *The new model was a flop.* ■ *verb* to fail or not be a success ○ *The launch of the new shampoo flopped badly.* (NOTE: **flopping – flopped**)

**floppy disk** /'flɒpi'dɪsk/ *noun* a small disk for storing information through a computer

**florin** /'flɒrɪn/ *noun* another name for the Dutch guilder. Abbreviation **fl**

**flotation** /fləʊ'teɪʃ(ə)n/ *noun* □ **the flotation of a new company** the act of starting a new company by selling shares in it

**flow** /fləʊ/ *noun* **1.** a movement ○ *the flow of capital into a country* ○ *the flow of investments into Japan* **2.** □ **the company is suffering from cash flow problems** cash income is not coming in fast enough to pay for the expenditure going out ■ *verb* to move smoothly ○

*Production is now flowing normally after the strike.*

**flow chart** /'fləʊtʃɑ:t/, **flow diagram** /'fləʊdaɪəgræm/ *noun* a chart which shows the arrangement of work processes in a series

**fluctuate** /'flʌktʃueɪt/ *verb* to move up and down ○ *Prices fluctuated between £1.10 and £1.25.* ○ *The pound fluctuated all day on the foreign exchange markets.*

**fluctuating** /'flʌktʃueɪtɪŋ/ *adjective* moving up and down ○ *fluctuating dollar prices*

**fluctuation** /'flʌktʃu'eɪʃ(ə)n/ *noun* an up and down movement ○ *the fluctuations of the yen* ○ *the fluctuations of the exchange rate*

**FNMA** *abbreviation* Federal National Mortgage Association

**FOB, f.o.b.** *abbreviation* free on board

**FOK** *abbreviation* fill or kill

**folio** /'fəʊliəʊ/ *noun* a page with a number, especially two facing pages in an account book which have the same number ■ *verb* to put a number on a page

**foot** /fʊt/ *verb* □ **to foot the bill** to pay the costs □ **to foot up an account** *US* to add up a column of numbers

**footings** /'fʊtɪŋz/ *noun* *US* the bottom line in a bank's balance sheet (*informal*)

**Footsie** /'fʊtsiː/ *noun* an index based on the prices of 100 leading companies (this is the main London index) (*informal*) Full form **Financial Times-Stock Exchange 100 index**

**FOR** *abbreviation* free on rail

**Forbes 500** /'fɔːbz faɪv'hʌndrəd/ *noun* a list of the largest US corporations, published each year in Forbes magazine

**forbid** /fə'brɪd/ *verb* to tell someone not to do something, or to say that something must not be done ○ *Smoking is forbidden in our offices.* ○ *The contract forbids resale of the goods to the USA.* ○ *Staff are forbidden to speak directly to the press.* (NOTE: **forbidding – forbade – forbidden**)

**force** /fɔːs/ *noun* **1.** strength □ **to be in force** to be operating or working ○ *The rules have been in force since 1986.* □ **to**

**come into force** to start to operate or work ○ *The new regulations will come into force on January 1st.* **2.** a group of people ■ **verb** to make someone do something ○ *Competition has forced the company to lower its prices.* ○ *After the takeover several of the managers were forced to take early retirement.*

**force down** /,fɔ:s 'daʊn/ **verb** to make something such as prices become lower □ **to force prices down** to make prices come down ○ *Competition has forced prices down.*

**forced sale** /fɔ:st 'seɪl/ **noun** a sale which takes place because a court orders it or because it is the only way to avoid a financial crisis

**force majeure** /,fɔ:s mə'ʒɜ:/ **noun** something which happens which is out of the control of the parties who have signed a contract, e.g. a strike, war or storm

**force up** /,fɔ:s 'ʌp/ **verb** to make something become higher □ **to force prices up** to make prices go up ○ *The war forced up the price of oil.*

**forecast** /'fɔ:kɑ:st/ **noun** a description or calculation of what will probably happen in the future ○ *The chairman did not believe the sales director's forecast of higher turnover.* ■ **verb** to calculate or to say what will probably happen in the future ○ *She is forecasting sales of £2m.* ○ *Economists have forecast a fall in the exchange rate.* (NOTE: **forecasting – forecast**)

**forecast dividend** /,fɔ:kɑ:st 'dɪvɪdend/ **noun** a dividend which a company expects to pay at the end of the current year. Also called **prospective dividend**

**forecaster** /'fɔ:kɑ:stə/ **noun** a person who says what he or she thinks will happen in the future

**forecasting** /'fɔ:kɑ:stɪŋ/ **noun** the process of calculating what will probably happen in the future ○ *Manpower planning will depend on forecasting the future levels of production.*

**foreclose** /fɔ:'kleʊz/ **verb** to acquire a property because the owner cannot repay money which he or she has borrowed (using the property as security)

**foreclosure** /fɔ:'kleʊzəl/ **noun** an act of foreclosing

**foreign** /'fɔ:ɪn/ **adjective** not belonging to your own country ○ *Foreign cars have flooded our market.* ○ *We are increasing our trade with foreign countries.* □ **foreign banks or foreign branches** banks from other countries which have branches in a country

'...a sharp setback in foreign trade accounted for most of the winter slowdown' [*Fortune*]

**foreign currency** /,fɔ:ɪn 'kʌrənsi/ **noun** money of another country

**foreign currency account** /,fɔ:ɪn 'kʌrənsi ə,kəʊnt/ **noun** a bank account in the currency of another country, e.g. a dollar account in a British bank

**foreign currency reserves** /,fɔ:ɪn 'kʌrənsi rɪ,zɜ:ɪvz/ **plural noun** a country's reserves held in currencies of other countries. Also called **foreign exchange reserves, international reserves**

'...the treasury says it needs the cash to rebuild its foreign reserves which have fallen from \$19 billion when the government took office to \$7 billion in August' [*Economist*]

**foreign direct investment** /,fɔ:ɪn ,daɪrektɪn 'vestmənt/ **noun** an investment in a developing country by foreign companies or governments. Abbreviation **FDI**

**foreign exchange** /,fɔ:ɪn ɪks-'tʃeɪndʒ/ **noun** **1.** the business of exchanging the money of one country for that of another **2.** foreign currencies

'...the dollar recovered a little lost ground on the foreign exchanges yesterday' [*Financial Times*]

**foreign exchange broker** /,fɔ:ɪn ɪks'tʃeɪndʒ ,brəʊkə/, **foreign exchange dealer** **noun** a person who deals on the foreign exchange market

**foreign exchange dealing** /,fɔ:ɪn ɪks'tʃeɪndʒ ,di:ɪlɪŋ/ **noun** the business of buying and selling foreign currencies

**foreign exchange desk** /,fɔ:ɪn ɪks'tʃeɪndʒ desk/ **noun** a section of a bank which deals with foreign exchange transactions

**foreign exchange market** /,fɔ:ɪn ɪks'tʃeɪndʒ ,mɑ:kɪt/ **noun** **1.** a market where people buy and sell foreign currencies ○ *She trades on the foreign exchange market.* **2.** dealings in foreign currencies ○ *Foreign exchange markets were very active after the dollar devalued.*

**foreign exchange reserves**

*/ˌfɔːrɪn ɪks'tʃeɪndʒ rɪˌzɜːvz/ plural noun* foreign money held by a government to support its own currency and pay its debts

**foreign exchange transaction**

*/ˌfɔːrɪn ɪks'tʃeɪndʒ trænˌzækʃən/ noun* a purchase or sale of foreign currency

**foreign exchange transfer**

*/ˌfɔːrɪn ɪks'tʃeɪndʒ ˌtrænsfɜː/ noun* the sending of money from one country to another

**foreign investments**

*/ˌfɔːrɪn ɪnˈvestmənts/ plural noun* money invested in other countries

**foreign money order**

*ˈmʌni/ noun* a money order in a foreign currency which is payable to someone living in a foreign country

**Foreign Office**

*/'fɔːrɪn ˌɒfɪs/ noun* a ministry dealing with a country's relations with foreign countries

**foreign rights**

*/ˌfɔːrɪn ˈraɪtɪz/ plural noun* a legal entitlement to sell something in a foreign country, such as the right to translate a book into a foreign language

**foreign trade**

*/'fɔːrɪn treɪd/ noun* a trade with other countries

**forex** */'fɔːrɛks/*, **Forex** *noun* same as **foreign exchange**

'...the amount of reserves sold by the authorities were not sufficient to move the \$200 billion Forex market permanently' [*Duns Business Month*]

**forfeiting**

*/'fɔːfɪtɪŋ/ noun* providing finance for exporters, where an agent (the forfeiter) accepts a bill of exchange from an overseas customer; he buys the bill at a discount, and collects the payments from the customer in due course

**forfeit**

*/'fɔːfɪt/ noun* the fact of having something taken away as a punishment  
 □ **the goods were declared forfeit** the court said that the goods had to be taken away from the person who was holding them  
 ■ *verb* to have something taken away as a punishment  
 □ **to forfeit a patent** to lose a patent because payments have not been made  
 □ **to forfeit a deposit** to lose a deposit which was left for an item because you have decided not to buy that item

**forfeit clause** */'fɔːfɪt klɔːz/ noun* a clause in a contract which says that

goods or a deposit will be taken away if the contract is not obeyed

**forfeiture** */'fɔːfɪtʃə/ noun* the act of forfeiting a property

**for hire contract** */fə ˈhaɪə ˌkɒntrækt/ noun* *US* a freelance contract

**forint** */'fɔːrɪnt/ noun* a unit of currency used in Hungary

**form** */fɔːm/ noun*

**1.** □ **form of words** words correctly laid out for a legal document  
 □ **receipt in due form** a correctly written receipt  
**2.** an official printed paper with blank spaces which have to be filled in with information  
 ○ *a pad of order forms*  
 ○ *You have to fill in form A20.*  
 ○ *Each passenger was given a customs declaration form.*  
 ○ *The reps carry pads of order forms.*  
 ■ *verb* to start, create or organise something  
 ○ *The brothers have formed a new company.*

**Form 1099** */fɔːm ˌten naɪnti ˈnɑːm/ noun*

*US* a statement from a bank or stockbroker, giving details of interest payments or dividends received, which a taxpayer sends on to the IRS

**forma** */'fɔːmə/ noun* □ **pro forma**

**formal** */'fɔːm(ə)l/ adjective* clearly and legally written  
 ○ *to make a formal application*  
 ○ *to send a formal order*  
 ○ *Is this a formal job offer?*  
 ○ *The factory is prepared for the formal inspection by the government inspector.*

**formal documents** */'fɔːm(ə)l ˈdɒkjumənts/ plural noun*

documents giving full details of a takeover bid

**formality** */fɔː'mælɪti/ noun* something which has to be done to obey the law

**formation** */fɔː'meɪʃ(ə)n/*, **forming**

*/'fɔːmɪŋ/ noun* the act of organising  
 ○ *the formation of a new company*

**form letter** */fɔːm ˈletə/ noun*

a letter which can be sent without any change to several correspondents (such as a letter chasing payment)

**formula investing** */'fɔːmjələ ɪnˌvestɪŋ/ noun*

a method of investing according to a set plan (such as purchasing a certain value of shares each month, or only investing in shares of companies with a capitalisation of less than £25m)

**fortune** */'fɔːtʃən/ noun* a large amount of money  
 ○ *He made a fortune*

from investing in oil shares. ○ She left her fortune to her three children.

**Fortune 500** /ˈfɔːtʃən faɪv ˈhʌndrəd/ *noun* the 500 largest companies in the USA, as listed annually in Fortune magazine

**forward** /ˈfɔːwəd/ *adjective* in advance or to be paid at a later date ■ **ad-verb** □ **to date a cheque forward** to put a later date than the present one on a cheque

**forwardation** /ˈfɔːwədˈeɪf(ə)n/ *noun* a cash price which is lower than the forward price (NOTE: The opposite is **backwardation**.)

**forward buying** /ˈfɔːwəd ˌbaɪɪŋ/ *noun* the act of buying shares, currency or commodities at today's price for delivery at a later date

**forward contract** /ˈfɔːwəd ˌkɒntrækt/ *noun* a one-off agreement to buy foreign currency or shares or commodities for delivery at a later date at a specific price

**forward cover** /ˈfɔːwəd ˌkʌvə/ *noun* an arrangement to cover the risks on a forward contract

**forward dealing** /ˈfɔːwəd ˌdiːlɪŋ/ *noun* the activity of buying or selling commodities forward

**forward delivery** /ˈfɔːwəd dɪ-ˈlɪv(ə)rɪ/ *noun* a delivery at some date in the future which has been agreed between the buyer and seller

**forwarder** /ˈfɔːwədə/ *noun* a person or company that arranges shipping and customs documents for several shipments from different companies, putting them together to form one large shipment

**forwarding** /ˈfɔːwədɪŋ/ *noun* the act of arranging shipping and customs documents

**forwarding address** /ˈfɔːwədɪŋ ə-ˈdres/ *noun* the address to which a person's mail can be sent on

**forwarding agent** /ˈfɔːwədɪŋ ˌeɪdʒənt/ *noun* a person or company which arranges shipping and customs documents

**forwarding instructions** /ˈfɔːwədɪŋ ɪnˌstrʌkʃənz/ *plural noun* instructions showing how the goods are to be shipped and delivered

**forward integration** /ˈfɔːwəd ɪntə-ˈgreɪf(ə)n/ *noun* a process of expansion in which a company becomes its own distributor or takes over a company in the same line of business as itself ○ *Forward integration will give the company greater control over its selling.* ○ *Forward integration has brought the company closer to its consumers and has made it aware of their buying habits.* Compare **backward integration**

**forward margin** /ˈfɔːwəd ˈmɑːdʒɪn/ *noun* the difference between the current (or spot) price and the forward price

**forward market** /ˈfɔːwəd ˈmɑːkɪt/ *noun* a market for purchasing foreign currency, oil or commodities for delivery at a later date

**forward sales** /ˈfɔːwəd seɪlz/ *plural noun* the sales of shares, commodities or foreign exchange for delivery at a later date

**forward trading** /ˈfɔːwəd ˌtreɪdɪŋ/ *noun* the activity of buying or selling commodities forward

**foul bill of lading** /ˌfaʊl bɪl əv ˈleɪdɪŋ/ *noun* a bill of lading which says that the goods were in bad condition when received by the shipper

**founder** /ˈfaʊndə/ *noun* a person who starts a company

**founder's shares** /ˈfaʊndəz ʃeəz/ *noun* special shares issued to the person who starts a company

**401(k) plan** /ˈfɔː əθ wʌn ˈkeɪ plæn/ *noun* *US* a personal pension plan arranged by an employer for a member of staff, invested in bonds, mutual funds or stock (the employee contributes a proportion of salary, on which tax is deferred; the employer can also make contributions)

**fourth market** /fɔːθ ˈmɑːkɪt/ *noun* *US* trading in securities which is carried between financial institutions, without going through the stock market

**fourth quarter** /fɔːθ ˈkwɔːtə/ *noun* a period of three months from 1st October to the end of the year

**fraction** /ˈfrækʃən/ *noun* a very small amount ○ *Only a fraction of the new share issue was subscribed.*

**fractional** /ˈfrækʃənl/ *adjective* very small



**fractional certificate** /'frækʃənəl sə,tɪfɪkət/ *noun* a certificate for part of a share

**fractional reserve** /,frækʃənəl rɪ-'zɜ:v/ *noun* a reserve held by a bank which is a small proportion of its total deposits

**fragile** /'frædʒaɪl/ *adjective* which can be easily broken ○ *There is an extra premium for insuring fragile goods in shipment.*

**fragility** /frə'dʒɪlɪti/ *noun* the fact of being weak or likely to collapse □ **financial fragility** the fact of being in a weak position financially

**franc** /fræŋk/ *noun* **1.** a former unit of currency in France and Belgium ○ *French francs* or *Belgian francs* **2.** a unit of currency in Switzerland and several other currencies ○ *It costs twenty-five Swiss francs.*

**franchise** /'fræntʃaɪz/ *noun* a licence to trade using a brand name and paying a royalty for it ○ *He's bought a printing franchise or a pizza franchise.* ■ *verb* to sell licences for people to trade using a brand name and paying a royalty ○ *His sandwich bar was so successful that he decided to franchise it.*

'...many new types of franchised businesses will join the ranks of the giant chains of fast-food restaurants, hotels and motels and rental car agencies' [*Franchising Opportunities*]

**franchisee** /,fræntʃaɪ'zi:/ *noun* a person who runs a franchise

**franchiser** /'fræntʃaɪzə/ *noun* a person who licenses a franchise

**franchising** /'fræntʃaɪzɪŋ/ *noun* the act of selling a licence to trade as a franchise ○ *He runs his sandwich chain as a franchising operation.*

**franchising operation** /'fræntʃaɪzɪŋ ɒpə'reɪʃ(ə)n/ *noun* an operation involving selling licences to trade as a franchise

**franchisor** /'fræntʃaɪzə/ *noun* another spelling of **franchiser**

**franco** /'fræŋkəʊ/ *adverb* free

**franc zone** /'fræŋk zəʊn/ *noun* a currency area consisting of the former French colonies in Africa or in the Pacific (it uses the CFA franc or the CFP franc as unit of currency)

**Frankfurt** /'fræŋkfɜ:t/ the main financial centre in Germany

**Frankfurter Allgemeine Zeitung** *noun* a daily newspaper published in Frankfurt

**Frankfurt Interbank Offered Rate** /,fræŋkfɜ:tɪntə,bæŋk 'ɒfəd reɪt/ *noun* a rate used for calculating loans on the Frankfurt money markets. Abbreviation **FIBOR**

**fraud** /frɔ:d/ *noun* an act of making money by making people believe something which is not true ○ *He got possession of the property by fraud.* ○ *She was accused of frauds relating to foreign currency.* □ **to obtain money by fraud** to obtain money by saying or doing something to cheat someone

**fraud squad** /'frɔ:d skwɒd/ *noun* the special police department which investigates frauds

**fraudulent** /'frɔ:dʒələnt/ *adjective* not honest, or aiming to cheat people ○ *a fraudulent transaction*

**fraudulently** /'frɔ:dʒələntli/ *adverb* not honestly ○ *goods imported fraudulently*

**fraudulent misrepresentation** /,frɔ:dʒələnt mɪs,reprɪzen'teɪʃ(ə)n/ *noun* the act of making a false statement with the intention of tricking a customer

**FRB** *abbreviation* **1.** Federal Reserve Bank **2.** Federal Reserve Board

**Freddie Mac** /,fredɪ 'mæk/ *noun* US same as **Federal Home Loan Mortgage Corporation** (*informal*)

**free** /fri:/ *adjective, adverb* **1.** not costing any money ○ *I have been given a free ticket to the exhibition.* ○ *The price includes free delivery.* ○ *All goods in the store are delivered free.* ○ *A catalogue will be sent free on request.* □ **free of charge** with no payment to be made **2.** with no restrictions □ **free of tax** with no tax having to be paid ○ *Interest is paid free of tax.* □ **free of duty** with no duty to be paid ○ *to import wine free of duty* ■ *verb* to make something available or easy ○ *The government's decision has freed millions of pounds for investment.*

'American business as a whole is increasingly free from heavy dependence on manufacturing' [*Sunday Times*]

**free capital** /fri: 'kæpɪt(ə)l/ *noun* an amount of a company's capital in shares which are available for trading on a Stock Exchange

**free collective bargaining** /,fri: kə,lektɪv 'bɑ:gɪnɪŋ/ *noun* negotiations between management and trade unions about wage increases and working conditions

**free competition** /,fri: kɒmpə-'tɪʃ(ə)n/ *noun* the fact of being free to compete without government interference

**free currency** /,fri: 'kʌrənsi/ *noun* a currency which is allowed by the government to be bought and sold without restriction

**free enterprise** /,fri: 'entəpraɪz/ *noun* a system of business free from government interference

**freefall** /'fri:fɔ:l/ *noun* a sudden collapse of prices ○ *On the news of the devaluation the stock market went into freefall.*

**free gift** /fri: 'gɪft/ *noun* a present given by a shop to a customer who buys a specific amount of goods ○ *There is a free gift worth £25 to any customer buying a washing machine.*

**freeholder** /'fri:həʊldə/ *noun* a person who owns a freehold property

**freehold property** /'fri:həʊld ,prɒpəti/ *noun* property which the owner holds for ever and on which no rent is paid

**free issue** /fri: 'ɪʃu:/ *noun* same as scrip issue

**free market** /fri: 'mɑ:kɪt/ *noun* a market in which there is no government control of supply and demand, and the rights of individuals and organisations to physical and intellectual property are upheld

**free market economy** /fri: 'mɑ:kɪt ɪ'kɒnəmi/ *noun* a system where the government does not interfere in business activity in any way

**free on board** /,fri: ɒn 'bɔ:d/ *adjective* including in the price all the seller's costs until the goods are on the ship for transportation. Abbreviation **f.o.b.**

**free online sessions** /fri: ,ɒnlaɪn 'seʃ(ə)nz/ *plural noun* the number of times a customer can access his online bank account without paying a charge

**free period** /fri: 'friəriəd/ *noun* the period of grace allowed to credit card holders before payment for credit card purchases is demanded

**freephone** /'fri:fəʊn/, **freefone** *noun* a system where you can telephone to reply to an advertisement, to place an order or to ask for information and the seller pays for the call

**free port** /'fri: pɔ:t/ *noun* a port where there are no customs duties to be paid

**freepost** /'fri:pəʊst/ *noun* a system where someone can write to an advertiser to place an order or to ask for information to be sent, without paying for a stamp. The company paying for the postage on receipt of the envelope.

**free reserves** /fri: rɪ'zɜ:vz/ *plural noun* the part of a bank's reserves which are above the statutory level and so can be used for various purposes as the bank wishes

**free sample** /fri: 'sɑ:mpl̩/ *noun* a sample given free to advertise a product

**free-standing** /fri: 'stændɪŋ/ *adjective* standing separately, not attached to a wall

**free-standing additional voluntary contribution** /fri: ,stændɪŋ ə,dɪʃ(ə)nəl ,vɒlənt(ə)rɪ ,kɒntrɪ-'bju:ʃ(ə)n/ *noun* a payment made by an individual into an independent pension fund to supplement an occupational pension scheme (the anticipated benefits from the two schemes together must be less than the maximum permitted under the rules laid down by the Inland Revenue). Abbreviation **FSAVC**

**free-standing additional voluntary contributions plan** /fri: ,stændɪŋ ə,dɪʃ(ə)nəl ,vɒlənt(ə)rɪ ,kɒntrɪ-'bju:ʃ(ə)n/ *noun* a separate pension plan taken out by an individual in addition to a company pension scheme

**free trade** /fri: 'treɪd/ *noun* a system where goods can go from one country to another without any restrictions

'...can free trade be reconciled with a strong dollar resulting from floating exchange rates?' [Duns Business Month]

**free trade area** /fri: 'treɪd ,eəriə/ *noun* a group of countries practising free trade

**free trader** /fri: 'treɪdə/ *noun* a person who is in favour of free trade

'...free traders hold that the strong dollar is the primary cause of the nation's trade problems' [Duns Business Month]

**free trade zone** /fri: 'treɪd zəʊn/ *noun* an area where there are no customs duties

**free trial** /fri: 'traɪəl/ *noun* an opportunity to test a machine or product with no payment involved

**freeze** /fri:z/ *noun* □ a **freeze on wages and prices** period when wages and prices are not allowed to be increased ■ *verb* to keep something such as money or costs at their present level and not allow them to rise ○ *to freeze wages and prices* ○ *to freeze credits* ○ *to freeze company dividends* ○ *We have frozen expenditure at last year's level.* (NOTE: **freezing – froze – frozen**)

**freeze out** /fri:z 'aʊt/ *verb* □ **to freeze out the competition** to trade successfully and cheaply and so prevent competitors from operating

**freight** /freɪt/ *noun* the cost of transporting goods by air, sea or land ○ *At an auction, the buyer pays the freight.*

**freightage** /'freɪtɪdʒ/ *noun* the cost of transporting goods

**freight charges** /'freɪt ʃɑ:dʒɪz/ *plural noun* money charged for transporting goods ○ *Freight charges have gone up sharply this year.*

**freight costs** /'freɪt kɒsts/ *plural noun* money paid to transport goods

**freight forward** /freɪt 'fɔ:wəd/ *noun* a deal where the customer pays for transporting the goods

**freight forwarder** /'freɪt 'fɔ:wədə/ *noun* a person or company that arranges shipping and customs documents for several shipments from different companies, putting them together to form one large shipment

...the airline will allow freight forwarder customers to track and trace consignments on the airline's website\* [*Lloyd's List*]

**freight rates** /'freɪt reɪts/ *plural noun* charges for transporting goods

**frequent flier** /fri:kwənt 'flaɪə/ *noun* a person who flies regularly, usually on business

**friendly society** /'frendli sə'saɪəti/ *noun* a group of people who pay regular subscriptions which are used to help members of the group when they are ill or in financial difficulties

**fringe benefit** /frɪndʒ 'benɪfɪt/ *noun* an extra item given by a company to

workers in addition to a salary, e.g. company cars or private health insurance ○ *The fringe benefits make up for the poor pay.* ○ *Use of the company recreation facilities is one of the fringe benefits of the job.*

**FRN** *abbreviation* floating rate note

**front** /frʌnt/ *noun* a business or person used to hide an illegal trade ○ *His restaurant is a front for a drugs organisation.*

**front-end** /frʌnt 'end/ *adjective* referring to the start of an investment or insurance

**front-end fee** /frʌnt 'end fi:/ *noun* an initial loading of the management charges into the first premium paid for an insurance

**front-end loaded** /'frʌnt end 'ləʊdɪd/ *adjective* referring to an insurance or investment scheme where most of the management charges are incurred in the first year of the investment or insurance, and are not spread out over the whole period. Compare **back-end loaded**

**front man** /'frʌnt mæn/ *noun* a person who seems honest but is hiding an illegal trade

**front office** /frʌnt 'ɒfɪs/ *noun* the front-line staff and support staff in a financial institution

**front-running** /'frʌnt 'rʌnɪŋ/ *noun* *US* the act of buying shares or options because you have heard of a large order to purchase which is coming ○ *They were accused of persistent front-running.*

**frozen** /'frəʊz(ə)n/ *adjective* not allowed to be changed or used ○ *Wages have been frozen at last year's rates.* □ **his assets have been frozen by the court** the court does not allow him to sell his assets. ▶ **freeze**

**frozen account** /'frəʊz(ə)n ə'kaʊnt/ *noun* a bank account where the money cannot be moved or used because of a court order

**frozen assets** /'frəʊz(ə)n 'æsets/ *plural noun* a company's assets which by law cannot be sold because someone has a claim against them

**frozen credits** /'frəʊz(ə)n 'kredɪtɪz/ *plural noun* credits in an account which cannot be moved

**FSA** *abbreviation* Financial Services Authority

**FSAVC** *abbreviation* free-standing additional voluntary contribution

**FT** *abbreviation* Financial Times

**FT Actuaries Share Indices** /,ɛf tiː ˌæktjʊəriz 'ʃeə ˌɪndɪsɪz/ *plural noun* several indices based on prices on the London Stock Exchange, which are calculated by and published in the Financial Times in conjunction with the Institute of Actuaries and the Faculty of Actuaries. ♦ **Financial Times**

**FTSE 100** /,fʊtsi wʌn 'hʌndrəd/ *noun* an index based on the prices of one hundred leading companies (this is the main London index)

'...the benchmark FTSE 100 index ended the session up 94.3 points' [*Times*]

**FTSE 100 index-tracking unit trust** /,fʊtsi wʌn 'hʌndrəd ˌɪndeks ˌtrækɪŋ 'juːnɪt trʌst/ *noun* a unit trust that follows the FTSE 100

**FTSE 350 Index** /,fʊtsi θriː 'fɪfti ˌɪndeks/ *noun* an index based on the market price of 350 companies listed on the London Stock Exchange (it includes the companies on the FTSE 100 Index and FTSE 250 Index)

**FTSE All-Share Index** /,fʊtsi 'ɔːl ʃeə ˌɪndeks/ *noun* an index based on the market price of about 840 companies listed on the London Stock Exchange (it includes the companies on the FTSE 100 Index, the 250 Index, plus companies in other indices) (NOTE: Also simply called the **All-Share Index**.)

**FTSE All-Share tracker** /,fʊtsi 'ɔːl ʃeə ˌtrækə/ *noun* a fund which tracks the FTSE All-Share index

**FTSE All-Small Index** /,fʊtsi ɔːl 'smɔːl ˌɪndeks/ *noun* an index covering the FTSE SmallCap companies, plus about 750 fledgling companies which are too small to be included in the All-Share Index

**FTSE Eurotop 300 Index** /,fʊtsi ˌjʊəʊtɒp θriː 'hʌndrəd ˌɪndeks/ *noun* an index of 300 leading European shares, quoted in euros

**FTSE Mid 250 Share Index** /,fʊtsi mɪd tuː ˌfɪfti 'ʃeə ˌɪndeks/ *noun* an index based on the market prices of 250 companies capitalised at between £300m and £2.5bn (this is about 16% of the total stock market capitalisation)

**FTSE Small Cap Index** /,fʊtsi smɔːl 'kæp ˌɪndeks/ *noun* an index which covers about 500 smaller companies which are too small to be included in the two main indices

**fulfil** /fʊl'fɪl/ *verb* to complete something in a satisfactory way ○ *The clause regarding payments has not been fulfilled.* (NOTE: The US spelling is **fulfill**.) □ **to fulfil an order** to supply the items which have been ordered ○ *We are so understaffed that we cannot fulfil any more orders before Christmas.*

**fulfilment** /fʊl'fɪlmənt/ *noun* the act of carrying something out in a satisfactory way (NOTE: The US spelling is **fulfillment**.)

**full** /fʊl/ *adjective* **1.** complete, including everything □ **we are working at full capacity** we are doing as much work as possible □ **in full discharge of a debt** paying a debt completely **2.** □ **in full** completely ○ *a full refund* or *a refund paid in full* ○ *Give your full name and address or your name and address in full.* ○ *He accepted all our conditions in full.*

'...a tax-free lump sum can be taken partly in lieu of a full pension' [*Investors Chronicle*]

**full costs** /fʊl 'kɒsts/ *plural noun* all the costs of manufacturing a product, including both fixed and variable costs

**full cover** /fʊl 'kʌvə/ *noun* insurance cover against all risks

**full employment** /fʊl ɪm'plɔɪmənt/ *noun* a situation where all the people who can work have jobs

**full listing** /fʊl 'lɪstɪŋ/ *noun* the listing of a company on the London Stock Exchange (as opposed to trading on the USM market)

**full price** /'fʊl praɪs/ *noun* a price with no discount ○ *She bought a full-price ticket.*

**full rate** /fʊl 'reɪt/ *noun* the full charge, with no reductions

**full refund** /fʊl 'rɪːfʌnd/ *noun* a refund of all the money paid ○ *He got a full refund when he complained about the service.*

**full repairing lease** /fʊl rɪ'peərɪŋ liːs/ *noun* a lease where the tenant has to pay for all repairs to the property

**full-scale** /'fʊl skeɪl/ *adjective* complete or very thorough ○ *The MD or-*

dered a full-scale review of credit terms.  
 ○ The HR department will start a full-scale review of the present pay structure.

'...the administration launched a full-scale investigation into maintenance procedures' [Fortune]

**full-service** /fʊl 'sɜ:vɪs/ *adjective* that provides a full service

**full-service banking** /fʊl 'sɜ:vɪs 'bæŋkɪŋ/ *noun* banking that offers a whole range of services (including mortgages, loans, pensions, etc.)

**full-service broker** /fʊl 'sɜ:vɪs 'brʌkə/ *noun* a broker who manages portfolios for clients, and gives advice on shares and financial questions in general (as opposed to an execution-only broker or discount broker)

**full-time** /'fʊl taɪm/ *adjective, adverb* working all the normal working time, i.e. about eight hours a day, five days a week ○ She's in full-time work or She works full-time or She's in full-time employment. ○ He is one of our full-time staff.

**full-time employment** /'fʊl taɪm ɪm'plɔɪmənt/ *noun* work for all of a working day ○ to be in full-time employment

**fully** /'fʊli/ *adverb* completely □ the offer was fully subscribed all the shares on offer were applied for, so the underwriters to the issue were not forced to buy any □ the shares are fully valued the market price of the shares is high enough, possibly too high

'...issued and fully paid capital is \$100 million' [Hongkong Standard]

**fully diluted earnings per share** /'fʊli daɪlɪtɪd ɜ:nɪŋz pə 'ʃeə/, **fully diluted EPS** /'fʊli daɪlɪtɪd ,i: pi: 'es/ *plural noun* earnings per share calculated over the whole number of shares assuming that convertible shares have been converted to ordinary shares

**fully diluted shares** /'fʊli daɪlɪtɪd 'ʃeəz/ *plural noun* total number of shares which includes convertible shares, stock options, etc.

**fully-paid shares** /'fʊli peɪd 'ʃeəz/ *plural noun* shares for which the full face value has been paid

**fully paid-up capital** /'fʊli peɪd ʌp 'kæpɪt(ə)l/ *noun* all money paid for the issued capital shares

**function key** /'fʌŋkʃən ki:/ *noun* a key switch that has been assigned a particular task or sequence of instructions

**fund** /fʌnd/ *noun* **1.** money set aside for a special purpose **2.** money invested in an investment trust as part of a unit trust, or given to a financial adviser to invest on behalf of a client. ♦ **funds** ■ *verb* to provide money for a purpose ○ The company does not have enough resources to fund its expansion programme. □ to fund a company to provide money for a company to operate '...the S&L funded all borrowers' development costs, including accrued interest' [Barrons]

**fundamental** /'fʌndə'ment(ə)l/ *adjective* basic or most important

**fundamental issues** /'fʌndə'ment(ə)l 'ɪʃu:z/ *plural noun* matters relating to a company's profits or assets

**fundamental research** /'fʌndə'ment(ə)l rɪ'sɜ:tʃ/, **fundamental analysis** /'fʌndə'ment(ə)l ə'næləsis/ *noun* an examination of the basic factors which affect a market

**fundamentals** /'fʌndə'ment(ə)lz/ *plural noun* the basic realities of a stock market or of a company (such as its assets, profitability and dividends)

**funded** /'fʌndɪd/ *adjective* backed by long-term loans ○ long-term funded capital

**funded debt** /'fʌndɪd 'det/ *noun* the part of the British National Debt which pays interest, but with no date for repayment of the principal

**funding** /'fʌndɪŋ/ *noun* **1.** money for spending ○ The bank is providing the funding for the new product launch. **2.** the act of changing a short-term debt into a long-term loan ○ The capital expenditure programme requires long-term funding.

**fund management** /'fʌnd ,mænɪdʒmənt/ *noun* the business of dealing with the investment of sums of money on behalf of clients

**fund manager** /'fʌnd ,mænɪdʒə/ *noun* **1.** a person who invests money on behalf of clients **2.** a person who manages the investments made by a fund in such a way as to fulfill the fund's stated objectives

**funds** /fʌndz/ *plural noun* **1.** money which is available for spending ○ The

*company has no funds to pay for the research programme.* ♦ **insufficient funds** □ **the company called for extra funds** the company asked for more money □ **to convert funds to another purpose** to use money for a wrong purpose □ **to convert funds to your own use** to use someone else's money for yourself **2.** government stocks and securities

'...small innovative companies have been hampered for lack of funds' [*Sunday Times*]

'...the company was set up with funds totalling NorKr 145m' [*Lloyd's List*]

**fungibility** /ˌfʌndʒə'bɪlɪti/ *noun* being exchangeable for something similar

**fungible** /'fʌndʒəb(ə)l/ *adjective* referring to a security which can be exchanged for another of the same type

**funny money** /'fʌni ˌmʌni/ *noun* strange types of shares or bonds offered by companies or their brokers, which are not the usual forms of loan stock

**future** /'fju:tʃə/ *adjective* referring to time to come or to something which has

not yet happened ■ *noun* the time which has not yet happened ○ *Try to be more careful in future.* ○ *In future all reports must be sent to Australia by air.*

**future delivery** /ˌfju:tʃə drɪ'lɪv(ə)rɪ/ *noun* delivery at a later date

**futures** /'fju:tʃəz/ *plural noun* shares, currency or commodities that are bought or sold for now for delivery at a later date ○ *Gold rose 5% on the commodity futures market yesterday.*

'...cocoa futures plummeted in November to their lowest levels in seven years' [*Business in Africa*]

**futures contract** /'fju:tʃəz ˌkɒntrækt/ *noun* a contract for the purchase of commodities for delivery at a date in the future

COMMENT: A futures contract is a contract to purchase; if investors are bullish, they will buy a contract, but if they feel the market will go down, they will sell one.

**futures exchange** /'fju:tʃəz ɪks-ˌtʃeɪndʒ/ *noun* a commodity market which only deals in futures

## G

**G10** *abbreviation* Group of Ten

**G5** *abbreviation* Group of Five

**G7** *abbreviation* Group of Seven

**G8** *abbreviation* Group of Eight

**GAAP** *abbreviation* Generally Accepted Accounting Principles

**GAB** *abbreviation* General Arrangements to Borrow

**gain** /geɪn/ *noun* **1.** an increase, or the act of becoming larger □ **gain in profitability** the act of becoming more profitable **2.** an increase in profit, price or value ○ *Oil shares showed gains on the Stock Exchange.* ○ *Property shares put on gains of 10%-15%.* ■ *verb* **1.** to get or to obtain ○ *He gained some useful experience working in a bank.* □ **to gain control of a business** to buy more than 50% of the shares so that you can direct the business **2.** to rise in value ○ *The dollar gained six points on the foreign exchange markets.*

**galloping inflation** /ˌgæləpɪŋ ɪn-ˈfleɪʃ(ə)n/ *noun* very rapid inflation which is almost impossible to reduce

**gamma shares** /ˈgæmə ʃeəz/, **gamma securities** /ˈgæmə sɪ-ˌkjʊərətɪz/, **gamma stocks** /ˈgæmə stɒks/ *plural noun* shares of companies which are not frequently traded on the London Stock Exchange, but which are listed

**gap** /gæp/ *noun* an empty space □ **gap in the market** an opportunity to make a product or provide a service which is needed but which no one has sold before ○ *to look for or to find a gap in the market* ○ *This laptop has filled a real gap in the market.*

‘...these savings are still not great enough to overcome the price gap between American products and those of other nations’ [*Duns Business Month*]

**gap financing** /ˈgæp ˌfaɪnænsɪŋ/ *noun* arranging extra loans (such as a

bridging loan) to cover a purchase not covered by an existing loan

**garage** /ˈgærɪdʒ, ˈgæərə:ʒ/ *noun* a part of the trading floor on the New York Stock Exchange ■ *verb* to put assets into another company so as to reduce tax liability

**garnish** /ˈgɑ:nɪʃ/ *verb* *US* to withhold salary or property because a person has debts or taxes which are unpaid

**garnishee** /ˌgɑ:nɪˈʃi:/ *noun* a person who owes money to a creditor and is ordered by a court to pay that money to a creditor of the creditor, and not to the creditor himself

**garnishee order** /ˌgɑ:nɪˈʃi: ˌɔ:də/ *noun* a court order, making a garnishee pay money not to the debtor, but to a third party

**garnishment** /ˈgɑ:nɪʃmənt/ *noun* same as **garnishee order**

**GATT** *abbreviation* General Agreement on Tariffs and Trade

**gazump** /gəˈzʌmp/ *verb* to stop someone buying a property for which he or she has already agreed a price with the seller by offering a higher price

**gazumping** /gəˈzʌmpɪŋ/ *noun* the practice of offering a higher price for a house than another buyer has already agreed with the seller

**GDP** *abbreviation* gross domestic product

**gear** /gɪə/ *verb* to link something to something else □ **salary geared to the cost of living** salary which rises as the cost of living increases

**gearing** /ˈgɪərɪŋ/ *noun* the act of borrowing money at fixed interest which is then used to produce more money than the interest paid

COMMENT: High gearing (when a company is said to be ‘highly geared’) indicates that the level of borrowings is high

when compared to its ordinary share capital. A lowly-g geared company has borrowings which are relatively low. High gearing has the effect of increasing a company's profitability when the company's trading is expanding. If the trading pattern slows down, then the high interest charges associated with gearing will increase the rate of slowdown.

**GEB** *abbreviation* Guaranteed Equity Bond

**geisha bond** /'geɪʃə bɒnd/ *noun* a bond placed by a non-Japanese borrower in Japan, in a currency other than the yen

**general** /'dʒen(ə)rəl/ *adjective* **1.** ordinary or not special **2.** dealing with everything or with everybody

**General Agreement on Tariffs and Trade** /,dʒen(ə)rəl ə,grɪ:mənt ɒn ˌtærɪfs ən 'treɪd/ *noun* an international agreement to try to reduce restrictions in trade between countries (replaced in 1998 by the World Trade Organization). Abbreviation **GATT**. ▶ **World Trade Organization**

**General Arrangements to Borrow** /,dʒen(ə)rəl ə,reɪndʒmənts tə 'bɒrəʊ/ *plural noun* an agreement between members of the G10 group of countries, by which members make funds available to the IMF to cover loans which it makes. Abbreviation **GAB**

**general audit** /,dʒen(ə)rəl 'ɔ:dtɪ/ *noun* a process of examining all the books and accounts of a company

**general average** /'dʒen(ə)rəl 'æv(ə)rɪdʒ/ *noun* a process by which the cost of lost goods is shared by all parties to an insurance (in cases where some goods have been lost in an attempt to save the rest of the cargo)

**general expenses** /,dʒen(ə)rəl ɪk-'spensɪz/ *plural noun* all kinds of minor expenses, the money spent on the day-to-day costs of running a business

**general fund** /'dʒen(ə)rəl fʌnd/ *noun* a unit trust with investments in a variety of stocks

**general insurance** /,dʒen(ə)rəl ɪn-'ʃʊərəns/ *noun* insurance covering all kinds of risk, e.g. theft, loss or damage, but excluding life insurance

**general ledger** /,dʒen(ə)rəl 'ledʒə/ *noun* a book which records a company's income and expenditure in general

**general lien** /,dʒen(ə)rəl 'li:ən/ *noun* **1.** a right to hold goods or property until a debt has been paid **2.** a lien against the personal possessions of a borrower (but not against his or her house or land). ▶ **banker's lien**

**Generally Accepted Accounting Principles** /,dʒen(ə)rəli ək,septɪd ə-'kaʊntɪŋ ˌprɪnsɪp(ə)lz/ *plural noun* US rules applied to accounting practice in the US. Abbreviation **GAAP**

**general manager** /,dʒen(ə)rəl 'mænɪdʒə/ *noun* a manager in charge of the administration of a company

**general meeting** /,dʒen(ə)rəl 'mi:tɪŋ/ *noun* meeting of all the shareholders of a company or of all the members of a society

**general obligation bond** /,dʒen(ə)rəl ˌɒblɪ'geɪʃ(ə)n bɒnd/ *noun* US a municipal or state bond issued to finance public undertakings such as roads, but which is repaid out of general funds. Abbreviation **GO bond**

**general office** /'dʒen(ə)rəl ˌɒfɪs/ *noun* the main administrative office of a company

**general partner** /,dʒen(ə)rəl 'pɑ:tənə/ *noun* a partner in a partnership whose responsibility for its debts is not limited

**general partnership** /,dʒen(ə)rəl 'pɑ:tənəʃɪp/ *noun* a partnership where the liability of each partner is not limited

**general PEP** /'dʒen(ə)rəl pep/ *noun* a PEP which has shares of several companies in it, as opposed to a single company PEP

**general undertaking** /,dʒen(ə)rəl ˌʌndə'teɪkɪŋ/ *noun* an undertaking signed by the directors of a company applying for a Stock Exchange listing, promising to work within the regulations of the Stock Exchange

**generation-skipping transfer tax** /,dʒenəreɪʃ(ə)n ˌskɪpɪŋ 'trænsfɜ:tæks/ *noun* US a tax on property left to grandchildren or great-grandchildren with the intention of avoiding paying estate duties. Abbreviation **GSTT**



**gensaki** /dʒenˈsɑːki/ *noun* a Japanese bond market, dealing in bonds issued with agreements to repurchase at less than twelve months' notice

**gentleman's agreement** /ˈdʒent(ə)lmənʒ əˌɡri:mənt/ *noun* a verbal agreement between two parties who trust each other

**Gesellschaft** *noun* the German word for company

**Gesellschaft mit beschränkter Haftung** *noun* a German private limited company. Abbreviation **GmbH**

**get back** /,get ˈbæk/ *verb* to receive something which you had before ○ *I got my money back after I had complained to the manager.* ○ *He got his initial investment back in two months.*

**get out** /,get ˈaʊt/ *verb* 1. to produce something ○ *The accounts department got out the draft accounts in time for the meeting.* 2. to sell an investment (*informal*) ○ *He didn't like what he read in the company's annual report, so he got out before the company collapsed.*

**get out of** /,get ˈaʊt əv/ *verb* to stop trading in (a product or an area) ○ *The company is getting out of computers.* ○ *We got out of the South American market.*

**get round** /,get ˈraʊnd/ *verb* to avoid ○ *We tried to get round the embargo by shipping from Canada.*

**GIB** *abbreviation* Guaranteed Income Bond

**gift** /ɡɪft/ *noun* a thing which is given to someone

**gift coupon** /ˈɡɪft ˌkuːpən/, **gift token** /ˈɡɪft ˌtəʊkən/, **gift voucher** /ˈɡɪft ˌvaʊtʃə/ *noun* a card that can be used to buy specified goods up to the value printed on it, often issued by chain stores. The person receiving the voucher is able to redeem it in any store in the chain. ○ *We gave her a gift token for her birthday.*

**gift inter vivos** /,ɡɪft ɪntə ˈvɪːvʊs/ *noun* a gift given to another living person. Abbreviation **GIV**

**gift tax** /ˈɡɪft tæks/ *noun* a tax on gifts (only gifts between husband and wife are exempt)

**gilt-edged** /ˈɡɪlt edʒd/ *adjective* referring to an investment which is very safe

**gilt-edged securities** /,ɡɪlt edʒd sɪˈkjʊərɪtiz/ *plural noun* investments in British government stock

**gilt-edged stock** /,ɡɪlt edʒd ˈstɒk/ *noun* same as **government bonds**

**gilts** /ɡɪlts/ *plural noun* same as **government bonds**

**Ginnie Mae** /,dʒɪni ˈmeɪ/ *noun* same as **GNMA** (*informal*)

**giro system** /ˈdʒaɪrəʊ ˌsɪstəm/ *noun* a banking system in which money can be transferred from one account to another without writing a cheque

**GIV** *abbreviation* gift inter vivos

**glamour stock** /ˈɡləmə stɒk/ *noun* a stock which is very popular with investors because it has risen in value and provided higher than average earnings over a period of time

**global** /ˈɡləʊb(ə)l/ *adjective* referring to the whole world ○ *We offer a 24-hour global delivery service.* □ **global economy** the economy of the whole world

**globalisation** /,ɡləʊbəlaɪˈzeɪʃ(ə)n/, **globalization** *noun* the process of making something international or worldwide, especially the process of expanding business interests, operations and strategies to countries all over the world (NOTE: Globalisation is due to technological developments that make global communications possible, political developments such as the fall of communism and developments in transportation that make travelling faster and more frequent. It can benefit companies by opening up new markets, giving access to new raw materials and investment opportunities and enabling them to take advantage of lower operating costs in other countries.)

**GmbH** *abbreviation* Gesellschaft mit beschränkter Haftung

**GNMA** *noun* a US federal organisation which provides backing for mortgages. Full form **Government National Mortgage Association**

**gnomes of Zurich** /,nəʊmz əv ˈzjʊərɪk/ *plural noun* important Swiss international bankers (*informal*)

**GNP** *abbreviation* gross national product

**go-ahead** /ˈɡəʊ əˌhed/ *noun* □ **to give something the go-ahead** to approve

something or to say that something can be done ○ *My project got a government go-ahead.* ○ *The board refused to give the go-ahead to the expansion plan.* ■ **adjective** energetic or keen to do well ○ *He is a very go-ahead type.* ○ *She works for a go-ahead clothing company.*

**go back on** /,gəʊ 'bæk ɒn/ **verb** not to carry out something after you have promised to do it ○ *Two months later they went back on the agreement.*

**GO bond** /'gəʊ bɒnd/ **noun** same as **general obligation bond**

**go fifty-fifty** /gəʊ ,fɪfti 'fɪfti/ **verb** to share the costs equally

**go-go fund** /'gəʊ gəʊ ,fʌnd/ **noun** a fund which aims to give very high returns because it is invested in speculative stocks

**going** /'gəʊɪŋ/ **adjective** current

**going concern** /,gəʊɪŋ kən'sɜːn/ **noun** a company that is actively trading (and making a profit) □ **sold as a going concern** sold as an actively trading company □ **to sell a business as a going concern** to sell a business as an actively trading company

**going concern value** /,gəʊɪŋ kən'sɜːn ,væljuː/ **noun** the value of a corporation as it continues trading (in effect, the goodwill) as opposed to its breakup value

**going price** /,gəʊɪŋ 'praɪs/ **noun** the usual or current price, the price which is being charged now ○ *What is the going price for 1975 Volkswagen Beetles?*

**going rate** /,gəʊɪŋ 'reɪt/ **noun** the usual or current rate of payment ○ *We pay the going rate for typists.* ○ *The going rate for offices is £10 per square metre.*

**go into** /,gəʊ 'ɪntuː/ **verb** to examine something carefully ○ *The bank wants to go into the details of the inter-company loans.*

**go into business** /,gəʊ ɪntə 'bɪznɪs/ **verb** to start in business ○ *He went into business as a car dealer.* ○ *She went into business in partnership with her son.*

**gold** /gəʊld/ **noun** a very valuable yellow metal ○ *to buy gold* ○ *to deal in gold* ○ *You can buy gold coins at certain Swiss banks.* ○ *He has a licence to deal in gold.*

**COMMENT:** Gold is the traditional hedge against investment uncertainties. People buy gold in the form of coins or bars, because they think it will maintain its value when other investments such as government bonds, foreign currency, property, etc., may not be so safe. Gold is relatively portable, and small quantities can be taken from country to country if an emergency occurs. This view, which is prevalent when the political situation is uncertain, has not been borne out in recent years, and gold has not maintained its value for some time.

**gold bug** /'gəʊld bʌg/ **noun** a person who believes that gold is the best investment (*informal*)

**gold bullion** /gəʊld 'bʊliən/ **noun** bars of gold

**gold card** /'gəʊld kɑːd/ **noun** a credit card issued to important customers (i.e. those with a certain level of income), which gives certain privileges, such as a higher spending limit than ordinary credit cards

**gold-collar worker** /,gəʊld ,kɒlə 'wɜːɪkə/ **noun** an employee who earns a very high salary and bonuses

**golden** /'gəʊld(ə)n/ **adjective** made of gold or like gold

**golden handcuffs** /,gəʊld(ə)n 'hændkʌfz/ **plural noun** a contractual arrangement to make sure that a valued member of staff stays in their job, by which they are offered special financial advantages if they stay and heavy penalties if they leave

**golden handshake** /,gəʊld(ə)n 'hændʃeɪk/ **noun** a large, usually tax-free, sum of money given to a director who retires from a company before the end of his service contract ○ *The retiring director received a golden handshake of £250,000.*

**golden hello** /,gəʊld(ə)n hə'ləʊ/ **noun** a cash inducement paid to someone to encourage them to change jobs and move to another company

**golden parachute** /,gəʊld(ə)n 'pærəʃuːt/, **golden umbrella** /,gəʊld(ə)n ʌm'brelə/ **noun** a special contract for a director of a company, which gives him advantageous financial terms if he has to resign when the company is taken over

**golden share** /'gəʊld(ə)n ʃeə/ *noun* a share in a privatised company which is retained by the government and carries special privileges (such as the right to veto foreign takeover bids)

**gold fixing** /'gəʊld ˌfɪksɪŋ/ *noun* a system where the world price for gold is set twice a day in US dollars on the London Gold Exchange and in Paris and Zurich

**goldmine** /'gəʊldmaɪn/ *noun* a mine which produces gold □ **that shop is a little goldmine** that shop is a very profitable business

**gold point** /'gəʊld pɔɪnt/ *noun* an amount by which a currency which is linked to gold can vary in price

**gold reserves** /'gəʊld rɪˌzɜːvz/ *plural noun* the country's store of gold kept to pay international debts

**gold/silver ratio** /,gəʊld ˈsɪlvə ˌreɪʃəʊ/ *noun* a figure calculated as the number of ounces of silver it takes to buy one ounce of gold

**gold standard** /gəʊld ˈstændəd/ *noun* an arrangement that links the value of a currency to the value of a quantity of gold

**go liquid** /gəʊ ˈlɪkwɪd/ *verb* to convert as many assets as possible into cash

**go long** /gəʊ ˈlɒŋ/ *verb* to buy securities as a long-term investment

**good** /gʊd/ *adjective* not bad □ **to buy something in good faith** to buy something thinking it is of good quality, that it has not been stolen or that it is not an imitation ■ *noun* an item which is made and is for sale

**good buy** /gʊd ˈbaɪ/ *noun* a thing bought which is worth the money paid for it □ *That watch was a good buy.*

**good industrial relations** /gʊd ɪnˌdʌstriəl rɪˈleɪʃ(ə)nz/ *plural noun* a situation where management and employees understand each others' problems and work together for the good of the company

**goods** /gʊdz/ *plural noun* items which can be moved and are for sale □ **goods in bond** imported goods held by customs until duty is paid

‘...profit margins are lower in the industries most exposed to foreign competition – machinery, transportation equipment and electrical goods’ [*Sunday Times*]

‘...the minister wants people buying goods ranging from washing machines to houses to demand facts on energy costs’ [*Times*]

**goods and chattels** /,gʊdz ən ˈtʃæt(ə)lz/ *plural noun* moveable personal possessions

**Goods and Services Tax** /,gʊdz ən ˈsɜːvɪsɪz tæks/ *noun* a Canadian tax on the sale of goods or the provision of services (similar to VAT). Abbreviation **GST**

**good till cancelled** /,gʊd tɪl ˈkænsəld/ *noun* an order given to a broker to buy or sell as instructed until the order is cancelled. Abbreviation **GTC**

**goodwill** /gʊdˈwɪl/ *noun* **1.** good feeling towards someone ○ *To show goodwill, the management increased the terms of the offer.* **2.** the good reputation of a business, which can be calculated as part of a company's asset value, though separate from its tangible asset value ○ *He paid £10,000 for the goodwill of the shop and £4,000 for the stock.*

COMMENT: Goodwill can include such things as the trading reputation, the patents, the trade names used and the value of a 'good site' and is very difficult to establish accurately. It is an intangible asset, and so is not shown as an asset in a company's accounts, unless it figures as part of the purchase price paid when acquiring another company.

**go out of business** /,gəʊ aʊt əv ˈbɪznɪs/ *verb* to stop trading ○ *The firm went out of business last week.*

**go private** /gəʊ ˈpraɪvət/ *verb* to become a private company again, by concentrating all its shares in the hands of one or a few shareholders and removing its stock exchange listing

**go public** /gəʊ ˈpʌblɪk/ *verb* to become a public company by placing some of its shares for sale on the stock market so that anyone can buy them

**go short** /gəʊ ˈʃɔːt/ *verb* to sell shares now which you have contracted to purchase at a later date, on the assumption that the market will fall further

**gourde** /gʊəd/ *noun* a unit of currency used in Haiti

**govern** /'gʌv(ə)n/ *verb* to rule a country ○ *The country is governed by a group of military leaders.*

**governance** /'gʌv(ə)nəns/ *noun* the philosophy of ruling, whether a country or a company

'...the chairman has committed the cardinal sin in corporate governance – he acted against the wishes and interests of the shareholders' [*Investors Chronicle*]

'...in two significant decisions, the Securities and Exchange Board of India today allowed trading of shares through the Internet and set a deadline for companies to conform to norms for good corporate governance' [*The Hindu*]

**government** *noun* /'gʌv(ə)nɪmənt/ an organisation which administers a country ■ *adjective* coming from the government, referring to the government ○ a *government ban on the import of arms* ○ *Government intervention or Intervention by the government helped to solve the dispute.* ○ *Government employees can belong to one of two unions.* ○ *Government officials prevented him leaving the country.* ○ *Government policy is outlined in the booklet.*

**governmental** /,gʌv(ə)nɪ'ment(ə)/ *adjective* referring to a government

**government-backed** /'gʌvɪnmənt bækt/ *adjective* backed by the government

**government bonds** /'gʌv(ə)nɪmənt bɒndz/ *plural noun* bonds or other securities issued by the government on a regular basis as a method of borrowing money for government expenditure

**government contractor** /,gʌv(ə)nɪmənt kən'træktə/ *noun* a company which supplies the government with goods by contract

**government-controlled** /,gʌv(ə)nɪmənt kən'trəʊld/ *adjective* under the direct control of the government ○ *Advertisements cannot be placed in the government-controlled newspapers.*

**government economic indicators** /,gʌv(ə)nɪmənt i:kə'nɒmɪk 'ɪndɪkətəz/ *plural noun* statistics which show how the country's economy is going to perform in the short or long term

**government loan** /'gʌv(ə)nɪmənt ləʊn/ *noun* money lent by the government

**Government National Mortgage Association** /,gʌv(ə)nɪmənt ,næʃ(ə)nəl 'mɔ:ɡɪdʒ ə'səʊsɪeɪʃ(ə)n/ *noun* full form of **GNMA**

**government organisation** /,gʌv(ə)nɪmənt ɔ:ɡənəɪ'zeɪʃ(ə)n/ *noun* an official body run by the government

**government-regulated** /'gʌv(ə)nɪmənt ,regjuleɪtɪd/ *adjective* regulated by the government

**government securities** /'gʌv(ə)nɪmənt sɪ'kjʊərɪtɪz/ *plural noun* same as **government bonds**

**government-sponsored** /'gʌv(ə)nɪmənt ,spɒnsəd/ *adjective* encouraged by the government and backed by government money ○ *He is working in a government-sponsored scheme to help small businesses.*

**government stock** /'gʌv(ə)nɪmənt stɒk/ *noun* same as **government bonds**

**government support** /,gʌv(ə)nɪmənt sə'pɔ:t/ *noun* a financial help given by the government ○ *The aircraft industry relies on government support.*

**governor** /'gʌv(ə)nə/ *noun* **1.** a person in charge of an important institution **2.** *US* one of the members of the Federal Reserve Board

**Governor of the Bank of England** /,gʌv(ə)nə əv ðə ,bæŋk əv 'ɪŋɡlənd/ *noun* a person (nominated by the British government) who is in charge of the Bank of England (NOTE: The US term is **Chairman of the Federal Reserve Board.**)

**GPM** *abbreviation* graduated payment mortgage

**grace** /ɡreɪs/ *noun* a favour shown by granting a delay ○ *to give a creditor a period of grace* or *two weeks' grace*

**grace period** /'ɡreɪs ,pɪəriəd/ *noun* the time given to a debtor to repay a loan, to pay the amount purchased using a credit card, or to pay an insurance premium

**gradual** /'ɡrædʒuəl/ *adjective* slow and steady ○ *The company saw a gradual return to profits.* ○ *Her CV describes her gradual rise to the position of company chairman.*

**gradually** /'ɡrædʒuəli/ *adverb* slowly and steadily ○ *The company has gradually become more profitable.* ○ *She gradually learnt the details of the import-export business.*

**graduate** *noun* /'grædʒuət/ a person who has obtained a degree ■ *verb* /-'grædʒu,eɪt/ to get a degree ○ *She graduated from Edinburgh university last year.*

**graduated** /'grædʒu'eɪtɪd/ *adjective* changing in small regular stages

**graduated income tax** /,grædʒu'eɪtɪd 'ɪnkəm tæks/ *noun* a tax which rises in steps (each level of income is taxed at a higher percentage)

**graduated payment mortgage** /,grædʒu'eɪtɪd ,pəɪmənt 'mɔ:ɡɪdʒ/ *noun* a mortgage where the monthly payments gradually rise over the lifetime of the mortgage. Abbreviation **GPM**

**graduated pension scheme** /,grædʒu'eɪtɪd 'penʃən ski:m/ *noun* a pension scheme where the benefit is calculated as a percentage of the salary of each person in the scheme

**graduated taxation** /,grædʒu'eɪtɪd tæk'seɪʃ(ə)n/ *noun* a tax system where the percentage of tax paid rises as the income rises

**graduate entry** /'grædʒuət ,entri/ *noun* the entry of graduates into employment with a company ○ *the graduate entry into the civil service*

**graduate trainee** /,grædʒuət treɪ-'ni:/ *noun* a person in a graduate training scheme

**graduate training scheme** /,grædʒuət 'treɪnɪŋ ski:m/ *noun* a training scheme for graduates

**grand** /grænd/ *adjective* important □

**grand plan or grand strategy** a major plan ○ *They explained their grand plan for redeveloping the factory site.* ■ *noun* one thousand pounds or dollars (*informal*) ○ *They offered him fifty grand for the information.* ○ *She's earning fifty grand plus car and expenses.*

**grand total** /grænd 'təʊt(ə)n/ *noun* the final total made by adding several subtotals

**Granny Bond** /'græni bɒnd/ *noun* a British government bond giving higher interest or tax privileges but restricted in availability to pensioners

**grant** /grɑ:nt/ *noun* money given by the government to help pay for something ○ *The laboratory has a government grant to cover the cost of the*

*development programme.* ○ *The government has allocated grants towards the costs of the scheme.* ■ *verb* to agree to give someone something ○ *to grant someone a loan or a subsidy* ○ *to grant someone three weeks' leave of absence* ○ *The local authority granted the company an interest-free loan to start up the new factory.*

'...the budget grants a tax exemption for \$500,000 in capital gains' [*Toronto Star*]

**grant-aided scheme** /,grɑ:nt 'eɪdɪd ski:m/ *noun* a scheme which is funded by a government grant

**grantee** /grɑ:n'ti:/ *noun* a person who receives a grant

**grantor** /grɑ:n'tɔ:/ *noun* a person who grants a property to another

**graph** /grɑ:f/ *noun* a diagram which shows the relationship between two sets of quantities or values, each of which is represented on an axis ○ *A graph was used to show salary increases in relation to increases in output.* ○ *According to the graph, as average salaries have risen so has absenteeism.* ○ *We need to set out the results of the questionnaire in a graph.*

**graph paper** /'grɑ:f ,peɪpə/ *noun* a special type of paper with many little squares, used for drawing graphs

**gratia** ◊ **ex gratia**

**gratis** /'grætɪs/ *adverb* free or not costing anything ○ *We got into the exhibition gratis.*

**gratuity** /grə'tju:ti/ *noun* a tip, money given to someone who has helped you ○ *The staff are instructed not to accept gratuities.*

**graveyard** /'ɡreɪvja:d/ *noun* a market where prices are low and no one is buying because investors prefer to remain liquid (*informal*)

**Great Depression** /ɡreɪt dɪ-'preʃ(ə)n/ *noun* the world economic crisis of 1929–33

**greenback** /'ɡri:nbæk/ *noun* *US* a dollar bill (*informal*)

'...gold's drop this year is of the same magnitude as the greenback's 8.5% rise' [*Business Week*]

**Green Book** /ɡri:n 'bʊk/ *noun* *US* an economic forecast prepared by the staff of the Federal Reserve Board

**green card** /'grɪn kɑ:d/ *noun* **1.** a special British insurance certificate to prove that a car is insured for travel abroad **2.** an identity card and work permit for a person going to live in the USA

**Green chips** /'grɪn tʃɪps/ *plural noun* small companies with potential for growth

**green currency** /grɪ:n 'kʌrənsi:/ *noun* formerly, a currency used in the EU for calculating agricultural payments. Each country had an exchange rate fixed by the Commission, so there were 'green pounds', 'green francs', 'green marks', etc.

**green day** /'grɪn deɪ/ *noun* US a profitable day (NOTE: The opposite is a red day.)

**greenmail** /'grɪ:nmeɪl/ *noun* the practice of making a profit by buying a large number of shares in a company, threatening to take the company over, and then selling the shares back to the company at a higher price

'...he proposes that there should be a limit on greenmail, perhaps permitting payment of a 20% premium on a maximum of 8% of the stock' [*Duns Business Month*]

**Green Paper** /grɪ:n 'peɪpə/ *noun* a report from the British government on proposals for a new law to be discussed in Parliament. Compare **White Paper**

**Gresham's Law** /'greʃəmz lɔ:/ *noun* the law that 'bad money will drive out good': where two forms of money with the same denomination exist in the same market, the form with the higher metal value will be driven out of circulation because people hoard it and use the lower-rated form to spend (as when paper money and coins of the same denomination exist in the same market)

**grey market** /'greɪ ,mɑ:kɪt/ *noun* an unofficial market run by dealers, where new issues of shares are bought and sold before they officially become available for trading on the Stock Exchange (even before the share allocations are known)

**gross** /grəʊs/ *noun* twelve dozen (144) ○ *He ordered four gross of pens.* (NOTE: no plural) ■ *adjective* total, with no deductions ■ *adverb* with no deductions ○ *My salary is paid gross.* ○ *Building society accounts can pay interest gross to non-taxpayers.* ■ *verb* to make as a gross profit or earn as gross

income ○ *The group grossed £25m in 1999.* □ **to gross up** to calculate the percentage rate of a net investment as it would be before tax is deducted

'...gross wool receipts for the selling season to end June appear likely to top \$2 billion' [*Australian Financial Review*]

**gross borrowings** /grəʊs 'bɒrəʊɪŋz/ *plural noun* the total of all monies borrowed by a company (such as overdrafts, long-term loans, etc.) but without deducting cash in bank accounts and on deposit

**gross dividend per share** /grəʊs ,dɪvɪdend pə 'ʃeə/ *noun* the dividend per share paid before tax is deducted

**gross domestic product** /grəʊs də,mestɪk 'prɒdʌkt/ *noun* the annual value of goods sold and services paid for inside a country. Abbreviation **GDP**

**gross earnings** /grəʊs 'ɜ:nɪŋz/ *plural noun* total earnings before tax and other deductions

**gross income** /grəʊs 'ɪnkʌm/ *noun* salary before tax is deducted

**gross income yield** /grəʊs 'ɪnkʌm jɪ:ld/ *noun* the yield of an investment before tax is deducted

**gross margin** /grəʊs 'mɑ:dʒɪn/ *noun* the percentage difference between the received price and the unit manufacturing cost or purchase price of goods for resale

**gross national product** /grəʊs ,næʃ(ə)nəl 'prɒdʌkt/ *noun* the annual value of goods and services in a country including income from other countries. Abbreviation **GNP**

**gross negligence** /grəʊs 'neglɪdʒəns/ *noun* the act of showing very serious neglect of duty towards other people

**gross premium** /grəʊs 'pri:mɪəm/ *noun* the total premium paid by a policyholder before any tax relief or discount is taken into account

**gross profit** /grəʊs 'prɒfɪt/ *noun* profit calculated as sales income less the cost of the goods sold, i.e. without deducting any other expenses

**gross receipts** /grəʊs rɪ'si:ts/ *plural noun* the total amount of money received before expenses are deducted

**gross salary** /grəʊs 'sæləri/ *noun* salary before tax is deducted

**gross sales** /grəʊs 'seɪlz/ *plural noun* money received from sales before deductions for goods returned, special discounts, etc. ○ *Gross sales are impressive since many buyers seem to be ordering more than they will eventually need.*

**gross tonnage** /grəʊs 'tʌnɪdʒ/ *noun* the total amount of space in a ship

**gross turnover** /grəʊs 'tɜːnəʊvə/ *noun* the total turnover including VAT and discounts

**gross weight** /grəʊs 'weɪt/ *noun* the weight of both the container and its contents

**gross yield** /grəʊs 'jiːld/ *noun* a profit from investments before tax is deducted

**ground landlord** /'graʊnd ,lændləʊd/ *noun* a person or company that owns the freehold of a property which is then let and sublet ○ *Our ground landlord is an insurance company.*

**ground rent** /'graʊnd rent/ *noun* a rent paid by the main tenant to the ground landlord

**group** /gru:p/ *noun* **1.** several things or people together ○ *A group of managers has sent a memo to the chairman complaining about noise in the office.* ○ *The respondents were interviewed in groups of three or four, and then singly.* **2.** several companies linked together in the same organisation ○ *the group chairman* or *the chairman of the group* ○ *group turnover* or *turnover for the group* ○ *the Granada Group* ■ **verb** □ **to group together** to put several items together ○ *Sales from six different agencies are grouped together under the heading 'European sales'.*

**group balance sheet** /gru:p 'bæləns ʃi:t/ *noun* a consolidated balance sheet, the balance sheets of subsidiary companies grouped together into the balance sheet of the parent company

**group health insurance** /gru:p 'helθ ɪn,ʃʊərəns/ *noun* a health insurance for a group of people under a single policy, issued to their employer or to an association

**group income protection insurance** /gru:p ,ɪnkʌm prə'tekʃ(ə)n ɪn,ʃʊərəns/ *noun* insurance for a group of people which gives them a replacement

income when they are sick or incapacitated

**Group of Eight** /,gru:p əv 'eɪt/ *noun* the G7 expanded to include Russia. Abbreviation **G8**

**Group of Five** /,gru:p əv 'faɪv/ *noun* a central group of major industrial nations (France, Germany, Japan, the UK and the US), now expanded to form the G7. Abbreviation **G5**

**Group of Seven** /,gru:p əv 'sev(ə)n/ *noun* a central group of major industrial nations (Canada, France, Germany, Italy, Japan, the UK and the US) who meet regularly to discuss problems of international trade and finance. Abbreviation **G7**

**Group of Ten** /,gru:p əv 'ten/ *noun* the major world economic powers working within the framework of the IMF: Belgium, Canada, France, Germany, Italy, Japan, Netherlands, Sweden, the United Kingdom and the United States. There are in fact now eleven members, since Switzerland has joined the original ten. It is also called the 'Paris Club', since its first meeting was in Paris. Abbreviation **G10**

**group results** /gru:p rɪ'zʌltz/ *plural noun* the results of a group of companies taken together

**grow** /grəʊ/ *verb* to become larger ○ *The company has grown from a small repair shop to a multinational electronics business.* ○ *Turnover is growing at a rate of 15% per annum.* ○ *The computer industry grew very rapidly in the 1980s.* (NOTE: **growing – grew – has grown**)

'...the thrift had grown from \$4.7 million in assets to \$1.5 billion' [Barrons]

**growth** /grəʊθ/ *noun* **1.** the fact of becoming larger or increasing □ **the company is aiming for growth** the company is aiming to expand rapidly **2.** the second stage in a product life cycle, following the launch, when demand for the product increases rapidly

'...a general price freeze succeeded in slowing the growth in consumer prices' [Financial Times]

**growth-and-income fund** /,grəʊθ əv 'ɪnkʌm fʌnd/ *noun* a fund which aims to provide both capital growth and income

**growth company** /'grəʊθ ˌkʌmp(ə)ni/ *noun* company whose share price is expected to rise in value

**growth fund** /'grəʊθ fʌnd/ *noun* a fund which aims at providing capital growth rather than income

**growth index** /'grəʊθ ˌɪndeks/ *noun* an index showing how something has grown

**growth industry** /'grəʊθ ˌɪndəstri/ *noun* an industry that is expanding or has the potential to expand faster than other industries

**growth market** /'grəʊθ ˌmɑ:kɪt/ *noun* a market where sales are increasing rapidly ○ *We plan to build a factory in the Far East, which is a growth market for our products.*

**growth number** /'grəʊθ ˌnʌmbə/ *noun* growth expressed as a percentage

**growth prospects** /'grəʊθ ˌprɒspekts/ *plural noun* potential for growth in a share

**growth rate** /'grəʊθ reɪt/ *noun* the speed at which something grows

**GST** *abbreviation* Goods and Services Tax

‘...because the GST is applied only to fees for brokerage and appraisal services, the new tax does not appreciably increase the price of a resale home’ [*Toronto Globe & Mail*]

**GSTT** *abbreviation* generation-skipping transfer tax

**GTC** *abbreviation* good till cancelled

**guarani** /ˌgwɑ:rə'ni:/ *noun* a unit of currency used in Paraguay

**guarantee** /ˌgærən'ti:/ *noun* **1.** a legal document in which the producer agrees to compensate the buyer if the product is faulty or becomes faulty before a specific date after purchase ○ *a certificate of guarantee or a guarantee certificate* ○ *The guarantee lasts for two years.* ○ *It is sold with a twelve-month guarantee.* □ **the car is still under guarantee** the car is still covered by the maker's guarantee **2.** a promise that someone will pay another person's debts □ **to go guarantee for someone** to act as security for someone's debts **3.** something given as a security ○ *to leave share certificates as a guarantee* ■ **verb** **1.** to give a promise that something will happen □ **to guarantee a debt** to prom-

ise that you will pay a debt made by someone else □ **to guarantee an associate company** to promise that an associate company will pay its debts □ **to guarantee a bill of exchange** to promise that the bill will be paid **2.** □ **the product is guaranteed for twelve months** the manufacturer says that the product will work well for twelve months, and will mend it free of charge if it breaks down

**Guaranteed Equity Bond** /ˌgærənti:d 'ekwɪtɪ bɒnd/ *noun* a bond which provides a return linked to one or more stock market indices (such as the FTSE 100 index) and guarantees a minimum return of the original capital invested. Abbreviation **GEB**

**Guaranteed Income Bond** /ˌgærənti:d 'ɪnkʌm bɒnd/ *noun* a bond which guarantees a certain rate of interest over a certain period of time. Abbreviation **GIB**

**guaranteed wage** /ˌgærənti:d 'weɪdʒ/ *noun* a wage which a company promises will not fall below a specific figure

**guarantor** /ˌgærən'tɔ:/ *noun* a person who promises to pay someone's debts ○ *She stood guarantor for her brother.*

**guaranty** /'gær(ə)nti:/ *noun* *US* same as **guarantee**

**guardian** /'gɑ:diən/ *noun* a person appointed by law to act on behalf of someone (such as a child) who cannot act on his or her own behalf

**guess** /ges/ *noun* a calculation made without any real information ○ *The forecast of sales is only a guess.* □ **an informed guess** a guess which is based on some information □ **it is anyone's guess** no one really knows what is the right answer ■ **verb** □ **to guess (at) something** to try to calculate something without any information ○ *They could only guess at the total loss.* ○ *The sales director tried to guess the turnover of the Far East division.*

**guesstimate** /'gestɪmət/ *noun* a rough calculation (*informal*)

**guilder** /'gʌldə/ *noun* a unit of currency used before the euro in the Netherlands. Also called **florin** (NOTE: Usually written **fl** before or after figures: **fl25, 25fl.**)



## H

**haggle** /'hæg(ə)l/ *verb* to discuss prices and terms and try to reduce them ○ *to haggle about or over the details of a contract* ○ *After two days' haggling the contract was signed.*

**haircut** /'heəkʌt/ *noun* **US 1.** the difference between the market value of a security and the amount lent to the owner using the security as collateral **2.** an estimate of possible loss in investments

**half** /hɑ:f/ *noun* one of two equal parts into which something is divided ○ *The first half of the agreement is acceptable.*

□ **we share the profits half and half** we share the profits equally ■ **adjective** divided into two parts □ **half a percentage point** 0.5% □ **his commission on the deal is twelve and a half per cent** his commission on the deal is 12.5% □ **to sell goods off at half price** at 50% of the price for which they were sold before

‘...economists believe the economy is picking up this quarter and will do better in the second half of the year’ [*Sunday Times*]

**half-commission man** /hɑ:f kə-  
'mɪʃ(ə)n mæn/ *noun* a dealer who introduces new clients to a stockbroker, and takes half the broker's commission as his fee

**half-dollar** /hɑ:f 'dɒlə/ *noun* **US** fifty cents

**half-life** /'hɑ:f laɪf/ *noun* the number of years needed to repay half the capital borrowed on mortgage

**half-price sale** /,hɑ:f praɪs 'seɪl/ *noun* a sale of items at half the usual price

**half-year** /hɑ:f 'jɪə/ *noun* six months of an accounting period

**half-yearly** /,hɑ:f 'jɪəli/ *adjective* happening every six months, or referring to a period of six months ○ *half-yearly accounts* ○ *half-yearly pay-*

*ment* ○ *half-yearly statement* ○ *a half-yearly meeting* ■ **adverb** every six months ○ *We pay the account half-yearly.*

**Hambrecht & Quist Technology Index** /,hæmbrekt ən ,kwɪst tek-  
'nɒlədʒɪ ,ɪndeks/ *noun* an American index based on the prices of 275 technology stocks

**hammer** /'hæmə/ *noun* □ **to go under the hammer** to be sold by auction □ **all the stock went under the hammer** all the stock was sold by auction ■ **verb** to hit hard □ **to hammer the competition** to attack and defeat the competition □ **to hammer prices** to reduce prices sharply

**hammering** /'hæməɪŋ/ *noun* **1.** a beating or severe losses □ **the company took a hammering in Europe** the company had large losses in Europe or lost parts of its European markets □ **we gave them a hammering** we beat them commercially **2.** (*on the London Stock Exchange*) an announcement of the removal of a member firm because it has failed **3.** the massive selling of stock on a stock market

**hand** /hænd/ *noun* **1.** the part of the body at the end of each arm □ **to shake hands** to hold someone's hand when meeting to show you are pleased to meet them, or to show that an agreement has been reached ○ *The two negotiating teams shook hands and sat down at the conference table.* □ **to shake hands on a deal** to shake hands to show that a deal has been agreed **2.** □ **by hand** using the hands, not a machine ○ *These shoes are made by hand.* □ **to send a letter by hand** to ask someone to carry and deliver a letter personally, not sending it through the post

**handcuffs** /'hændkʌfs/ *plural noun* ◇ **golden handcuffs**

**hand in** /,hænd 'ɪn/ *verb* to deliver a letter by hand □ **he handed in his notice or resignation** he resigned

**handle** /'hænd(ə)l/ *noun* the whole number of a share price quoted

**handling charge** /'hændlɪŋ tʃɑ:dʒ/ *noun* money to be paid for packing, invoicing and dealing with goods which are being shipped

**handout** /'hændaʊt/ *noun* money paid to help someone in difficulties

**Hang Seng Index** /hæŋ 'seŋ 'ɪndeks/ *noun* an index of main share prices on the Hong Kong stock market

**hard** /hɑ:d/ *adjective* **1.** strong, not weak □ **to take a hard line in trade union negotiations** to refuse to compromise with the other side **2.** difficult ○ *It is hard to get good people to work on low salaries.* **3.** solid **4.** □ **after weeks of hard bargaining** after weeks of difficult discussions

'...few of the paper millionaires sold out and transformed themselves into hard cash millionaires' [*Investors Chronicle*]

**hard bargain** /hɑ:d 'bɑ:gɪn/ *noun* a bargain with difficult terms □ **to drive a hard bargain** to be a difficult negotiator □ **to strike a hard bargain** to agree a deal where the terms are favourable to you

**hard cash** /hɑ:d 'kæʃ/ *noun* money in notes and coins, as opposed to cheques or credit cards

**hard copy** /hɑ:d 'kɒpi/ *noun* a print-out of a text which is on a computer

**hard currency** /hɑ:d 'kɑ:rənsi/ *noun* the currency of a country which has a strong economy, and which can be changed into other currencies easily ○ *to pay for imports in hard currency* ○ *to sell raw materials to earn hard currency* (NOTE: The opposite is **soft currency**.)

**hard disk** /hɑ:d 'dɪsk/ *noun* a computer disk which has a sealed case and can store large quantities of information

'...hard disks help computers function more speedily and allow them to store more information' [*Australian Financial Review*]

**hard drive** /'hɑ:d drɑ:v/ *noun* same as **hard disk**

**harden** /'hɑ:d(ə)n/ *verb* to become more fixed or more inflexible ○ *The union's attitude to the management has hardened since the lockout.* □ **prices are**

**hardening** prices are settling at a higher price

**hardening** /'hɑ:d(ə)nɪŋ/ *adjective* **1.** (of a market) slowly moving upwards **2.** (of prices) becoming settled at a higher level

**hard landing** /hɑ:d 'lændɪŋ/ *noun* a change in economic strategy to counteract inflation which has serious results for the population (high unemployment, rising interest rates, etc.)

**hard market** /hɑ:d 'mɑ:kɪt/ *noun* a market which is strong and not likely to fall

**hardness** /'hɑ:dnəs/ *noun* □ **hardness of the market** the state of the market when it is strong and not likely to fall

**hard sell** /hɑ:d 'sel/ *noun* □ **to give a product the hard sell** to make great efforts to persuade people to buy a product □ **he tried to give me the hard sell** he put a lot of effort into trying to make me buy

**harmonisation** /,hɑ:mənaɪ-'zeɪʃ(ə)n/, **harmonization** /hɑ:mənaɪ-'zeɪʃn/ *noun* a standardisation, making things the same in several countries

**harmonise** /'hɑ:mənaɪz/, **harmozize** *verb* to make things such as tax rates or VAT rates the same in several countries

**harmonised** /'hɑ:mənaɪzɪd/, **harmozined** *adjective* which has been made standard in several countries

**harmonised European index** /,hɑ:mənaɪzɪd ˌjʊərəpi:ən 'ɪndeks/ *noun* a method of calculating inflation which is standard throughout the EU

**hatchet man** /'hætʃɪt mæn/ *noun* a recently appointed manager, whose job is to make staff redundant and reduce expenditure (*informal*)

**haven** /'heɪv(ə)n/ *noun* a safe place

**head** /hed/ *noun* the most important person ■ *adjective* most important or main ○ *Ask the head waiter for a table.*

■ *verb* to be first ○ *The two largest oil companies head the list of stock market results.*

**head and shoulders** /,hed ən 'ʃəʊldəz/ *noun* a term used by chartists showing a share price which rises to a peak, then falls slightly, then rises to a much higher peak, then falls sharply and

risers to a lower peak before falling again, looking similar to a person's head and shoulders when shown on a graph

**head buyer** /hed 'baɪə/ *noun* the most important buyer in a store

**head for** /'hed fɔː/ *verb* to go towards  
 □ **the company is heading for disaster** the company is going to collapse

**headhunt** /'hedhʌnt/ *verb* to look for managers and offer them jobs in other companies  
 □ **she was headhunted** she was approached by a headhunter and offered a new job

**headhunter** /'hedhʌntə/ *noun* a person or company whose job is to find suitable top managers to fill jobs in companies

**heading** /'hedɪŋ/ *noun* the words at the top of a piece of text  
 ○ *Items are listed under several headings.*  
 ○ *Look at the figure under the heading 'Costs 2001–02'.*

**headlease** /'hedliːs/ *noun* a lease from the freehold owner to a tenant

**headline inflation rate** /,hedlɑɪn ɪn'fleɪʃ(ə)n/ *noun* a British inflation figure which includes items such as mortgage interest and local taxes, which are not included in the inflation figures for other countries. Compare **underlying inflation rate**

**head of department** /,hed əv dɪ-'pɑːtmənt/ *noun* a person in charge of a department

**head office** /hed 'ɒfɪs/ *noun* an office building where the board of directors works and meets

**headquarters** /hed'kwɔːtəz/ *plural noun* the main office, where the board of directors meets and works  
 ○ *The company's headquarters are in New York.*  
 □ **to reduce headquarters staff** to have fewer people working in the main office. Abbreviation **HQ**

**heads of agreement** /,hedz əv ə-'grɪ:mənt/ *plural noun* **1.** a draft agreement with not all the details complete **2.** the most important parts of a commercial agreement

**head teller** /hed 'telə/ *noun* *US* a main teller in a bank

**health** /helθ/ *noun* **1.** being fit and well, not ill **2.** □ **to give a company a clean bill of health** to report that a company is trading profitably

'...the main US banks have been forced to pull back from international lending as nervousness continues about their financial health' [*Financial Times*]

'...financial health, along with a dose of independence, has largely sheltered Japan's pharmaceutical companies from a global wave of consolidation. Those assets, however, are expected to soon lure foreign suitors too powerful to resist' [*Nikkei Weekly*]

**health insurance** /'helθ ɪn,ʃʊərəns/ *noun* insurance which pays the cost of treatment for illness, especially when travelling abroad

**health warning** /'helθ ,wɔːnɪŋ/ *noun* a warning message printed on advertisements for investments, stating that the value of investments can fall as well as rise (this is a legal requirement in the UK)

**healthy** /'helθi/ *adjective* □ **a healthy balance sheet** balance sheet which shows a good profit

**heavily** /'hevɪli/ *adverb* □ **he is heavily in debt** he has many debts □ **they are heavily into property** they have large investments in property □ **the company has had to borrow heavily to repay its debts** the company has had to borrow large sums of money

'...the steel company had spent heavily on new equipment' [*Fortune*]

**heavy** /'hevi/ *adjective* **1.** large or in large quantities ○ *a programme of heavy investment overseas* ○ *He suffered heavy losses on the Stock Exchange.* ○ *The government imposed a heavy tax on luxury goods.* □ **heavy costs or heavy expenditure** large sums of money that have to be spent **2.** referring to a share which has such a high price that small investors are reluctant to buy it (in which case the company may decide to split the shares so as to make them more attractive: in the UK, a share price of £10.00 is considered 'heavy', though many shares have higher prices than this) **3.** having too many investments in the same type of share ○ *His portfolio is heavy in banks.*

'...heavy selling sent many blue chips tumbling in Tokyo yesterday' [*Financial Times*]

**heavy industry** /,hevi 'ɪndəstri/ *noun* an industry which deals in heavy raw materials such as coal or makes large products such as ships or engines

**heavy machinery** /,hevi mə'ʃɪ:nəri/ *noun* large machines

**heavy market** /,hevi 'mɑ:kɪt/ *noun* a stock market where prices are falling

**heavy share price** /,hevi 'ʃeə prɑ:z/ *noun* a price on the London Stock Exchange which is over £10.00 per share, and so discourages the small investor

**hectic** /'hektɪk/ *adjective* wild, very active ○ a *hectic day on the Stock Exchange* ○ *After last week's hectic trading, this week has been very calm.*

**hedge** /hedʒ/ *noun* a protection against a possible loss (which involves taking an action which is the opposite of an action taken earlier) □ a **hedge against inflation** investment which should increase in value more than the increase in the rate of inflation ○ *He bought gold as a hedge against exchange losses.* ■ *verb* to protect oneself (against the risk of a loss) □ **to hedge your bets** to make investments in several areas so as to be protected against loss in one of them □ **to hedge against inflation** to buy investments which will rise in value faster than the increase in the rate of inflation

'...during the 1970s commercial property was regarded by investors as an alternative to equities, with many of the same inflation-hedge qualities' [*Investors Chronicle*]

'...the move saved it from having to pay its creditors an estimated \$270 million owed in connection with hedge contracts which began working against the company when the price of gold rose unexpectedly during September' [*Business in Africa*]

**hedge fund** /'hedʒ fʌnd/ *noun* a partnership open to a small number of rich investors, which invests in equities, currency futures and derivatives and may produce high returns but carries a very high risk

'...much of what was described as near hysteria was the hedge funds trying to liquidate bonds to repay bank debts after losing multi-million dollar bets on speculations that the yen would fall against the dollar' [*Times*]

'...hedge funds generally have in common an ability to sell short (that is, sell stocks you do not own), and to increase growth prospects – and risk – by borrowing to enhance the fund's assets' [*Money Observer*]

'...the stock is a hedge fund – limited by the Securities and Exchange Commission to only wealthy individuals and qualified institutions' [*Smart Money*]

COMMENT: Originally, hedge funds were funds planned to protect equity invest-

ments against possible falls on the stock market. Nowadays the term is applied to funds which take speculative positions in financial futures or equities, and are usually highly-gearred: in other words, they do nothing to 'hedge' their holdings.

**hedging** /'hedʒɪŋ/ *noun* the act of buying investments at a fixed price for delivery later, so as to protect oneself against possible loss

**Helsinki Stock Exchange** /hel-,sɪŋki 'stɒk ɪks,tʃeɪndʒ/ *noun* the main stock exchange in Finland. Abbreviation **HEX**

**hemline theory** /'hemlaɪn θɪəri/ *noun* the theory that movements of the stock market reflect the current fashionable length of women's skirts (the shorter the skirt, the more bullish the market)

**hereafter** /hɪə'rɑ:ftə/ *adverb* from this time on

**hereby** /hɪə'baɪ/ *adverb* in this way, by this letter ○ *We hereby revoke the agreement of January 1st 1982.*

**hereditament** /herɪ'dɪtəmənt/ *noun* a property, including land and buildings

**herewith** /hɪə'wɪð/ *adverb* together with this letter ○ *Please find the cheque enclosed herewith.*

**HEX** *abbreviation* Helsinki Stock Exchange

**Hex Index** /'heks ɪndeks/ *noun* an index of share prices on the Helsinki stock exchange

**hidden** /'hɪd(ə)n/ *adjective* which cannot be seen

**hidden asset** /,hɪd(ə)n 'æset/ *noun* an asset which is valued much less in the company's accounts than its true market value

**hidden reserves** /,hɪd(ə)n rɪ'zɜ:vz/ *plural noun* 1. reserves which are not easy to identify in the company's balance sheet (reserves which are illegally kept hidden are called 'secret reserves') 2. illegal reserves which are not declared in the company's balance sheet

**high** /haɪ/ *adjective* 1. large, not low ○ *High overhead costs increase the unit price.* ○ *High prices put customers off.* ○ *They are budgeting for a high level of expenditure.* ○ *High interest rates are crippling small businesses.* □ **high sales** a large amount of revenue produced by

sales □ **high taxation** taxation which imposes large taxes on incomes or profits □ **highest tax bracket** the group which pays the most tax □ **high volume (of sales)** a large number of items sold **2.** □ **the highest bidder** the person who offers the most money at an auction ○ *The tender will be awarded to the highest bidder.* ○ *The property was sold to the highest bidder.* ■ **adverb** □ **prices are running high** prices are above their usual level ■ **noun** a point where prices or sales are very large ○ *Prices have dropped by 10% since the high of January 2nd.* □ **highs and lows on the Stock Exchange** a list of shares which have reached a new high or low price in the previous day's trading □ **sales volume has reached an all-time high** the sales volume has reached the highest point it has ever been at

'American interest rates remain exceptionally high in relation to likely inflation rates' [Sunday Times]

'...faster economic growth would tend to push US interest rates, and therefore the dollar, higher' [Australian Financial Review]

'...in a leveraged buyout the acquirer raises money by selling high-yielding debentures to private investors' [Fortune]

**high finance** /haɪ 'faɪnəns/ **noun** the lending, investing and borrowing of very large sums of money organised by financiers

**high flier** /haɪ 'flaɪə/ **noun** **1.** a person who is very successful or who is likely to rise to a very important position **2.** a share whose market price is rising rapidly

**high gearing** /haɪ 'dʒɪərɪŋ/ **noun** a situation where a company has a high level of borrowing compared to its share price

**high-grade bond** /,haɪ grɛɪd 'bɒnd/ **noun** a bond which has the highest rating (i.e. AAA)

**high-income** /haɪ 'ɪnkʌm/ **adjective** which gives a large income ○ *high-income shares* ○ *a high-income portfolio*

**high-income bond** /haɪ 'ɪnkʌm 'bɒnd/ **noun** bond which aims to produce a high income. Abbreviation **HiB**

**highly** /'haɪli/ **adverb** very □ **she is highly thought of by the managing director** the managing director thinks she is very competent

**highly-g geared company** /,haɪli ɡɪəd 'kʌmp(ə)ni/ **noun** company which has a high proportion of its funds from fixed-interest borrowings

**highly-paid** /,haɪli 'peɪd/ **adjective** earning a large salary

**highly-placed** /,haɪli 'pleɪst/ **adjective** occupying an important post ○ *The delegation met a highly-placed official in the Trade Ministry.*

**highly-priced** /,haɪli 'praɪst/ **noun** with a large price

**high pressure** /haɪ 'preʃə/ **noun** a strong insistence that somebody should do something □ **working under high pressure** working very hard, with a manager telling you what to do and to do it quickly, or with customers asking for supplies urgently

**high-risk** /haɪ 'rɪsk/ **adjective** which involves more risk than normal

**high-risk investment** /,haɪ rɪsk ɪn-'vestmənt/ **noun** an investment which carries a higher risk than other investments

**high security area** /haɪ sɪ'kjʊərɪti ,eəriə/ **noun** a special part of a bank with strong doors where cash can be kept safely

**high street** /'haɪ stri:t/ **noun** the main shopping street in a British town ○ *the high street shops* ○ *a high street bookshop*

**High Street banks** /,haɪ stri:t 'bæŋks/ **plural noun** the main British banks which accept deposits from individual customers

**high-tech** /haɪ 'tek/ **adjective** □ **high-tech companies** companies in advanced technological fields, such as computers, telecommunications or scientific research □ **high-tech share or stock** a share in a technology sector such as software or biotechnology

**high yield** /haɪ 'ji:l/ **noun** a dividend yield which is higher than is normal for the type of company

**high-yield** /haɪ 'ji:l/ **adjective** which gives a very high return on investment

**high-yield bond** /,haɪ ji:l 'bɒnd/ **noun** same as **junk bond**

**hike** /haɪk/ **US noun** an increase ■ **verb** to increase ○ *The union hiked its demand to \$5 an hour.*

**hire** /'haɪə/ *noun* **1.** an arrangement whereby customers pay money to be able to use a car, boat or piece of equipment owned by someone else for a time **2.** □ **to work for hire** to work freelance ■ *verb* **1.** to employ someone new to work for you □ **to hire staff** to employ someone new to work for you **2.** □ **to hire out cars or equipment or workers** to lend cars, equipment or workers to customers who pay for their use

COMMENT: An agreement to hire a piece of equipment, etc., involves two parties: the hirer and the owner. The equipment remains the property of the owner while the hirer is using it. Under a hire-purchase agreement, the equipment remains the property of the owner until the hirer has complied with the terms of the agreement (i.e. until he or she has paid all monies due).

**hire and fire** /,haɪə ən 'faɪə/ *verb* to employ new staff and dismiss existing staff very frequently

**hire car** /'haɪə kɑː/ *noun* a car which has been rented ○ *He was driving a hire car when the accident happened.*

**hire purchase** /,haɪə 'pɜːtʃɪs/ *noun* a system of buying something by paying a sum regularly each month ○ *to buy a refrigerator on hire purchase* (NOTE: The US term is **installment credit, installment plan** or **installment sale**.) □ **to sign a hire-purchase agreement** to sign a contract to pay for something by instalments

**hire purchase agreement** /,haɪə 'pɜːtʃɪs ə,grɪ:mənt/ *noun* a contract to pay for something by instalments

**hire-purchase company** /,haɪə 'pɜːtʃɪs ,kʌmp(ə)nɪ/ *noun* a company which provides money for hire purchase

**hiring** /'haɪərɪŋ/ *noun* the act of employing new staff ○ *Hiring of new personnel has been stopped.*

**historic** /hɪ'stɔːrɪk/, **historical** /hɪ'stɔːrɪk(ə)l/ *adjective* which goes back over a period of time

'...the Federal Reserve Board has eased interest rates in the past year, but they are still at historically high levels' [*Sunday Times*]

'...the historic p/e for the FTSE all-share index is 28.3 and the dividend yield is barely 2 per cent. Both indicators suggest that the stock markets are very highly priced' [*Times*]

COMMENT: By tradition, a company's accounts are usually prepared on the his-

toric(al) cost principle, i.e. that assets are costed at their purchase price. With inflation, such assets are undervalued, and current-cost accounting or replacement-cost accounting may be preferred.

**historical cost accounting** /hɪ'stɔːrɪk(ə)l kɔːst/ *noun* the preparation of accounts on the basis of historical cost, with assets valued at their original cost of purchase. Compare **replacement cost accounting**

**historical cost depreciation** /hɪ'stɔːrɪk(ə)l 'kɔːst dɪ,prɪ:'fɜːɪʃ(ə)n/ *noun* depreciation based on the original cost of the asset

**historical figures** /hɪ'stɔːrɪk(ə)l 'fɪɡəz/ *plural noun* figures which were current in the past

**historical trading range** /hɪ'stɔːrɪk(ə)l 'treɪdɪŋ reɪndʒ/ *noun* the difference between the highest and lowest price for a share or bond over a period of time

**historic cost** /hɪ'stɔːrɪk 'kɔːst/, **historical cost** /hɪ'stɔːrɪk(ə)l 'kɔːst/ *noun* the actual cost of purchasing something which was bought some time ago

**hit** /hɪt/ *verb* **1.** to reach something ○ *He hit his head against the table.* ○ *The strong dollar which hit a seven-year high against the yen last week.* **2.** to hurt or to damage someone or something ○ *The company was badly hit by the falling exchange rate.* ○ *Our sales of summer clothes have been hit by the bad weather.* ○ *The new legislation has hit the small companies hardest.* (NOTE: **hitting – hit**)

**hive off** /,haɪv 'ɒf/ *verb* to split off part of a large company to form a smaller subsidiary, giving shares in this to its existing shareholders ○ *The new managing director hived off the retail sections of the company.*

**H.M. Customs and Excise** /,aɪtʃ em ˌkʌstəmz ən 'eksəɪz/ *noun* **1.** a UK government department which deals with taxes on imports and on products such as alcohol produced in the country. It also deals with VAT. ○ *an Excise officer* **2.** an office of this department at a port or airport

**hoard** /hɔːd/ *verb* **1.** to buy and store goods in case of need **2.** to keep cash instead of investing it

**hoarder** /'hɔ:ɪdə/ *noun* a person who buys and stores goods in case of need

**hoarding** /'hɔ:ɪdɪŋ/ *noun* □ **hoarding of supplies** the buying of large quantities of goods to keep in case of need

'...as a result of hoarding, rice has become scarce with prices shooting up' [*Business Times (Lagos)*]

**hold** /həʊld/ *noun* the action of keeping something □ **these shares are a hold** these shares should be kept and not sold ■ **verb 1.** to own or to keep something ○ *He holds 10% of the company's shares.* **2.** to make something happen ○ *The receiver will hold an auction of the company's assets.* **3.** not to sell ○ *You should hold these shares – they look likely to rise.*

'...as of last night, the bank's shareholders no longer hold any rights to the bank's shares' [*South China Morning Post*]

**hold back** /,həʊld 'bæk/ *verb* to wait, not to do something at the present time □ **investors are holding back until after the Budget** investors are waiting until they hear the details of the Budget before they decide whether to buy or sell □ **he held back from signing the lease until he had checked the details** he delayed signing the lease until he had checked the details □ **payment will be held back until the contract has been signed** payment will not be made until the contract has been signed

**holdback** /'həʊlbæk/ *noun* a part of a loan to a property developer which is not paid until the development is almost finished

**hold down** /,həʊld 'daʊn/ *verb 1.* to keep at a low level ○ *We are cutting margins to hold our prices down.* **2.** □ **to hold down a job** to manage to do a difficult job

'...real wages have been held down; they have risen at an annual rate of only 1% in the last two years' [*Sunday Times*]

**holder** /'həʊldə/ *noun 1.* a person who owns or keeps something ○ *holders of government bonds or bondholders* ○ *holder of stock or of shares in a company* ○ *holder of an insurance policy or policy holder* **2.** a thing which keeps something, which protects something

**holder in due course** /,həʊldə ɪn dju: 'kɔ:s/ *noun* a person who holds a negotiable instrument, such as a bill of

exchange, in good faith, without knowing of any other claim against it

**holder of record** /,həʊldə əv 'rekɔ:d/ *noun* the person who is registered as the owner of shares in a company

**holding** /'həʊldɪŋ/ *noun* a group of shares owned ○ *He has sold all his holdings in the Far East.* ○ *The company has holdings in German manufacturing companies.*

**holding company** /'həʊldɪŋ ,kʌmp(ə)ni/ *noun 1.* a company which owns more than 50% of the shares in another company. ♦ **subsidiary company 2.** a company which exists only or mainly to own shares in subsidiary companies. ♦ **subsidiary** (NOTE: The US term is **proprietary company.**)

**hold on** /,həʊld 'ɒn/ *verb* to wait, not to change □ **the company's shareholders should hold on and wait for a better offer** they should keep their shares and not sell them until they are offered a higher price

**hold out for** /,həʊld 'aʊt fɔ:/ *verb* to wait and ask for something □ **you should hold out for a 10% pay rise** you should not agree to a pay rise of less than 10%

**hold to** /'həʊld tu:/ *verb* not to allow something or someone to change □ **we will try to hold him to the contract** we will try to stop him going against the contract □ **the government hopes to hold wage increases to 5%** the government hopes that wage increases will not be more than 5%

**hold up** /,həʊld 'ʌp/ *verb 1.* to stay at a high level ○ *Share prices have held up well.* ○ *Sales held up during the tourist season.* **2.** to delay something ○ *The shipment has been held up at customs.* ○ *Payment will be held up until the contract has been signed.* ○ *The strike will hold up dispatch for some weeks.* ○ *The workers are holding up production as a form of protest against poor conditions.*

**hologram** /'hɒləgræm/ *noun* a three-dimensional picture which is used on credit cards as a means of preventing forgery

**home** /həʊm/ *noun* the place where a person lives

**home address** /həʊm ə'dres/ *noun* the address of a house or flat where a

person lives ○ *Please send the documents to my home address.*

**home banking** /həʊm 'bæŋkɪŋ/ *noun* a system of banking using a personal computer in your own home to carry out various financial transactions (such as paying invoices or checking your bank account)

**home equity credit** /,həʊm 'ekwɪti ,kredit/ *noun* a loan made to a homeowner against the security of the equity in his or her property (i.e. the value of the property now less the amount outstanding on any mortgage)

**home improvement loan** /,həʊm ɪm'pru:vmənt ləʊn/ *noun* a loan made to a homeowner to pay for improvements to his or her home

**home income plan** /həʊm 'ɪnkʌm plæn/ *noun* a method of releasing equity from an unmortgaged property so that a homeowner has income or cash without actually leaving the property

**home loan** /'həʊm ləʊn/ *noun* a loan by a bank or building society to help someone buy a house

**home market** /həʊm 'mɑ:kɪt/ *noun* the market in the country where the selling company is based ○ *Sales in the home market rose by 22%.*

**home office** /həʊm 'ɒfɪs/ *noun* an office organised inside your own home

**Home Office** /'həʊm ,ɒfɪs/ *noun* a ministry dealing with the internal affairs of the country

**home trade** /'həʊm treɪd/ *noun* trade in the country where a company is based

**honorarium** /,ɒnə'reəriəm/ *noun* money paid to a professional person such as an accountant or a lawyer when a specific fee has not been requested (NOTE: The plural is **honoraria**.)

**honorary** /'ɒnərəri/ *adjective* not paid a salary for the work done for an organisation ○ *He is honorary president of the translators' association.*

**honorary secretary** /,ɒnərəri 'sekrət(ə)ri/ *noun* a person who keeps the minutes and official documents of a committee or club, but is not paid a salary

**honorary treasurer** /,ɒnərəri 'trezərə/ *noun* a treasurer who does not receive any fee

**honour** /'ɒnə/ *verb* to pay something because it is owed and is correct ○ *to honour a bill* ○ *The bank refused to honour his cheque.* (NOTE: The US spelling is **honor**.) □ **to honour a signature** to pay something because the signature is correct

**horizontal integration** /hɒri ,zɒnt(ə)l ɪntə'greɪʃ(ə)n/ *noun* the process of joining similar companies or taking over a company in the same line of business as yourself

**horizontal spread** /,hɒri,zɒnt(ə)l 'spred/ *noun* the buying and selling of two options at the same price but with different maturity dates

**horse trading** /'hɔ:s ,treɪdɪŋ/ *noun* hard bargaining which ends with someone giving something in return for a concession from the other side

**hostile** /'hɒstail/ *adjective* unfriendly, showing dislike

**hostile bidder** /,hɒstail 'bɪdə/, **hostile suitor** /,hɒstail 'su:tə/ *noun* a person or company making a hostile bid

**hostile takeover bid** /,hɒstail 'teɪkəʊəvə bɪd/ *noun* a takeover where the board of the company do not recommend it to the shareholders and try to fight it

**hot card** /hɒt 'kɑ:d/ *noun* a stolen credit card

**hot money** /hɒt 'mʌni/ *noun* money which is moved from country to country to get the best returns

**hot stock** /hɒt 'stɒk/ *noun* a stock (usually in a new issue) which rises rapidly on the Stock Exchange because of great demand

**hour** /aʊə/ *noun* **1.** a period of time lasting sixty minutes □ **to work a thirty-five hour week** to work seven hours a day each weekday □ **we work an eight-hour day** we work for eight hours a day, e.g. from 8.30 to 5.30 with one hour for lunch **2.** sixty minutes of work ○ *He earns £14 an hour.* ○ *We pay £16 an hour.* □ **to pay by the hour** to pay people a fixed amount of money for each hour worked **3.** □ **outside hours or out of hours** when the office is not open ○ *He worked on the accounts out of hours.*



**hourly wage** /,aʊəli 'weɪdʒ/ *noun* the amount of money paid for an hour's work

**house** /haʊs/ *noun* **1.** the building in which someone lives **2.** a company ○ *the largest London finance house* ○ *a broking house* ○ *a publishing house*

**housecleaning** *noun* a general re-organising of a business ○ *She has mainly been performing housecleaning measures.*

**household goods** /,haʊshəʊld 'gʊdz/ *plural noun* items which are used in the home

**house insurance** /'haʊs ɪn- ,ʃʊərəns/ *noun* insuring a house and its contents against damage

**house journal** /'haʊs ,dʒɜ:n(ə)l/, **house magazine** /'haʊs mæɡə,zɪ:n/ *noun* a magazine produced for the employees or shareholders in a company to give them news about the company

**house property** /'haʊs ,prɒpəti/ *noun* private houses or flats, not shops, offices or factories

**house starts** /'haʊs 'stɑ:ts/, **housing starts** /'haʊzɪŋ 'stɑ:ts/ *plural noun* the number of new private houses or flats of which the construction has begun during a year

**house telephone** /haʊs 'telɪfəʊn/ *noun* a telephone for calling from one room to another in an office or hotel

**housing authority bond** /'haʊzɪŋ ɔ:θɒrəti bɒnd/ *noun* a bond issued by a US municipal housing authority to raise money to build dwellings

**HP** *abbreviation* hire purchase

**hryvnia** /'hrɪvnɪə/ *noun* a unit of currency used in the Ukraine

**human resources department** /,hju:mən rɪ'zɔ:sɪz dɪ,pɑ:tmənt/ *noun* the section of the company which deals with its staff

**human resources officer** /,hju:mən rɪ'zɔ:sɪz ,ɒfɪsə/ *noun* a person who deals with the staff in a company, especially interviewing candidates for new posts

**hurdle rate** /'hɜ:d(ə)l reɪt/ *noun* **1.** the rate of growth in a portfolio required to repay the final fixed redemption price of zero dividend preference shares **2.** a minimum rate of return needed by a bank to fund a loan, the rate below which a loan is not profitable for the bank

**hyper-** /haɪpə/ *prefix* very large

**hyperinflation** /,haɪpərɪn'fleɪʃ(ə)n/ *noun* inflation which is at such a high percentage rate that it is almost impossible to reduce

**hypothecation** /haɪ,pθə'keɪʃ(ə)n/ *noun* **1.** an arrangement in which property such as securities is used as collateral for a loan, but without transferring legal ownership to the lender (as opposed to a mortgage, where the lender holds the title to the property) **2.** an action of earmarking money derived from certain sources for certain related expenditure, as when investing taxes from private cars or petrol sales solely on public transport

**IBO** *abbreviation* institutional buyout

**IBRD** *abbreviation* International Bank for Reconstruction and Development (the World Bank)

**ICAEW** *abbreviation* Institute of Chartered Accountants in England and Wales

**ICAI** *abbreviation* Institute of Chartered Accountants in Ireland

**ICAS** *abbreviation* Institute of Chartered Accountants in Scotland

**ICCH** *abbreviation* International Commodities Clearing House

**idle** /'aɪd(ə)/ *adjective* not working ○ 2,000 employees were made idle by the recession.

**idle capital** /,aɪd(ə)l 'kæpɪt(ə)l/ *noun* capital which is not being used productively

**IFA** *abbreviation* independent financial adviser

**IFC** *abbreviation* International Finance Corporation

**IHT** *abbreviation* inheritance tax

**illegal** /'ɪli:g(ə)l/ *adjective* not legal or against the law

**illegality** /,ɪli:'gælɪti/ *noun* the fact of being illegal

**illegally** /'ɪli:gəli/ *adverb* against the law ○ He was accused of illegally importing arms into the country.

**illicit** /'ɪlɪsɪt/ *adjective* not legal or not permitted ○ the illicit sale of alcohol ○ trade in illicit alcohol

**illiquid** /'ɪlɪkwɪd/ *adjective* referring to an asset which is not easy to change into cash

**ILO** *abbreviation* International Labour Organization

**IMF** *abbreviation* International Monetary Fund

**IMM** *abbreviation* International Monetary Market

**IMMA** *abbreviation* insured money market account

**immovable** /ɪ'mu:vəb(ə)l/ *adjective* which cannot be moved

**immovable property** /ɪ,mu:vəb(ə)l 'prɒpəti/ *noun* houses and other buildings on land

**immunisation** /,ɪmjʊnaɪ'zeɪʃ(ə)n/, **immunization** *noun* US arrangements to protect the income from a portfolio of investments against any risk in a volatile stock market

**impact** /'ɪmpækt/ *noun* a shock or strong effect ○ the impact of new technology on the cotton trade ○ The new design has made little impact on the buying public.

'...the strong dollar's deflationary impact on European economies as governments push up interest rates to support their sinking currencies' [Duns Business Month]

**impaired** /ɪm'peəd/ *adjective* not certain, not perfect

**impaired credit** /ɪm,peəd 'kredɪt/ *noun* US a situation where a person becomes less creditworthy than before

**impaired loans** /ɪm,peəd 'lɔʊnz/ *plural noun* US doubtful loans

**implement** /'ɪmplɪ,ment/ *verb* to put into action ○ to implement an agreement ○ to implement a decision

**implementation** /,ɪmplɪmen-'teɪʃ(ə)n/ *noun* the process of putting something into action ○ the implementation of new rules

**import** /ɪm'pɔ:t/ *verb* /ɪm'pɔ:t/ to bring goods from abroad into a country for sale ○ The company imports television sets from Japan. ○ This car was imported from France.

'European manufacturers rely heavily on imported raw materials which are mostly priced in dollars' [Duns Business Month]

**importation** /,ɪmpɔː'teɪʃ(ə)n/ *noun* the act of importing ○ *The importation of arms is forbidden.* ○ *The importation of livestock is subject to very strict controls.*

**import ban** /'ɪmpɔːt bæn/ *noun* an order forbidding imports ○ *The government has imposed an import ban on arms.*

**import duty** /'ɪmpɔːt ,djuːti/ *noun* a tax on goods imported into a country

**importer** /ɪm'pɔːtə/ *noun* a person or company that imports goods ○ *a cigar importer* ○ *The company is a big importer of foreign cars.*

**import-export** /,ɪmpɔːt 'ekspɔːt/ *adjective, noun* (referring to) business which deals with both bringing foreign goods into a country and sending locally made goods abroad ○ *Rotterdam is an important centre for the import-export trade.* ○ *He works in import-export.*

**importing** /ɪm'pɔːtɪŋ/ *adjective* which imports ○ *oil-importing countries* ○ *an importing company* ■ *noun* the act of bringing foreign goods into a country for sale ○ *The importing of arms into the country is illegal.*

**import levy** /'ɪmpɔːt ,levi/ *noun* a tax on imports, especially in the EU a tax on imports of farm produce from outside the EU

**import licence** /'ɪmpɔːt ,laɪs(ə)ns/, **import permit** /'ɪmpɔːt ,pɜːmɪt/ *noun* an official document which allows goods to be imported

**import quota** /'ɪmpɔːt ,kwɒtə/ *noun* a fixed quantity of a particular type of goods which the government allows to be imported ○ *The government has imposed a quota on the importation of cars.* ○ *The quota on imported cars has been lifted.*

**import restrictions** /'ɪmpɔːt rɪ-,strɪkʃ(ə)nz/ *plural noun* actions taken by a government to reduce the level of imports (by imposing quotas, duties, etc.)

**imports** /'ɪmpɔːts/ *plural noun* goods brought into a country from abroad for sale ○ *Imports from Poland have risen to \$1m a year.* (NOTE: Usually used in the plural, but the singular is used before a noun.)

**import surcharge** /'ɪmpɔːt ,sɜːtʃɑːdʒ/ *noun* the extra duty charged on imported goods, to try to stop them from being imported and to encourage local manufacture

**impose** /ɪm'pəʊz/ *verb* to give orders for something, e.g. a tax or a ban, which other people have to pay or obey ○ *to impose a tax on bicycles* ○ *The unions have asked the government to impose trade barriers on for* ○ *They tried to impose a ban on smoking.* ○ *The government imposed a special duty on oil.*

**imposition** /,ɪmpə'zɪʃ(ə)n/ *noun* the act of imposing something

**impound** /ɪm'paʊnd/ *verb* to take something away and keep it until a tax is paid ○ *customs impounded the whole cargo*

**impounding** /ɪm'paʊndɪŋ/ *noun* an act of taking something and keeping it until a tax is paid

**imprest system** /'ɪmprest ,sɪstəm/ *noun* a system of controlling petty cash, where cash is paid out against a written receipt and the receipt is used to get more cash to bring the float to the original level

**imprinter** /ɪm'prɪntə/ *noun* a hand-operated machine for printing the details of a customer's credit card on a sales voucher

**improve** /ɪm'pruːv/ *verb* to make something better, or to become better ○ *We are trying to improve our image with a series of TV commercials.* ○ *They hope to improve the company's market share.* ○ *We hope the cash flow position will improve or we will have difficulty in paying our bills.* □ **export trade has improved sharply during the first quarter** export trade has increased suddenly and greatly in the first period of the year

'...we also invest in companies whose growth and profitability could be improved by a management buyout' [Times]

**improved offer** /ɪm,pruːvd 'ɔfə/ *noun* an offer which is larger or has better terms than the previous offer

**improvement** /ɪm'pruːvmənt/ *noun* 1. the process of getting better ○ *There is no improvement in the cash flow situation.* ○ *Sales are showing a sharp improvement over last year.* ○ *Employees have noticed an improvement in the*

*working environment.* **2.** something which is better □ **an improvement on an offer** an act of making a better offer

'...the management says the rate of loss-making has come down and it expects further improvement in the next few years' [*Financial Times*]

**improve on** /ɪm'pru:v ɒn/ *verb* to do better than □ **she refused to improve on her previous offer** she refused to make a better offer

**impulse** /'ɪmpʌls/ *noun* a sudden decision □ **to do something on impulse** to do something because you have just thought of it, not because it was planned

**impulse buyer** /'ɪmpʌls ˌbaɪə/ *noun* a person who buys something on impulse, not because he or she intended to buy it

**impulse buying** /'ɪmpʌls ˌbaɪɪŋ/ *noun* the practice of buying items which you have just seen, not because you had planned to buy them

**impulse purchase** /'ɪmpʌls ˌpɜ:tʃɪs/ *noun* something bought as soon as it is seen

**imputation system** /ɪˌɪmpju:ˈteɪʃ(ə)n ˌsɪstəm/ *noun* a system of taxation of dividends, where the company pays advance corporation tax on the dividends it pays to its shareholders, and the shareholders pay no tax on the dividends received, assuming that they pay tax at the standard rate (the ACT is shown as a tax credit which is imputed to the shareholder)

**impute** /ɪm'pjʊ:t/ *verb* to pass the responsibility for something to someone else

**imputed value** /ɪmˌpjʊ:tɪd ˈvælju:/ *noun* a value which is given to figures, for which an accurate value cannot be calculated

**IMRO** *abbreviation* Investment Management Regulatory Organisation

**inactive** /ɪnˈæktɪv/ *adjective* not active or not busy

**inactive account** /ɪnˌæktɪv əˈkaʊnt/ *noun* a bank account which is not used (i.e. no deposits or withdrawals are made) over a period of time

**inactive market** /ɪnˌæktɪv ˈmɑ:kɪt/ *noun* stock market with few buyers or sellers

**Inc** *abbreviation* US incorporated

**incentive** /ɪn'sentɪv/ *noun* something which encourages a customer to buy, or employees to work better

'...some further profit-taking was seen yesterday as investors continued to lack fresh incentives to renew buying activity' [*Financial Times*]

'...a well-designed plan can help companies retain talented employees and offer enticing performance incentives – all at an affordable cost' [*Fortune*]

'...the right incentives can work when used strategically' [*Management Today*]

'...an additional incentive is that the Japanese are prepared to give rewards where they are due' [*Management Today*]

**incentive bonus** /ɪn'sentɪv ˌbʌʊnəs/, **incentive payment** /ɪn'sentɪv ˌpeɪmənt/ *noun* an extra payment offered to workers to make them work better

**incentive scheme** /ɪn'sentɪv ski:m/ *noun* a plan to encourage better work by paying higher commission or bonuses ○ *Incentive schemes are boosting production.*

**inchoate** /ɪn'kəʊət/ *adjective* referring to an instrument which is incomplete (i.e. where some of the details need to be filled in)

**incidental** /ɪˌɪnsɪ'dent(ə)l/ *adjective* which is not important, but connected with something else

**incidental expenses** /ɪˌɪnsɪ'dent(ə)l ɪk'spensɪz/ *plural noun* small amounts of money spent at various times in addition to larger amounts

**incidentals** /ɪˌɪnsɪ'dent(ə)lz/ *plural noun* same as **incidental expenses**

**include** /ɪn'klu:d/ *verb* to count something along with other things ○ *The charge includes VAT.* ○ *The total is £140 not including insurance and freight.* ○ *The account covers services up to and including the month of June.*

**inclusive** /ɪn'klu:sɪv/ *adjective* which counts something in with other things ○ *inclusive of tax* ○ *not inclusive of VAT* □ **inclusive of** including ○ *inclusive of tax* ○ *not inclusive of VAT*

**inclusive charge** /ɪnˌklu:sɪv ˈtʃɑ:dʒ/, **inclusive sum** /ɪnˌklu:sɪv ˈsʌm/ *noun* a charge which includes all items or costs

**income** /'ɪnkʌm/ *noun* **1.** money which a person receives as salary or dividends □ **lower income bracket, upper**

**income bracket** the groups of people who earn low or high salaries considered for tax purposes **2.** money which an organisation receives as gifts or from investments ○ *The hospital has a large income from gifts.*

'...there is no risk-free way of taking regular income from your money much higher than the rate of inflation' [*Guardian*]

**income drawdown** /'ɪnkʌm ,drɔːdaʊn/ *noun* an arrangement by which you take smaller amounts on a regular basis out of money accumulating in the pension fund, instead of taking it all at the same time in a lump sum to pay for an annuity

**income fund** /'ɪnkʌm fʌnd/ *noun* a fund which aims at providing a high income rather than capital growth

**income gearing** /'ɪnkʌm ˌɡiəriŋ/ *noun* the ratio of the interest a company pays on its borrowing shown as a percentage of its pretax profits (before the interest is paid)

**income shares** /'ɪnkʌm ʃeəz/ *plural noun* shares in an investment trust which receive income from the investments, but do not benefit from the rise in capital value of the investments

**incomes policy** /'ɪnkʌmz ˌpɒlɪsi/ *noun* the government's ideas on how incomes should be controlled

**income statement** /'ɪnkʌm ˌsteɪtmənt/ *noun* *US* a statement of company expenditure and sales which shows whether the company has made a profit or loss (NOTE: The UK term is **profit and loss account**.)

**income support** /'ɪnkʌm səˌpɔːt/ *noun* a government benefit paid to low-income earners who are working less than 16 hours per week, provided they can show that they are actively looking for jobs. Abbreviation **IS**

**income tax** /'ɪnkʌm tæks/ *noun* **1.** the tax on a person's income (both earned and unearned) **2.** the tax on the profits of a corporation

**income tax form** /'ɪnkʌm tæks ˌfɔːm/ *noun* a form to be completed which declares all income to the tax office

**income tax return** /'ɪnkʌm tæks rɪˌtʃɪn/ *noun* a form used for reporting how much income you have earned and working out how much tax you have to

pay on it. Also called **declaration of income**

**income units** /'ɪnkʌm ˌjuːnɪts/ *plural noun* units in a unit trust, from which the investor receives dividends in the form of income

**income yield** /'ɪnkʌm jɪːld/ *noun* an actual percentage yield of government stocks, the fixed interest being shown as a percentage of the market price

**incoming** /'ɪnkʌmɪŋ/ *adjective* referring to someone who has recently been elected or appointed ○ *the incoming chairman*

**inconvertible** /ˌɪnkənˈvɜːtəb(ə)l/ *adjective* referring to currency which cannot be easily converted into other currencies

**incorporate** /ɪnˈkɔːpəreɪt/ *verb* **1.** to bring something in to form part of a main group ○ *Income from the 1998 acquisition is incorporated into the accounts.* **2.** to form a registered company ○ *a company incorporated in the USA* ○ *an incorporated company* ○ *J. Doe Incorporated*

COMMENT: A company is incorporated by drawing up a memorandum of association, which is lodged with Companies House. In the UK, a company is either a private limited company (they print Ltd after their name) or a public limited company (they print Plc after their name). A company must be a Plc to obtain a Stock Exchange listing. In the US, there is no distinction between private and public companies, and all are called 'corporations'; they put Inc. after their name.

**incorporation** /ɪnˈkɔːpəreɪʃ(ə)n/ *noun* an act of incorporating a company

COMMENT: A corporation (a body which is legally separate from its members) is formed in one of three ways: 1) registration under the Companies Act (the normal method for commercial companies); 2) granting of a royal charter; 3) by a special Act of Parliament. A company is incorporated by drawing up a memorandum and articles of association, which are lodged with Companies House.

**increase** *noun* /'ɪnkriːs/ **1.** an act of becoming larger ○ *There have been several increases in tax or tax increases in the last few years.* ○ *There is an automatic 5% increase in price or price increase on January 1st.* ○ *Profits showed*

a 10% increase or an increase of 10% on last year. □ **increase in the cost of living** a rise in the annual cost of living  
**2.** a higher salary ○ *increase in pay or pay increase* ○ *The government hopes to hold salary increases to 3%.* □ **she had two increases last year** her salary went up twice ■ **verb** /ɪn'kri:z/ **1.** to grow bigger or higher ○ *Profits have increased faster than the increase in the rate of inflation.* ○ *Exports to Africa have increased by more than 25%.* ○ *The price of oil has increased twice in the past week.* □ **to increase in price** to cost more □ **to increase in size or value** to become larger or more valuable **2.** to make something bigger or higher □ **the company increased her salary to £20,000** the company gave her a rise in salary to £20,000

'...turnover has the potential to be increased to over 1 million dollars with energetic management and very little capital' [Australian Financial Review]

'...competition is steadily increasing and could affect profit margins as the company tries to retain its market share' [Citizen (Ottawa)]

**increment** /'ɪŋkrɪmənt/ *noun* a regular automatic increase in salary ○ *an annual increment* □ **salary which rises in annual increments of £1000** each year the salary is increased by £1000

**incremental** /,ɪŋkrɪ'ment(ə)/ *adjective* which rises automatically in stages

**incremental cost** /,ɪŋkrɪment(ə)l 'kɒst/ *noun* the cost of making extra units above the number already planned (this may then include further fixed costs)

**incremental increase** /,ɪŋkrɪment(ə)l 'ɪnkri:z/ *noun* an increase in salary according to an agreed annual increment

**incremental scale** /,ɪŋkrɪment(ə)l 'skeɪl/ *noun* a salary scale with regular annual salary increases

**incur** /ɪn'kʊ:z/ *verb* to make yourself liable to something □ **to incur the risk of a penalty** to make it possible that you risk paying a penalty □ **the company has incurred heavy costs to implement the expansion programme** the company has had to pay large sums of money

'...the company blames fiercely competitive market conditions in Europe for a £14m operating loss last year, incurred despite a record turnover' [Financial Times]

**indebted** /ɪn'detɪd/ *adjective* owing money to someone ○ *to be indebted to a property company*

**indemnification** /ɪndemni'fɪkeɪʃən/ *noun* payment for damage

**indemnify** /ɪn'demni'faɪ/ *verb* to pay for damage ○ *to indemnify someone for a loss*

**indemnity** /ɪn'demni'ti/ *noun* **1.** a guarantee of payment after a loss ○ *She had to pay an indemnity of £100.* **2.** compensation paid after a loss

**indent** *noun* /'ɪndent/ **1.** an order placed by an importer for goods from overseas ○ *They put in an indent for a new stock of soap.* **2.** a line of typing which starts several spaces from the left-hand margin ■ **verb** /ɪn'dent/ □ **to indent for something** to put in an order for something ○ *The department has indented for a new computer.*

**indenture** /ɪn'dentʃə/ *noun* US a formal agreement showing the terms of a bond issue

**independent** /,ɪndɪ'pendənt/ *adjective* not under the control or authority of anyone else

**independent authenticator** /,ɪndɪpendənt ə:'θentɪkeɪtə/ *noun* a company that has the authority (from the government or the internet controlling body) to issue certificates of authentication when they are sure that a company is who it claims to be

**independent company** /,ɪndɪpendənt 'kʌmp(ə)nɪ/ *noun* a company which is not controlled by another company

**independent financial adviser** /,ɪndɪpendənt faɪ'nænʃ(ə)l əd'vaɪzə/ *noun* a person who gives impartial advice on financial matters, who is not connected with any financial institution. Abbreviation **IFA**

**independents** /,ɪndɪ'pendənts/ *plural noun* shops or companies which are owned by private individuals or families

'...many independents took advantage of the bank holiday period when the big multiples were closed' [The Grocer]

**independent trader** /,ɪndɪpendənt 'treɪdə/, **independent shop** /,ɪndɪpendənt 'ʃɒp/ *noun* a shop which is owned by an individual proprietor, not by a chain

**index** /'ɪndeks/ *noun* **1.** a list of items classified into groups or put in alphabetical order **2.** a regular statistical report which shows rises and falls in prices, values or levels **3.** a figure based on the current market price of certain shares on a stock exchange ■ *verb* to link a payment to an index ○ *salaries indexed to the cost of living*

'...the index of industrial production sank 0.2 per cent for the latest month after rising 0.3 per cent in March' [*Financial Times*]

'...an analysis of the consumer price index for the first half of the year shows that the rate of inflation went down by 12.9 per cent' [*Business Times (Lagos)*]

**index arbitrage** /'ɪndeks ˌɑːbɪtrɑːʒ/ *noun* buying or selling a basket of stocks against an index option or future

**indexation** /,ɪndek'seɪʃ(ə)n/ *noun* the linking of something to an index

**indexation of wage increases** /,ɪndek'seɪʃ(ə)n əv 'weɪdʒ ɪnkrɪːsɪz/ *noun* the linking of wage increases to the percentage rise in the cost of living

**index card** /'ɪndeks kɑːd/ *noun* a card used to make a card index

**indexed portfolio** /,ɪndekst pɔːt-  
'fəʊliəʊ/ *noun* a portfolio of shares in all the companies which form the basis of a stock exchange index

**index fund** /'ɪndeks fʌnd/ *noun* an investment fund consisting of shares in all the companies which are used to calculate a Stock Exchange index (NOTE: The plural is **indexes** or **indices**.)

**index letter** /'ɪndeks 'letə/ *noun* a letter of an item in an index

**index-linked** /,ɪndeks 'ɪŋkt/ *adjective* which rises automatically by the percentage increase in the cost of living ○ *index-linked government bonds* ○ *Inflation did not affect her as she has an index-linked pension.*

'...two-year index-linked savings certificates now pay 3 per cent a year tax free, in addition to index-linking' [*Financial Times*]

**index number** /'ɪndeks ˌnʌmbə/ *noun* **1.** a number of something in an index **2.** a number showing the percentage rise of something over a period

**index tracker** /'ɪndeks ˌtrækə/ *noun* an investor or fund manager who tracks an index

**index-tracking** /'ɪndeks ˌtrækɪŋ/ *adjective* which tracks an index

**indicate** /'ɪndɪkeɪt/ *verb* to show something ○ *The latest figures indicate a fall in the inflation rate.* ○ *Our sales for last year indicate a move from the home market to exports.*

**indicator** /'ɪndɪkeɪtə/ *noun* something which indicates

'...it reduces this month's growth in the key M3 indicator from about 19% to 12%' [*Sunday Times*]

'...we may expect the US leading economic indicators for April to show faster economic growth' [*Australian Financial Review*]

'...other indicators, such as high real interest rates, suggest that monetary conditions are extremely tight' [*Economist*]

**indirect** /,ɪndaɪ'rekt/ *adjective* not direct

**indirect costs** /,ɪndaɪ'rekt 'kɒsts/,  
**indirect expenses** /,ɪndaɪ'rekt ɪk-  
'spensɪz/ *plural noun* costs which are not directly related to the making of a product (such as cleaning, rent or administration)

**indirect labour costs** /,ɪndaɪ'rekt  
'leɪbə kɒsts/ *plural noun* the cost of paying employees not directly involved in making a product such as cleaners or canteen staff. Such costs cannot be allocated to a cost centre.

**indirect loss** /,ɪndaɪ'rekt 'lɒs/ *noun* same as **consequential loss**

**indirect tax** /,ɪndaɪ'rekt 'tæks/ *noun* a tax (such as VAT) paid to someone who then pays it to the government

**indirect taxation** /,ɪndaɪ'rekt tæk-  
'seɪʃ(ə)n/ *noun* taxes (such as sales tax) which are not paid direct to the government ○ *The government raises more money by indirect taxation than by direct.*

**individual** /,ɪndɪ'vɪdʒuəl/ *noun* one single person ○ *a savings plan tailored to the requirements of the private individual* ■ *adjective* single or belonging to one person ○ *a pension plan designed to meet each person's individual requirements* ○ *We sell individual portions of ice cream.*

**Individual Retirement Account** /,ɪndɪvɪdʒuəl rɪ'taɪəmənt əˌkaʊnt/  
*noun* **US** a private pension scheme, into which persons on lower incomes can make contributions (for people not covered by a company pension scheme). Abbreviation **IRA**

**Individual Savings Account** /,ɪndɪvɪdʒuəl 'seɪvɪŋz ə,kaʊnt/ *noun* a British scheme by which individuals can invest for their retirement by putting a limited amount of money each year in a tax-free account. Abbreviation **ISA**

**inducement** /ɪn'dju:smənt/ *noun* something which helps to persuade someone to do something ○ *They offered her a company car as an inducement to stay.*

**industrial** /ɪn'dʌstriəl/ *adjective* referring to manufacturing work □ **to take industrial action** to go on strike or go slow □ **land zoned for light industrial use** land where planning permission has been given to build small factories for light industry

‘...indications of renewed weakness in the US economy were contained in figures on industrial production for April’ [*Financial Times*]

**industrial accident** /ɪn,dʌstriəl 'æksɪd(ə)nt/ *noun* an accident which takes place at work

**industrial arbitration tribunal** /ɪn,dʌstriəl ɑ:bɪ'treɪf(ə)n traɪ'bju:n(ə)/ *noun* a court which decides in industrial disputes

**industrial bank** /ɪn'dʌstriəl bæŋk/ *noun* a finance house which lends to business customers

**industrial capacity** /ɪn,dʌstriəl kə'pæsɪti/ *noun* the amount of work which can be done in a factory or several factories

**industrial centre** /ɪn'dʌstriəl ,sentə/ *noun* a large town with many industries

**industrial court** /ɪn,dʌstriəl 'kɔ:t/ *noun* a court which can decide in industrial disputes if both parties agree to ask it to judge between them

**industrial debenture** /ɪn,dʌstriəl dɪ'bentʃə/ *noun* a debenture raised by an industrial company

**industrial development** /ɪn,dʌstriəl dɪ'veləpmənt/ *noun* the planning and building of new industries in special areas

**industrial espionage** /ɪn,dʌstriəl 'espɪənə:ʒ/ *noun* the practice of trying to find out the secrets of a competitor's work or products, usually by illegal means

**industrial expansion** /ɪn,dʌstriəl ɪk'spænjən/ *noun* the growth of industries in a country or a region

**industrial injury** /ɪn,dʌstriəl 'ɪndʒəri/ *noun* an injury to an employee that occurs in the workplace

**industrialisation** /ɪn,dʌstriələɪ-'zeɪf(ə)n/, **industrialization** *noun* the process of change by which an economy becomes based on industrial production rather than on agriculture

**industrialise** /ɪn'dʌstriələɪz/, **industrialize** *verb* to set up industries in a country which had none before

‘...central bank and finance ministry officials of the industrialized countries will continue work on the report’ [*Wall Street Journal*]

**industrial loan** /ɪn,dʌstriəl 'ləʊn/ *noun* a loan raised by an industrial company

**industrial processes** /ɪn,dʌstriəl 'prəʊsesɪz/ *plural noun* the various stages involved in manufacturing products in factories

**industrial property** /ɪn,dʌstriəl 'prɒpəti/ *noun* factories or other buildings used for industrial purposes

**industrial relations** /ɪn,dʌstriəl rɪ-'leɪf(ə)nz/ *plural noun* relations between management and employees ○ *The company has a history of bad labour relations.*

‘Britain’s industrial relations climate is changing’ [*Personnel Today*]

**industrials** /ɪn'dʌstriəlz/ *plural noun* shares in manufacturing companies

**industrial training** /ɪn,dʌstriəl 'treɪnɪŋ/ *noun* the training of new employees to work in an industry

**industrial tribunal** /ɪn,dʌstriəl traɪ-'bju:n(ə)/ *noun* a court which can decide in disputes about employment

‘ACAS has a legal obligation to try and solve industrial grievances before they reach industrial tribunals’ [*Personnel Today*]

**industry** /'ɪndəstri/ *noun* **1.** all factories, companies or processes involved in the manufacturing of products ○ *All sectors of industry have shown rises in output.* **2.** a group of companies making the same type of product or offering the same type of service ○ *the aircraft industry* ○ *the food-processing industry* ○ *the petroleum industry* ○ *the advertising industry*



'...with the present overcapacity in the airline industry, discounting of tickets is widespread' [*Business Traveller*]

**ineligible** /ɪn'elɪdʒɪb(ə)l/ *adjective*  
not eligible

**ineligible bill** /ɪn'elɪdʒəb(ə)l bɪl/ *noun* a bill of exchange which cannot be discounted by a central bank

**inflate** /ɪn'fleɪt/ *verb* □ **to inflate prices** to increase prices without any reason

**inflated** /ɪn'fleɪtɪd/ *adjective* □ **inflated prices** prices which are increased without any reason ○ *Tourists don't want to pay inflated London prices.*

**inflation** /ɪn'fleɪʃ(ə)n/ *noun* a greater increase in the supply of money or credit than in the production of goods and services, resulting in higher prices and a fall in the purchasing power of money ○ *to take measures to reduce inflation* ○ *High interest rates tend to increase inflation.* □ **we have 3% inflation or inflation is running at 3%** prices are 3% higher than at the same time last year □ **spiralling inflation** inflation where price rises make workers ask for higher wages which then increase prices again

**inflation accounting** /ɪn'fleɪʃ(ə)n ə,kaʊntɪŋ/ *noun* an accounting system, where inflation is taken into account when calculating the value of assets and the preparation of accounts

**inflationary** /ɪn'fleɪʃ(ə)n(ə)ri/ *adjective* which tends to increase inflation ○ *inflationary trends in the economy* □ **the economy is in an inflationary spiral** the economy is in a situation where price rises encourage higher wage demands which in turn make prices rise

'...inflationary expectations fell somewhat this month, but remained a long way above the actual inflation rate, according to figures released yesterday. The annual rate of inflation measured by the consumer price index has been below 2 per cent for over 18 months' [*Australian Financial Review*]

**inflation-proof** /ɪn'fleɪʃ(ə)n pru:f/ *adjective* referring to a pension, etc. which is index-linked, so that its value is preserved in times of inflation

**inflation-proof pension** /ɪn-,fleɪʃ(ə)n pru:f 'penʃən/ *noun* a pension which will rise to keep pace with inflation

**inflation rate** /ɪn'fleɪʃ(ə)n reɪt/ *noun* a figure, in the form of a percentage, which shows the amount by which inflation has increased over a period of time, usually a year. Also called **rate of inflation**

'...the decision by the government to tighten monetary policy will push the annual inflation rate above the year's previous high' [*Financial Times*]

'...when you invest to get a return, you want a 'real' return – above the inflation rate' [*Investors Chronicle*]

'...the retail prices index rose 0.4 per cent in the month, taking the annual headline inflation rate to 1.7 per cent. The underlying inflation rate, which excludes mortgage interest payments, increased to an annual rate of 3.1 per cent' [*Times*]

**COMMENT:** The inflation rate in the UK is calculated on a series of figures, including prices of consumer items: petrol, gas and electricity, interest rates, etc. This gives the 'underlying' inflation rate which can be compared to that of other countries. The calculation can also include mortgage interest and local taxes which give the 'headline' inflation figure. This is higher than in other countries because of these extra items. Inflation affects businesses, in that as their costs rise, so their profits may fall and it is necessary to take this into account when pricing products.

**inflation target** /ɪn'fleɪʃ(ə)n ,tɑ:ɡɪt/ *noun* an inflation rate which the government aims to reach at some date in the future

**inflow** /ɪn'fləʊ/ *noun* the act of coming in or being brought in □ **inflow of capital into the country** capital which is coming into a country in order to be invested

'...the dollar is strong because of capital inflows rather than weak because of the trade deficit' [*Duns Business Month*]

**influx** /ɪn'flʌks/ *noun* an inflow, especially one where people or things come in in large quantities ○ *an influx of foreign currency into the country* ○ *an influx of cheap labour into the cities*

'...the retail sector will also benefit from the expected influx of tourists' [*Australian Financial Review*]

**information office** /ɪn'fə'meɪʃ(ə)n ,ɒfɪs/ *noun* an office which gives information to tourists or visitors

**information officer** /ɪn'fə'meɪʃ(ə)n ,ɒfɪsə/ *noun* 1. a person whose job is to give information about a company, an

organisation or a government department to the public **2.** a person whose job is to give information to other departments in the same organisation

**infringe** /ɪn'frɪndʒ/ *verb* to break a law or a right □ **to infringe a patent** to make a product which works in the same way as a patented product and not pay a royalty to the patent holder

**infringement of patent** /ɪn'frɪndʒmənt əv 'peɪtənt/ *noun* an act of illegally using, making or selling an invention which is patented, without the permission of the patent holder

**ingot** /'ɪŋɡət/ *noun* a bar of gold or silver

**inherit** /ɪn'herɪt/ *verb* to get something from a person who has died ○ *When her father died she inherited the shop.* ○ *He inherited £10,000 from his grandfather.*

**inheritance** /ɪn'herɪt(ə)ns/ *noun* property which is received from a dead person

**inheritance tax** /ɪn'herɪt(ə)ns tæks/ *noun* a tax on wealth or property inherited after the death of someone. Abbreviation **IHT** (NOTE: The US term is **death duty**.)

**initial** /ɪ'nɪʃ(ə)l/ *adjective* first or starting ○ *The initial response to the TV advertising has been very good.* ■ *verb* to write your initials on a document to show you have read it and approved ○ *to initial an amendment to a contract* ○ *Please initial the agreement at the place marked with an X.*

'...the founding group has subscribed Nkr 14.5m of the initial Nkr 30m share capital' [*Financial Times*]

'...career prospects are excellent for someone with potential, and initial salary is negotiable around \$45,000 per annum' [*Australian Financial Review*]

**initial capital** /ɪ,nɪʃ(ə)l 'kæpɪt(ə)l/ *noun* capital which is used to start a business ○ *He started the business with an initial expenditure or initial investment of £500.*

**initial public offering** /ɪ,nɪʃ(ə)l 'pʌblɪk 'ɒf(ə)rɪŋ/ *noun* US the process of offering new shares in a corporation for sale to the public as a way of launching the corporation on the Stock Exchange. Abbreviation **IPO** (NOTE: The UK term is **offer for sale**.)

**initials** /ɪ'nɪʃ(ə)lz/ *plural noun* a first letters of the words in a name ○ *What do the initials IMF stand for?* ○ *The chairman wrote his initials by each alteration in the contract he was signing.*

**initial sales** /ɪ,nɪʃ(ə)l 'seɪlz/ *plural noun* the first sales of a new product

**initial yield** /ɪ,nɪʃ(ə)l 'jɪ:ld/ *noun* an expected yield on a new unit trust

**initiate** /ɪ'nɪʃɪeɪt/ *verb* to start ○ *to initiate discussions*

**initiative** /ɪ'nɪʃɪətɪv/ *noun* the decision to start something □ **to take the initiative** to decide to do something

**inject** /ɪn'dʒekt/ *verb* □ **to inject capital into a business** to put money into a business

**injection** /ɪn'dʒɛkʃən/ *noun* □ **a capital injection of £100,000 or an injection of £100,000 capital** putting £100,000 into an existing business

**injunction** /ɪn'dʒʌŋkʃən/ *noun* a court order telling someone not to do something ○ *He got an injunction preventing the company from selling his car.* ○ *The company applied for an injunction to stop their rival from marketing a similar product.*

**inland** /'ɪnlənd/ *adjective* inside a country

**inland freight charges** /ɪ,nlənd 'freɪt,tʃɑ:rdʒɪz/ *plural noun* charges for carrying goods from one part of the country to another

**Inland Revenue** /ɪ,nlənd 'revənju:/ *noun* a British government department dealing with taxes (income tax, corporation tax, capital gains tax, inheritance tax, etc.) but not duties, such as VAT, which are collected by the Customs and Excise ○ *He received a letter from the Inland Revenue.* (NOTE: The US term is **Internal Revenue Service or IRS**.)

**in play** /ɪn 'pleɪ/ *adjective* being obviously up for sale or a possible takeover target

**input** /'ɪnpʊt/ *verb* □ **to input information** to put data into a computer

**input lead** /'ɪnpʊt li:d/ *noun* a lead for connecting the electric current to a machine

**inputs** /'ɪnpʊts/ *plural noun* goods or services bought by a company and which may be liable to VAT

**input tax** /'ɪnpʊt tæks/ *noun* VAT which is paid by a company on goods or services bought

**inquiry office** /ɪn'kwɪəri ,ɒfɪs/ *noun* an office which members of the public can go to to have their questions answered

**inquorate** /ɪn'kwɔːreɪt/ *adjective* without a quorum

COMMENT: If there is a quorum at a meeting, the meeting is said to be 'quorate'; if there aren't enough people present to make a quorum, the meeting is 'inquorate'.

**inside** /ɪn'saɪd/ *adjective, adverb* in, especially in a company's office or building ○ *We do all our design work inside.* ■ *preposition* in ○ *There was nothing inside the container.* ○ *We have a contact inside our rival's production department who gives us very useful information.*

**inside director** /ɪn'saɪd daɪ'rektə/ *noun* a director who works full-time in a corporation (as opposed to an outside director)

**inside information** /ɪn'saɪd ɪnfə-'meɪʃ(ə)n/ *noun* information which is passed from people working in a company to people outside (and which can be valuable to investors in the company)

**insider** /ɪn'saɪdə/ *noun* a person who works in an organisation and therefore knows its secrets

COMMENT: In the USA, an insider is an officer or director of a company, or an owner of 10% or more of a class of that company's shares. An insider must report any trade to the SEC by the 10th of the month following the transaction.

**insider buying** /ɪn,sɑɪdə 'baɪɪŋ/, **insider dealing** /ɪn,sɑɪdə 'di:ɪɪŋ/, **insider trading** /ɪn,sɑɪdə 'treɪdɪŋ/ *noun* the illegal buying or selling of shares by staff of a company or other persons who have secret information about the company's plans

**insider information** /ɪn,sɑɪdə ɪnfə-'meɪʃ(ə)n/ *noun* same as **inside information**

**insider trader** /ɪn,sɑɪdə 'treɪdə/ *noun* a person who carries out insider dealing, i.e. illegal buying or selling of shares by staff of a company or other persons who have secret information about the company's plans

**inside worker** /'ɪnsaɪd ,wɜ:kə/ *noun* an employee who works in an office or factory (not someone who works in the open air or visits customers)

**insolvency** /ɪn'sɒlvənsi/ *noun* the fact of not being able to pay debts □ **he was in a state of insolvency** he could not pay his debts

'...hundreds of thrifts found themselves on the brink of insolvency after a deregulation programme prompted them to enter dangerous financial waters' [*Times*]

**insolvent** /ɪn'sɒlvənt/ *adjective* not able to pay debts ○ *The company was declared insolvent.* (NOTE: see note at **insolvency**) □ **he was declared insolvent** he was officially stated to be insolvent

COMMENT: A company is insolvent when its liabilities are higher than its assets; if this happens it must cease trading.

**inspect** /ɪn'spekt/ *verb* to examine in detail ○ *to inspect a machine* or *an installation* ○ *The gas board is sending an engineer to inspect the central heating system.* ○ *Officials from the DTI have come to inspect the accounts.* □ **to inspect products for defects** to look at products in detail to see if they have any defects

**inspection** /ɪn'spekʃən/ *noun* the close examination of something ○ *to make an inspection* or *to carry out an inspection of a machine* or *an installation* ○ *the inspection of a product for defects* □ **to carry out a tour of inspection** to visit various places, offices or factories to inspect them □ **to issue an inspection order** to order an official inspection

**inspection stamp** /ɪn'spekʃən stæmp/ *noun* a stamp placed on something to show it has been inspected

**inspector** /ɪn'spektə/ *noun* an official who inspects ○ *The inspectors will soon be round to make sure the building is safe.*

**inspectorate** /ɪn'spekt(ə)rət/ *noun* all inspectors

**inspector of taxes** /ɪn,spektə əv 'tæksɪz/ *noun* an official of the Inland Revenue who examines tax returns and decides how much tax people should pay

**inspector of weights and measures** /ɪn,spektə əv ˌweɪts ən

'meɪzəl/ *noun* a government official who inspects weighing machines and goods sold in shops to see if the quantities and weights are correct

**instability** /ɪnstə'bɪlɪti/ *noun* the state of being unstable or moving up and down □ **a period of instability in the money markets** a period when currencies fluctuate rapidly

**install** /ɪn'stɔ:l/ *verb* **1.** to set up a piece of machinery or equipment, e.g. a new computer system, so that it can be used **2.** to configure a new computer program to the existing system requirements

**installation** /ɪnstə'leɪʃ(ə)n/ *noun* the act of setting up a piece of equipment

**installment** /ɪn'stɔ:lmənt/ *noun* US spelling of **instalment**

**instalment plan** /ɪn'stɔ:lmənt plæn/, **installment sales** /ɪn'stɔ:lmənt seɪlz/, **instalment buying** /ɪn'stɔ:lmənt ˌbaɪɪŋ/ *noun* **US** a system of buying something by paying a sum regularly each month ○ *to buy a car on the instalment plan* (NOTE: The UK term is **hire purchase**.)

**instalment** /ɪn'stɔ:lmənt/ *noun* a part of a payment which is paid regularly until the total amount is paid ○ *The first instalment is payable on signature of the agreement.* □ **the final instalment is now due** the last of a series of payments should be paid now □ **to pay £25 down and monthly instalments of £20** to pay a first payment of £25 and the rest in payments of £20 each month □ **to miss an instalment** not to pay an instalment at the right time

**instalment credit** /ɪn'stɔ:lmənt ˌkredɪt/ *noun* an arrangement by which a purchaser pays for goods bought in instalments over a period of time

**instant** /ɪnstənt/ *adjective* immediately available ○ *Instant credit is available to current account holders.*

**instant access account** /ɪnstənt ˌæksɛs əˌkaʊnt/ *noun* a deposit account which pays interest and from which you can withdraw money immediately without penalty

**Institute of Chartered Accountants in England and Wales** /ɪnstɪtju:t əv ɪnˌtʃɑ:təd əˌkaʊntənts ɪn ɪŋɡlənd ən ˈweɪz/ *noun* a professional

body whose members are accountants in England and Wales. Abbreviation **ICAEW**

**Institute of Chartered Accountants in Ireland** /ɪnstɪtju:t əv ɪnˌtʃɑ:təd əˌkaʊntənts ɪn ˈaɪələnd/ *noun* a professional body whose members are accountants in Ireland. Abbreviation **ICAI**

**Institute of Chartered Accountants in Scotland** /ɪnstɪtju:t əv ɪnˌtʃɑ:təd əˌkaʊntənts ɪn ˈskɒtlənd/ *noun* a professional body whose members are accountants in Scotland. Abbreviation **ICAS**

**institution** /ɪnstɪ'tju:f(ə)n/ *noun* an organisation or society set up for a particular purpose. ♣ **financial institution**

**institutional** /ɪnstɪ'tju:f(ə)n(ə)/ *adjective* referring to an institution, especially a financial institution

'...during the 1970s commercial property was regarded by big institutional investors as an alternative to equities' [*Investors Chronicle*]

**institutional buying** /ɪnstɪtju:f(ə)n(ə)l ˌbaɪɪŋ/ *noun* buying or selling shares by financial institutions

**institutional buyout** /ɪnstɪtju:f(ə)n(ə)l ˌbaɪaʊt/ *noun* a takeover of a company by a financial institution, which backs a group of managers who will run it. Abbreviation **IBO**

**institutional investor** /ɪnstɪtju:f(ə)n(ə)l ɪnˈvestə/ *noun* **1.** a financial institution which invests money in securities **2.** an organisation (such as a pension fund or insurance company) with large sums of money to invest

**instruction** /ɪnˈstrʌkʃən/ *noun* an order which tells what should be done or how something is to be used ○ *He gave instructions to his stockbroker to sell the shares immediately.* □ **to await instructions** to wait for someone to tell you what to do □ **to issue instructions** to tell people what to do

**instrument** /ɪnstrʉmənt/ *noun* **1.** a tool or piece of equipment ○ *The technician brought instruments to measure the output of electricity.* **2.** a legal document

**insufficient funds** /ɪnsəfɪʃ(ə)nt ˈfʌndz/ *noun* **US** same as **non-sufficient funds**

**insurable** /ɪn'ʃʊərəb(ə)l/ *adjective* which can be insured

**insurable interest** /ɪn'ʃʊərəb(ə)l 'ɪnrəst/ *noun* the value of the thing insured which is attributed to the person who is taking out the insurance

**insurance** /ɪn'ʃʊərəns/ *noun* an agreement that in return for regular payments (called 'premiums'), a company will pay compensation for loss, damage, injury or death ○ *to take out insurance* ○ *Repairs will be paid for by the insurance.* □ **to take out an insurance against fire** to pay a premium, so that, if a fire happens, compensation will be paid □ **to take out an insurance on the house** to pay a premium, so that, if the house is damaged, compensation will be paid □ **the damage is covered by the insurance** the insurance company will pay for the damage □ **to pay the insurance on a car** to pay premiums to insure a car

**insurance agent** /ɪn'ʃʊərəns ,eɪdʒənt/, **insurance broker** /ɪn'ʃʊərəns ,brəʊkə/ *noun* a person who arranges insurance for clients

**insurance claim** /ɪn'ʃʊərəns kleɪm/ *noun* a request to an insurance company to pay compensation for damage or loss

**insurance company** /ɪn'ʃʊərəns ,kʌmp(ə)nɪ/ *noun* a company whose business is insurance

**insurance contract** /ɪn'ʃʊərəns ,kɒntrækt/ *noun* an agreement by an insurance company to insure

**insurance cover** /ɪn'ʃʊərəns ,kʌvə/ *noun* protection guaranteed by an insurance policy ○ *Do you have cover against theft?*

**insurance policy** /ɪn'ʃʊərəns ,pɒlɪsi/ *noun* a document which shows the conditions of an insurance contract

**insurance premium** /ɪn'ʃʊərəns ,prɪmiəm/ *noun* an annual payment made by a person or a company to an insurance company

**insurance rates** /ɪn'ʃʊərəns reɪts/ *plural noun* the amount of premium which has to be paid per £1000 of insurance

**insurance salesman** /ɪn'ʃʊərəns ,seɪlzmən/ *noun* a person who encourages clients to take out insurance policies

**insure** /ɪn'ʃʊə/ *verb* to have a contract with a company whereby, if regular small payments are made, the company will pay compensation for loss, damage, injury or death ○ *to insure a house against fire* ○ *to insure someone's life* ○ *to insure baggage against loss* ○ *to insure against loss of earnings* ○ *He was insured for £100,000.* □ **the insured** the person or organisation that will benefit from an insurance □ **the sum insured** the largest amount of money that an insurer will pay under an insurance

**insured account** /ɪn'ʃʊəd ə'kaʊnt/ *noun* an account with a bank which is insured by the customer's insurance

**insured money market account** /ɪn'ʃʊəd 'mʌni ,mɑ:kit ə'kaʊnt/ *noun* a high-yield account, in which the investor has to deposit a certain minimum sum, which is insured by the provider against capital loss. Abbreviation **IMMA**

**insurer** /ɪn'ʃʊərə/ *noun* a company which insures (NOTE: For life insurance, UK English prefers to use **assuror**.)

**intangible** /ɪn'tændʒɪb(ə)l/ *adjective* which cannot be touched

**intangible assets** /ɪn'tændʒɪb(ə)l 'æsets/, **intangibles** /ɪn'tændʒɪb(ə)lz/ *plural noun* assets which have a value, but which cannot be seen, e.g. goodwill, or a patent or a trademark

**integrate** /'ɪntɪgreɪt/ *verb* to link things together to form one whole group

**integration** /,ɪntɪ'greɪʃ(ə)n/ *noun* the act of bringing several businesses together under a central control

COMMENT: In a case of horizontal integration, a large supermarket might take over another smaller supermarket chain; on the other hand, if a supermarket takes over a food packaging company the integration would be vertical.

**intent** /ɪn'tent/ *noun* something that someone plans to do

**inter-** /ɪntə/ *prefix* between □ **inter-company dealings** dealings between two companies in the same group □ **inter-company comparisons** comparing the results of one company with those of another in the same product area

**inter-bank** /'ɪntə bæŋk/ *adjective* between banks □ **inter-bank deposits** money which banks deposit with other

banks □ **inter-bank rates** rates of interest charged on inter-bank loans

**inter-bank loan** /,ɪntə bæŋk 'ləʊn/ *noun* a loan from one bank to another

**inter-bank market** /,ɪntə bæŋk 'mɑ:kɪt/ *noun* a market where banks lend to or borrow from each other

**inter-city** /,ɪntə 'sɪti/ *adjective* between cities ○ *Inter-city train services are often quicker than going by air.*

**inter-dealer broker** /,ɪntə 'di:lə ,brəʊkə/ *noun* a broker who acts as an intermediary between dealers in government securities

**interest** /'ɪntərəst/ *noun* **1.** payment made by a borrower for the use of money, calculated as a percentage of the capital borrowed **2.** money paid as income on investments or loans ○ *to receive interest at 5%* ○ *the loan pays 5% interest* ○ *deposit which yields or gives or produces or bears 5% interest* ○ *account which earns interest at 10% or which earns 10% interest* ○ *The bank pays 10% interest on deposits.* □ **accrual of interest** the automatic addition of interest to capital **3.** a part of the ownership of something, e.g. if you invest money in a company you acquire a financial share or interest in it □ **to acquire a substantial interest in the company** to buy a large number of shares in a company □ **to declare an interest** to state in public that you own shares in a company being discussed or that you are related to someone who can benefit from your contacts ■ **verb** to attract someone's attention ○ *She tried to interest several companies in her new invention.* ○ *The company is trying to interest a wide range of customers in its products.* □ **interested in** paying attention to ○ *The managing director is interested only in increasing profitability.*

**interest-bearing account** /,ɪntərəst ,beərɪŋ ə'kaʊnt/ *noun* a bank account which gives interest

**interest-bearing deposits** /,ɪntərəst ,beərɪŋ dɪ'pɒzɪts/ *plural noun* deposits which produce interest

**interest charges** /'ɪntərəst ,tʃɑ:dʒɪz/ *plural noun* money paid as interest on a loan

**interest cover** /'ɪntərəst ,kʌvə/ *noun* the ability to pay interest payments on a loan

**interested party** /,ɪntərəstɪd 'pɑ:ti/ *noun* a person or company with a financial interest in a company

**interest-free credit** /,ɪntərəst fri: 'kredɪt/ *noun* a credit or loan where no interest is paid by the borrower ○ *The company gives its staff interest-free loans.*

**interesting** /'ɪntərəstɪŋ/ *adjective* which attracts attention ○ *They made us a very interesting offer for the factory.*

**interest rate** /'ɪntərəst reɪt/ *noun* a figure which shows the percentage of the capital sum borrowed or deposited which is to be paid as interest. Also called **rate of interest**

'...since last summer American interest rates have dropped by between three and four percentage points' [*Sunday Times*]

'...a lot of money is said to be tied up in sterling because of the interest-rate differential between US and British rates' [*Australian Financial Review*]

**interest rate margin** /'ɪntərəst reɪt ,mɑ:dʒɪn/ *noun* the difference between the interest a bank pays on deposits and the interest it charges on loans

**interest rate swap** /'ɪntərəst reɪt ,swɒp/ *noun* an agreement between two companies to exchange borrowings (a company with fixed-interest borrowings might swap them for variable interest borrowings of another company). Also called **plain vanilla swap**

**interest-sensitive purchases** /,ɪntərəst ,sensətɪv 'pɜ:tʃɪsɪz/ *plural noun* purchases (such as houses or items bought on hire-purchase) which are influenced by interest rates

**interest yield** /'ɪntərəst jɪ:ld/ *noun* a yield on a fixed-interest investment

**interface** /'ɪntəfeɪs/ *noun* a point where two groups of people come into contact

**interim** /'ɪntərɪm/ *adjective* made, measured or happening in the middle of a period, such as the financial year, and before the final result for the period is available ■ *noun* a statement of interim profits or dividends □ **in the interim** meanwhile, for the time being

'...the company plans to keep its annual dividend unchanged at 7.5 per share, which includes a 3.75 interim payout' [*Financial Times*]

**interim dividend** /,ɪntərɪm 'dɪvɪdend/ *noun* a dividend paid at the end of a half-year

**interim payment** /,ɪntərɪm 'peɪmənt/ *noun* a payment of part of a dividend

**interim report** /,ɪntərɪm rɪ'pɔ:t/,  
**interim statement** /,ɪntərɪm 'steɪtmənt/ *noun* a report given at the end of a half-year

**intermediary** /,ɪntə'mi:diəri/ *noun* a person who is the link between people or organisations who do not agree or who are negotiating ○ *He refused to act as an intermediary between the two directors.*

**intermediate term** /,ɪntəmi:diət 'tɜ:m/ *noun* a period of one or two years

**intermediation** /,ɪntəmi:di'eɪʃ(ə)n/ *noun* the arrangement of finance or insurance by an intermediary

**internal** /ɪn'tɜ:n(ə)l/ *adjective* **1.** inside a company □ **we decided to make an internal appointment** we decided to appoint an existing member of staff to the post, and not bring someone in from outside the company **2.** inside a country or a region

**internal audit** /ɪn,tɜ:n(ə)l 'ɔ:dɪt/ *noun* an audit carried out by a department inside the company

**internal audit department** /ɪn,tɜ:n(ə)l 'ɔ:dɪt dɪ'pɑ:tmənt/ *noun* a department of a company which examines the internal accounting controls of that company

**internal auditor** /ɪn,tɜ:n(ə)l 'ɔ:dɪtə/ *noun* a member of staff who audits a company's accounts

**internal control** /ɪn,tɜ:n(ə)l kən'trəʊl/ *noun* a system set up by the management of a company to monitor and control the company's activities

**internal growth** /ɪn,tɜ:n(ə)l 'grəʊθ/ *noun* the development of a company by growing its existing business with its own finances, as opposed to acquiring other businesses. Also called **organic growth** (NOTE: The opposite is **external growth**.)

**Internal Market** /ɪn,tɜ:n(ə)l 'mɑ:kɪt/ *noun* the EU considered as one single market, with no tariff barriers between its member states

**internal rate of return** /ɪn,tɜ:n(ə)l reɪt əv rɪ'tɜ:n/ *noun* an average annual yield of an investment, where the interest earned over a period of time is the same as the original cost of the investment. Abbreviation **IRR**

**Internal Revenue Service** /ɪn,tɜ:n(ə)l 'revənju: 'sɜ:vɪs/ *noun* *US* a government department which deals with tax. Abbreviation **IRS**

**internal trade** /ɪn,tɜ:n(ə)l 'treɪd/ *noun* trade between various parts of a country (NOTE: The opposite is **external trade**.)

**international** /,ɪntə'næʃ(ə)nəl/ *adjective* working between countries

**International Bank for Reconstruction and Development** /ɪntə,næʃ(ə)nəl bæŋk fə 'rɪ:kənstrʌkʃ(ə)n ən dɪ'veləpmənt/ *noun* the official name of the World Bank. Abbreviation **IBRD**

**International Commodities Clearing House** /,ɪntənæʃ(ə)nəl kə'mɒdɪtɪz 'kleərɪŋ haʊs/ *noun* a clearing house which deals in settlements of futures contracts in commodities and financial futures. Abbreviation **ICCH**

**International Finance Corporation** /,ɪntənæʃ(ə)nəl 'faɪnəns 'kɔ:pəreɪʃ(ə)n/ *noun* a subsidiary of the World Bank which makes loans to private companies. Abbreviation **IFC**

**International Labour Organization** /,ɪntənæʃ(ə)nəl 'leɪbər ɔ:gənəɪ'zɛɪʃ(ə)n/ *noun* a section of the United Nations which tries to improve working conditions and workers' pay in member countries. Abbreviation **ILO**

**international law** /,ɪntənæʃ(ə)nəl 'lɔ:/ *noun* laws referring to the way countries deal with each other

**international lawyer** /,ɪntə'næʃ(ə)nəl 'lɔ:ʒə/ *noun* a person who specialises in international law

**International Monetary Fund** /,ɪntənæʃ(ə)nəl 'mʌnɪt(ə)rɪ 'fʌnd/ *noun* a type of bank which is part of the United Nations and helps member states in financial difficulties, gives financial advice to members and encourages world trade. Abbreviation **IMF**

**International Monetary Market** /,ɪntənæʃ(ə)nəl 'mʌnɪt(ə)rɪ 'mɑ:kɪt/ *noun* a part of the Chicago Mercantile

Exchange dealing in financial futures. Abbreviation **IMM**

**international monetary system** /,ɪntənæʃ(ə)nəl 'mʌnɪt(ə)rɪ ,sɪstəm/ *noun* methods of controlling and exchanging currencies between countries

**international money markets** /,ɪntənæʃ(ə)nəl 'mʌni ,mɑ:kɪts/ *plural noun* markets, such as the Euromarket, the international market for lending or borrowing in eurocurrencies

**international money order** /,ɪntənæʃ(ə)nəl 'mʌni ,ɔ:dɪə/ *noun* a money order in a foreign currency which is payable to someone living in a foreign country

**International Petroleum Exchange** /,ɪntənæʃ(ə)nəl pə'trɔ:liəm ɪks,tʃeɪndʒ/ *noun* a London commodity exchange dealing in crude oil and natural gas futures. Abbreviation **IPE**

**international trade** /,ɪntənæʃ(ə)nəl 'treɪd/ *noun* trade between different countries

**Internet** /'ɪntənət/ *noun* the global, public network of computers and telephone links that houses websites, allows email to be sent and is accessed with the aid of a modem ○ *Much of our business is done on the Internet.* ○ *Internet sales form an important part of our turnover.* ○ *He searched the Internet for information on cheap tickets to the USA.* (NOTE: The Internet uses the Internet Protocol (IP) as a communication standard.)

'...they predict a tenfold increase in sales via internet or TV between 1999 and 2004' [*Investors Chronicle*]

'...in two significant decisions, the Securities and Exchange Board of India today allowed trading of shares through the Internet and set a deadline for companies to conform to norms for good corporate governance' [*The Hindu*]

**Internet bank** /'ɪntənət bæŋk/ *noun* a bank that allows its customers to have credit in an account on the Internet, and use it to pay for purchases made on the Internet

**Interstate Commerce Commission** /,ɪntəsteɪt 'kɒmɜ:s kə,mɪʃ(ə)n/ *noun* **US** a federal agency which regulates business activity involving two or more of the states in the US. Abbreviation **ICC**

**intervene** /,ɪntə'vi:ɪn/ *verb* to try to make a change in a situation in which you have not been involved before □ **to**

**intervene in a dispute** to try to settle a dispute

**intervention** /,ɪntə'venʃən/ *noun* the act of becoming involved in a situation in order to change it ○ *the central bank's intervention in the banking crisis* ○ *the government's intervention in the labour dispute*

**intervention mechanism** /,ɪntə'venʃən ,mekənɪz(ə)m/ *noun* a method used by central banks in maintaining exchange rate parities (such as buying or selling foreign currency)

**intervention price** /,ɪntə'venʃ(ə)n praɪs/ *noun* a price at which the EU will buy farm produce which farmers cannot sell, in order to keep prices high

**inter vivos** /,ɪntə 'vɪ:vəʊs/ *phrase* a Latin phrase, 'between living people'

**inter vivos trust** /,ɪntə 'vɪ:vəʊs trʌst/ *noun* a trust set up by one person for another living person

**intestate** /ɪn'testət/ *adjective* □ **to die intestate** to die without having made a will

COMMENT: When someone dies intestate, the property automatically goes to the parents or siblings of an unmarried person or, if married, to the surviving partner, unless there are children.

**intraday** /'ɪntrədeɪ/ *adjective* within the day ○ *The stock hit a new record of 86 intraday on Friday.*

**intraday liquidity** /,ɪntrədeɪ ɪ-'kwɪdɪtɪ/ *noun* availability of cash in the banking system

**intrinsic value** /ɪn'trɪnsɪk 'vælju:/ *noun* a value which exists as part of something, such as the value of an option (for a call option, it is the difference between the current price and the higher striking price)

**introduce** /,ɪntrə'dʒu:s/ *verb* to make someone get to know somebody or something □ **to introduce a client** to bring in a new client and make them known to someone □ **to introduce a new product on the market** to produce a new product and launch it on the market

**introduction** /,ɪntrə'dʌkʃən/ *noun* **1.** a letter making someone get to know another person ○ *I'll give you an introduction to the MD – he is an old friend of mine.* **2.** the act of bringing an estab-



lished company to the Stock Exchange (i.e. getting permission for the shares to be traded on the Stock Exchange, used when a company is formed by a demerger from an existing larger company, and no new shares are being offered for sale)

**introductory offer** /,ɪntrədʌkt(ə)rɪ 'nɒfəl/ *noun* a special price offered on a new product to attract customers

**invalid** /ɪn'væɪd/ *adjective* not valid or not legal ○ *This permit is invalid.* ○ *The claim has been declared invalid.*

**invalidate** /ɪn'væɪdeɪt/ *verb* to make something invalid ○ *Because the company has been taken over, the contract has been invalidated.*

**invalidation** /ɪn,væɪl'deɪʃən/ *noun* the act of making invalid

**invalidity** /ɪn,væɪ'lɪdɪti/ *noun* the fact of being invalid ○ *the invalidity of the contract*

**inventory** /'ɪnvənt(ə)rɪ/ *noun* **1.** *especially US* all the stock or goods in a warehouse or shop ○ *to carry a high inventory* ○ *to aim to reduce inventory* (NOTE: The UK term is **stock**.) **2.** a list of the contents of a building such as a house for sale or an office for rent ○ *to draw up an inventory of fixtures and fittings* □ *to agree the inventory* to agree that the inventory is correct ■ *verb* to make a list of stock or contents

'...a warehouse needs to tie up less capital in inventory and with its huge volume spreads out costs over bigger sales' [*Duns Business Monthly*]

**inventory control** /'ɪnvənt(ə)rɪ kən,tʁəl/ *noun especially US* a system of checking that there is not too much stock in a warehouse, but just enough to meet requirements

**inventory financing** /'ɪnvənt(ə)rɪ ,faɪnænsɪŋ/ *noun especially US* the use of money from working capital to purchase stock for resale

**inventory turnover** /,ɪnvənt(ə)rɪ 'tʃɜ:nəʊvəl/ *noun especially US* the total value of stock sold during a year, divided by the value of the goods remaining in stock

**invest** /ɪn'vest/ *verb* **1.** to put money into shares, bonds, a building society, etc., hoping that it will produce interest and increase in value ○ *He invested all his money in unit trusts.* ○ *She was advised to invest in real estate or in gov-*

*ernment bonds.* □ **to invest abroad** to put money into shares or bonds in overseas countries **2.** to spend money on something which you believe will be useful ○ *to invest money in new machinery* ○ *to invest capital in a new factory*

'...we have substantial venture capital to invest in good projects' [*Times*]

**investigate** /ɪn'vestɪgeɪt/ *verb* to examine something which may be wrong ○ *The Serious Fraud Office has been asked to investigate his share dealings.*

**investigation** /ɪn'vestɪ'geɪʃ(ə)n/ *noun* an examination to find out what is wrong ○ *They conducted an investigation into petty theft in the office.*

**investment** /ɪn'vestmənt/ *noun* **1.** the placing of money so that it will produce interest and increase in value ○ *They called for more government investment in new industries.* ○ *She was advised to make investments in oil companies.* **2.** a share, bond or piece of property bought in the hope that it will produce more money than was used to buy it □ **he is trying to protect his investments** he is trying to make sure that the money he has invested is not lost

'...investment trusts, like unit trusts, consist of portfolios of shares and therefore provide a spread of investments' [*Investors Chronicle*]

'...investment companies took the view that prices had reached rock bottom and could only go up' [*Lloyd's List*]

**investment adviser** /ɪn'vestmənt əd,vaɪzə/ *noun* a person who advises people on what investments to make

**investment bank** /ɪn'vestmənt bæŋk/ *noun US* a bank which deals with the underwriting of new issues, and advises corporations on their financial affairs (NOTE: The UK term is **issuing house**.)

**investment environment** /ɪn'vestmənt ɪn,vəɪrənmənt/ *noun* the general economic situation in which an investment is made

**investment fund** /ɪn'vestmənt fʌnd/ *noun* a fund that invests in start-up companies or other new projects

**investment grant** /ɪn'vestmənt grɑ:nt/ *noun* a government grant to a company to help it to invest in new machinery

**investment income** /ɪn'vestmənt ,ɪnkʌm/ *noun* income (such as interest

and dividends) from investments. Compare **earned income**

**investment magazine** /ɪn-vestmənt ˌmæɡəziːn/ *noun* a magazine dealing with shares, unit trusts and other possible investments

**Investment Management Regulatory Organisation** /ɪnˌvestmənt ˌmæniðʒmənt ˈregjʊlət(ə)rɪ ˌɔːɡənə-zeɪʃ(ə)n/ *noun* a self-regulatory organisation which regulates managers of investment funds, such as pension funds, now part of the FSA. Abbreviation **IMRO**

**investment trust** /ɪnˌvestmənt trʌst/ *noun* a company whose shares can be bought on the Stock Exchange and whose business is to make money by buying and selling stocks and shares

**investor** /ɪnˈvestə/ *noun* a person who invests money

**investor protection** /ɪnˈvestə prə-ˌtektʃ(ə)n/ *noun* legislation to protect small investors from unscrupulous investment brokers and advisers

**Investors in Industry** /ɪnˌvestəz ɪn ˈɪndəstri/ *plural noun* a finance group partly owned by the big British High Street banks, providing finance especially to smaller companies. Abbreviation **3i**

**invisible assets** /ɪnˌvɪzɪb(ə)l ˈæsets/ *plural noun* assets which have a value but which cannot be seen, e.g. goodwill or patents

**invisible earnings** /ɪnˌvɪzɪb(ə)l ˈɜːnɪŋz/ *plural noun* foreign currency earned by a country by providing services, receiving interests or dividends, but not by selling goods

**invisible exports** /ɪnˌvɪzɪb(ə)l ˈeksɜːpts/ *plural noun* services (such as banking, insurance or tourism) which do not involve selling a product and which are provided to foreign customers and paid for in foreign currency (NOTE: The opposite are **visible exports**.)

**invisible imports** /ɪnˌvɪzɪb(ə)l ˈɪmpɔːts/ *noun* services (such as banking, insurance or tourism) which do not involve selling a product and which are provided by foreign companies and paid for in local currency (NOTE: The opposite are **visible imports**.)

**invisibles** /ɪnˌvɪzɪb(ə)lz/ *plural noun* invisible imports and exports

**invisible trade** /ɪnˌvɪzɪb(ə)l treɪd/ *noun* trade involving invisible imports and exports (NOTE: The opposite is **visible trade**.)

**invitation** /ɪnˌvɪˈteɪʃ(ə)n/ *noun* an act of asking someone to do something ○ *to issue an invitation to someone to join the board* ○ *They advertised the invitation to tender for a contract.*

**invite** /ɪnˈvaɪt/ *verb* to ask someone to do something, or to ask for something ○ *to invite someone to an interview* ○ *to invite someone to join the board* ○ *to invite shareholders to subscribe a new issue* ○ *to invite tenders for a contract*

**invoice** /ɪnˈvɔɪs/ *noun* a note asking for payment for goods or services supplied ○ *your invoice dated November 10th* ○ *to make out an invoice for £250* ○ *to settle or to pay an invoice* ○ *They sent in their invoice six weeks late.* □ **the total is payable within thirty days of invoice** the total sum has to be paid within thirty days of the date on the invoice ■ *verb* to send an invoice to someone ○ *to invoice a customer* □ **we invoiced you on November 10th** we sent you the invoice on November 10th

**invoice clerk** /ɪnˈvɔɪs klɑːk/ *noun* an office worker who deals with invoices

**invoice discounting** /ɪnˈvɔɪs ˌdɪskaʊntɪŋ/ *noun* a method of obtaining early payment of invoices by selling them at a discount to a company which will receive payment of the invoices when they are paid. (The debtor is not informed of this arrangement, as opposed to factoring, where the debtor is informed.)

**invoice price** /ɪnˈvɔɪs praɪs/ *noun* the price as given on an invoice, including any discount and VAT

**invoicing** /ɪnˈvɔɪsɪŋ/ *noun* the work of sending invoices ○ *All our invoicing is done by computer.* □ **invoicing in triplicate** the preparation of three copies of invoices

**invoicing department** /ɪnˈvɔɪsɪŋ dɪˌpɑːtmənt/ *noun* the department in a company which deals with preparing and sending invoices

**involuntary** /ɪnˈvɒlənt(ə)ri/ *adjective* not done willingly or deliberately

**involuntary bankruptcy** /ɪnˌvɒlənt(ə)ri ˈbæŋkrʌptsi/ *noun* US an application by creditors to have a person or corporation made bankrupt (NOTE: The UK term is **compulsory winding up**.)

**inward** /ɪnwəd/ *adjective* towards the home country

**inward bill** /ɪnwəd bɪl/ *noun* a bill of lading for goods arriving in a country

**inward investment** /ɪnwəd ɪnˈvestmənt/ *noun* investment from outside a country, as when a foreign company decides to set up a new factory there

**inward mission** /ɪnwəd ˈmɪʃ(ə)n/ *noun* a visit to your home country by a group of foreign businesspeople

**IOU** *noun* 'I owe you'; a signed document promising that you will pay back money borrowed ○ *to pay a pile of IOUs* ○ *I have a pile of IOUs which need paying.*

**IPE** *abbreviation* International Petroleum Exchange

**IPO** *abbreviation* initial public offering

**IRA** /ˈaɪrə/ *abbreviation* US Individual Retirement Account

**IRR** *abbreviation* internal rate of return

**irrecoverable** /ɪrɪˈkʌv(ə)rəb(ə)l/ *adjective* which cannot be recovered

**irrecoverable debt** /ɪrɪˌkʌv(ə)rəb(ə)l ˈdet/ *noun* a debt which will never be paid

**irredeemable** /ɪrɪˈdiːməb(ə)l/ *adjective* which cannot be redeemed

**irredeemable bond** /ɪrɪˈdiːməb(ə)l bɒnd/ *noun* a government bond which has no date of maturity and which therefore provides interest but can never be redeemed at full value

**irregular** /ɪˈregjələ/ *adjective* not correct or not done in the correct way ○ *The shipment arrived with irregular documentation.* ○ *This procedure is highly irregular.*

**irregularities** /ɪˌregjʊˈlærɪtiz/ *plural noun* things which are not done in the correct way and which are possibly illegal ○ *to investigate irregularities in the share dealings*

‘...the group, which asked for its shares to be suspended last week after the discovery of accounting irregularities, is expected to update investors about its financial predicament by the end of this week’ [*Times*]

**irrevocable** /ɪˈrevəkəb(ə)l/ *adjective* which cannot be changed

**irrevocable acceptance** /ɪˌrevəkəb(ə)l əkˈseptəns/ *noun* acceptance which cannot be withdrawn

**irrevocable letter of credit** /ɪˌrevəkəb(ə)l ˌletər əv ˈkredit/ *noun* a letter of credit which cannot be cancelled or changed, except if agreed between the two parties involved

**IRS** *abbreviation* US Internal Revenue Service

**IS** *abbreviation* income support

**ISA** *abbreviation* individual savings account

**issuance** /ɪˈʃuəns/ *noun* an action of issuing new shares or new bonds

**issue** /ɪˈʃuː/ *noun* an act of giving out new shares ■ *verb* to put out or to give out ○ *to issue a letter of credit* ○ *to issue shares in a new company* ○ *to issue a writ against someone* ○ *The government issued a report on London’s traffic.*

‘...the rights issue should overcome the cash flow problems’ [*Investors Chronicle*]

‘...the company said that its recent issue of 10.5 per cent convertible preference shares at A\$8.50 a share has been oversubscribed’ [*Financial Times*]

**issued capital** /ɪˈʃuːd ˈkæpɪt(ə)l/ *noun* an amount of capital which is given out as shares to shareholders

**issued price** /ɪˈʃuːd praɪs/, **issue price** /ɪˈʃuː praɪs/ *noun* the price of shares in a new company when they are offered for sale for the first time

**issuer** /ɪˈʃuə/ *noun* a financial institution that issues credit and debit cards and maintains the systems for billing and payment

**issuing** /ɪˈʃuɪŋ/ *adjective* which organises an issue of shares

**IT** *abbreviation* information technology

**item** /aɪtəm/ *noun* 1. something for sale □ **we are holding orders for out-of-stock items** we are holding orders for goods which are not in stock ○ *Please find enclosed an order for the following items from your catalogue.* 2. a piece of information ○ *items on a balance sheet* □ **item of expenditure** goods

or services which have been paid for and appear in the accounts **3.** a point on a list □ **we will now take item four on the agenda** we will now discuss the fourth point on the agenda

**itemise** /'aɪtəmaɪz/, **itemize** *verb* to make a detailed list of things ○ *Itemising the sales figures will take about two days.*

**itemised account** /,aɪtəmaɪzd ə-'kaʊnt/ *noun* a detailed record of money paid or owed

**itemised invoice** /,aɪtəmaɪzd 'ɪnvɔɪs/ *noun* an invoice which lists each item separately

**itemised statement** /,aɪtəmaɪzd 'stetmənt/ *noun* a bank statement where each transaction is recorded in detail

## J

**J curve** /'dʒeɪ 'kɜ:v/ *noun* a line on a graph shaped like a letter 'J', with an initial short fall, followed by a longer rise (used to describe the effect of a falling exchange rate on a country's balance of trade)

**jeep mortgage** /'dʒi:p ,mɔ:ɡɪdʒ/ *noun* US same as **graduated payment mortgage** (informal)

**job** /dʒɒb/ *noun* **1.** an order being worked on ○ *We are working on six jobs at the moment.* ○ *The shipyard has a big job starting in August.* **2.** regular paid work ○ *She is looking for a job in the computer industry.* ○ *He lost his job when the factory closed.* ○ *Thousands of jobs will be lost if the factories close down.* □ **to give up your job** to resign or retire from your work □ **to look for a job** to try to find work □ **to retire from your job** to leave work and take a pension □ **to be out of a job** to have no work

'...he insisted that the tax advantages he directed toward small businesses will help create jobs' [*Toronto Star*]

**job analysis** /'dʒɒb ə,næləʊsɪs/ *noun* a detailed examination and report on the duties involved in a job

**jobber** /'dʒɒbə/ *noun* **1.** □ (stock) **jobber** formerly on the London Stock Exchange, a person who bought and sold shares from other traders **2.** US a wholesaler

'...warehouse clubs buy directly from manufacturers, eliminating jobbers and wholesale middlemen' [*Duns Business Month*]

**jobbing** /'dʒɒbɪŋ/ *noun* □ (stock) **jobbing** formerly on the London Stock Exchange, the business of buying and selling shares from other traders

**job classification** /'dʒɒb klæsɪfɪ-,keɪf(ə)n/ *noun* the process of describing jobs listed in various groups

**job creation scheme** /dʒɒb kri-'eɪf(ə)n ski:m/ *noun* a govern-

ment-backed scheme to make work for the unemployed

**job cuts** /'dʒɒb kʌts/ *plural noun* reductions in the number of jobs

**job description** /'dʒɒb dɪ,skrɪpʃən/ *noun* a description of what a job consists of and what skills are needed for it ○ *The letter enclosed an application form and a job description.*

**job evaluation** /'dʒɒb ɪvælju-,eɪf(ə)n/ *noun* the process of examining different jobs within an organisation to see what skills and qualifications are needed to carry them out

**jobless** /'dʒɒbləs/ *plural noun* people with no jobs, the unemployed (NOTE: takes a plural verb)

'...the contradiction between the jobless figures and latest economic review' [*Sunday Times*]

**job lot** /dʒɒb 'lɒt/ *noun* **1.** a group of miscellaneous items sold together ○ *They sold the household furniture as a job lot.* **2.** a small parcel of shares traded on a Stock Exchange

**job opportunities** /'dʒɒb ɒpə-,tju:nɪtɪz/ *plural noun* new jobs which are available ○ *The increase in export orders has created hundreds of job opportunities.*

**job performance** /'dʒɒb pə-,fɔ:məns/ *noun* the degree to which a job is done well or badly

**job satisfaction** /'dʒɒb sætɪs-,fækʃən/ *noun* an employee's feeling that he or she is happy at work and pleased with the work he or she does

**job security** /'dʒɒb sɪ,kjuərəti/ *noun* **1.** the likelihood that an employee will keep his or her job for a long time or until retirement **2.** a worker's feeling that he has a right to keep his job, or that he will never be made redundant

**job specification** /'dʒɒb ,spesɪfɪkeɪʃ(ə)n/ *noun* a very detailed description of what is involved in a job

**job title** /'dʒɒb ,taɪt(ə)l/ *noun* the name given to the person who does a particular job ○ *Her job title is 'Chief Buyer'.*

**joint** /dʒɔɪnt/ *adjective* **1.** carried out or produced together with others ○ *a joint undertaking* **2.** one of two or more people who work together or who are linked ○ *They are joint beneficiaries of the will.* ○ *She and her brother are joint managing directors.* ○ *The two countries are joint signatories of the treaty.*

**joint account** /'dʒɔɪnt ə,kəʊnt/ *noun* a bank or building society account shared by two people ○ *Many married couples have joint accounts so that they can pay for household expenses.*

**joint-life annuity** /'dʒɔɪnt laɪf ə-,nʃuəti/ *noun* an annuity which continues to pay an amount to a spouse after the main beneficiary dies

**jointly** /'dʒɔɪntli/ *adverb* together with one or more other people ○ *to own a property jointly* ○ *to manage a company jointly* ○ *They are jointly liable for damages.* □ **jointly and severally liable** liable both as a group and as individuals

**joint management** /dʒɔɪnt 'mænidʒmənt/ *noun* management done by two or more people

**joint ownership** /dʒɔɪnt 'əʊnəʃɪp/ *noun* the owning of a property by several owners

**joint-stock bank** /'dʒɔɪnt stɒk bæŋk/ *noun* a bank which is a public company quoted on the Stock Exchange

**joint-stock company** /'dʒɔɪnt stɒk ,kʌmp(ə)ni/ *noun* formerly, a public company whose shares were owned by very many people (now called a Public Limited Company or Plc)

**joint venture** /dʒɔɪnt 'ventʃə/ *noun* a situation where two or more companies join together for one specific large business project

**journal** /'dʒɜːn(ə)l/ *noun* a book with the account of sales and purchases made each day

**judge** /dʒʌdʒ/ *noun* a person who decides in a legal case ○ *The judge sent him to prison for embezzlement.*

**judgement** /'dʒʌdʒmənt/, **judgment** *noun* a legal decision or official decision of a court

**judgement debtor** /'dʒʌdʒmənt ,detə/ *noun* a debtor who has been ordered by a court to pay a debt

**judgement lien** /'dʒʌdʒmənt ,liːn/ *noun* a court order putting a lien on the property of a judgement debtor

**judicial** /dʒuː'ɪʃ(ə)l/ *adjective* referring to the law

**judicial processes** /dʒuː'ɪʃ(ə)l 'prəʊsesɪz/ *plural noun* the ways in which the law works

**judicial review** /dʒuː'ɪʃ(ə)l rɪ'vjuː/ *noun* **1.** the examination of a case a second time by a higher court because a lower court has acted wrongly **2.** the examination of administrative decisions by a court

**jumbo CD** /,dʒʌmbəʊ ,sɪ 'diː/ *noun* a certificate of deposit for a very large amount of money which is bought as an investment

**jump** /dʒʌmp/ *noun* a sudden rise ○ *a jump in the cost-of-living index* ○ *There was a jump in unemployment figures in December.* ■ *verb* to go up suddenly ○ *Oil prices have jumped since the war started.* ○ *Share values jumped on the Stock Exchange.*

**jumpy** /'dʒʌmpi/ *adjective* nervous or excited □ **the market is jumpy** the stock market is nervous and share prices are likely to fluctuate

**junior** /'dʒuːniə/ *adjective* less important than something else

**junior capital** /,dʒuːniə 'kæpɪt(ə)l/ *adjective* capital in the form of shareholders' equity, which is repaid only after secured loans (called 'senior capital') have been paid if the firm goes into liquidation

**junior mortgage** /,dʒuːniə 'mɔːɡɪdʒ/ *noun* a second mortgage

**junior partner** /,dʒuːniə 'pɑːtnə/ *noun* a person who has a small part of the shares in a partnership

**junior security** /,dʒuːniə sɪ-'kjuəri/ *noun* a security which is repaid after other securities

**junior staff** /'dʒuːniə stɑːf/ *noun* people in less important positions in a company

**junk** /dʒʌŋk/ *noun* rubbish, useless items

**junk bond** /'dʒʌŋk bɒnd/ *noun* a high-interest bond raised as a debenture on the security of a company which is the subject of a takeover bid

‘...the big US textile company is running deep in the red, its junk bonds are trading as low as 33 cents on the dollar’ [*Wall Street Journal*]

**junk mail** /'dʒʌŋk meɪl/ *noun* unsolicited advertising material sent through the post and usually thrown away immediately by the people who receive it

**jurisdiction** /,dʒʊərɪs'ɪdʒən/ *noun*  
□ **within the jurisdiction of the court** in the legal power of a court

# K

**K** *abbreviation* one thousand □ **'salary: £20K+'** salary more than £20,000 per annum

**keen** /ki:n/ *adjective* **1.** eager or active □ **keen competition** strong competition ○ *We are facing some keen competition from European manufacturers.* □ **keen demand** wide demand ○ *There is a keen demand for home computers.* **2.** □ **keen prices** prices which are kept low so as to be competitive ○ *Our prices are the keenest on the market.*

**keep** /ki:p/ *verb* **1.** to do what is necessary for something □ **to keep an appointment** to be there when you said you would be **2.** to hold items for sale or for information □ **to keep someone's name on file** to have someone's name on a list for reference **3.** to hold things at a certain level ○ *We must keep our mailing list up to date.* ○ *The price of oil has kept the pound at a high level.* ○ *Lack of demand for typewriters has kept prices down.* (NOTE: **keeping – kept**)

**keep back** /,ki:p 'bæk/ *verb* to hold on to something which you could give to someone ○ *to keep back information* or *to keep something back from someone* ○ *to keep £10 back from someone's salary*

**keep up** /,ki:p 'ʌp/ *verb* to hold at a certain high level ○ *We must keep up the turnover in spite of the recession.* ○ *She kept up a rate of sixty words per minute for several hours.*

**Keogh plan** /'ki:əʊ ,plæn/ *noun* *US* a private pension system allowing self-employed businesspeople and professionals to set up pension and retirement plans for themselves

**kerb market** /'kɜ:b ,mɑ:kit/, **kerb trading** /'kɜ:b ,treɪdɪŋ/ *noun* an unofficial after-hours market in shares, bonds or commodities

**key** /ki:/ *noun* the part of a computer or typewriter which you press with your fingers ○ *There are sixty-four keys on the keyboard.* ■ *adjective* important ○ *a key factor* ○ *key industries* ○ *key personnel* ○ *a key member of our management team* ○ *She has a key post in the organisation.* ○ *We don't want to lose any key staff in the reorganisation.*

*'...he gave up the finance job in September to devote more time to his global responsibilities as chairman and to work more closely with key clients'* [Times]

**keyboard** /'ki:bɔ:d/ *noun* the part of a computer or other device with keys which are pressed to make letters or figures ■ *verb* to press the keys on a keyboard to type something ○ *She is keyboarding our address list.*

**keyboarder** /'ki:bɔ:də/ *noun* a person who types information into a computer

**keyboarding** /'ki:bɔ:dɪŋ/ *noun* the act of typing on a keyboard ○ *Keyboarding costs have risen sharply.*

**key holding** /ki: 'həʊldɪŋ/ *noun* an important block of shares owned by a single investor, which is large enough to influence the decisions of the board of directors

**key money** /'ki: ,mʌni/ *noun* a premium paid when taking over the keys of a flat or office which you are renting

**keypad** /'ki:pæd/ *noun* a small keyboard

**key-person insurance** /'ki: pɜ:s(ə)n ɪn,fʊərəns/ *noun* an insurance policy taken out to cover the costs of replacing an employee who is particularly important to an organisation if he or she dies or is ill for a long time

**key rate** /ki: 'reɪt/ *noun* an interest rate which gives the basic rate on which other rates are calculated (e.g. the former bank base rate in the UK, or the



Federal Reserve's discount rate in the USA)

**kickback** /'kɪkbæk/ *noun* an illegal commission paid to someone, especially a government official, who helps in a business deal

**kicker** /'kɪkə/ *noun* a special inducement to buy a bond (such as making it convertible to shares at a preferential rate) (*informal*)

**kill** /kɪl/ *verb* □ **to kill an order** to stop an order taking place after it has been given (*informal*) ○ 'Kill that order' he shouted, but it was too late.

**killing** /'kɪlɪŋ/ *noun* a huge profit (*informal*) ○ He made a killing on the stock market.

**kina** /'ki:nə/ *noun* a unit of currency used in Papua New Guinea

**kind** /kaɪnd/ *noun* a sort or type ○ *The printer produces two kinds of printout.* ○ *Our drinks machine has three kinds of cold drinks.* □ **payment in kind** payment made by giving goods or food, but not money

**kip** /kɪp/ *noun* a unit of currency used in Laos

**kite** /kaɪt/ *noun* □ **to fly a kite** to put forward a proposal to try to interest people ■ *verb* **1. US** to write cheques on one account (which may not have any money in it) and deposit them in another, withdrawing money from the second account before the cheques are cleared **2. US** to write cheques on one account and deposit them in a second account on the last day of the accounting period, thus showing the amount twice in the company's books, since the sum will not yet have been debited from the first account **3. US** to write a cheque for an amount which is higher than the total amount of money in the account, then deposit enough to cover the cheque **4.** to use stolen credit cards or cheque books

**kite flier** /'kaɪt flɪə/ *noun* a person who tries to impress people by putting forward a proposal

**kite-flying** /kaɪt 'flaɪɪŋ/ *noun* the practice of trying to impress people by putting forward grand plans

**kitty** /'kɪti/ *noun* money which has been collected by a group of people to be used later (such as for an office party) ○ *We each put £5 into the kitty.*

**knock down** /,nɒk 'daʊn/ *verb* □ **to knock something down to a bidder** to sell something to somebody at an auction ○ *The furniture was knocked down to him for £100.*

**knockdown price** /'nɒkdaʊn praɪs/ *noun* a very low price ○ *He sold me the car at a knockdown price.*

**knock for knock** /,nɒk fə 'nɒk/ *noun* an arrangement between motor insurance companies where each company pays for its own clients' claims and does not claim against the other company

**knock off** /,nɒk 'ɒf/ *verb* to reduce a price by a particular amount ○ *She knocked £10 off the price for cash.*

**knock-on effect** /'nɒk ɒn ɪ'fekt/ *noun* the effect which an action will have on other situations ○ *The strike by customs officers has had a knock-on effect on car production by slowing down exports of cars.*

**koruna** /kə'ru:nə/ *noun* a unit of currency used in the Czech Republic and Slovakia

**krona** /'krəʊnə/ *noun* a unit of currency used in Sweden and Iceland

**krone** /'krəʊnə/ *noun* a unit of currency used in Denmark and Norway

**kroon** /kru:n/ *noun* a unit of currency used in Estonia (NOTE: The plural is **krooni.**)

**krugerrand** /'kru:gə'rænd/ *noun* a gold coin weighing one ounce, minted in South Africa

**kuna** /'ku:nə/ *noun* a unit of currency used in Croatia

**kwacha** /'kwɑ:tʃə/ *noun* a unit of currency used in Malawi and Zambia

**kwanza** /'kwænzə/ *noun* a unit of currency used in Angola

**kyat** /ki'a:t/ *noun* a unit of currency used in Myanmar (formerly Burma)

# L

**L symbol US** a measurement of money supply, calculated as M3 (broad money supply), plus Treasury bills, bonds and commercial paper

**labor union** /'leɪbə ˌjʊnjən/ *noun*  
*US* an organisation which represents employees who are its members in discussions about wages and conditions of work with management (NOTE: The UK term is **trade union**.)

**labour** /'leɪbə/ *noun* **1.** heavy work □ **to charge for materials and labour** to charge for both the materials used in a job and also the hours of work involved □ **labour is charged at £5 an hour** each hour of work costs £5 **2.** workers, the workforce ○ *We will need to employ more labour if production is to be increased.* ○ *The costs of labour are rising in line with inflation.* (NOTE: [all senses] The US spelling is **labor**.)

‘...the possibility that British goods will price themselves back into world markets is doubtful as long as sterling labour costs continue to rise faster than in competitor countries’  
 [Sunday Times]

**labour costs** /'leɪbə kɒsts/ *noun* the cost of the workers employed to make a product (not including materials or overheads)

**labour dispute** /'leɪbə dɪˌspju:t/ *noun* a conflict or disagreement between employer and employees or between the groups who represent them

**labour force** /'leɪbə fɔ:s/ *noun* all the workers in a company or in an area ○ *The management has made an increased offer to the labour force.* ○ *We are opening a new factory in the Far East because of the cheap local labour force.*

‘70 per cent of Australia’s labour force is employed in service activity’  
 [Australian Financial Review]

**labour-intensive industry** /ˌleɪbər ɪnˌtensɪv ˈɪndəstri/ *noun* an industry

which needs large numbers of workers and where labour costs are high in relation to turnover

**labour laws** /'leɪbə lɔ:z/ *plural noun* laws concerning the employment of workers

**labour market** /'leɪbə ˌmɑ:kɪt/ *noun* the number of people who are available for work ○ *25,000 school-leavers have just come on to the labour market.*

‘European economies are being held back by rigid labor markets and wage structures’  
 [Duns Business Month]

**labour relations** /'leɪbə rɪˌleɪʃ(ə)nz/ *plural noun* relations between management and employees ○ *The company has a history of bad labour relations.*

**lack** /læk/ *noun* the fact of not having enough □ **lack of funds** not enough money ○ *The project was cancelled because of lack of funds.* ■ **verb** not to have enough of something ○ *The company lacks capital.* ○ *The industry lacks skilled staff.*

**ladder** /'lædə/ *noun* **1.** a series of different levels through which an employee may progress **2.** an investment portfolio consisting of bonds with a series of maturity dates from very short-dated to long-dated

**laddering** /'lædəɪŋ/ *noun* **US** **1.** the action of repeatedly buying shares in a newly launched corporation so as to force up the price, then selling the whole investment at a profit **2.** the action of making a series of investments which mature at different times, cashing each one at maturity and then reinvesting the proceeds

**lading** /'leɪdɪŋ/ *noun* the work of putting goods on a ship

**Laffer curve** /'læfə kɜ:v/ *noun* a chart showing that cuts in tax rates increase output in the economy. Alternatively, increases in tax rates initially

produce more revenue and then less as the economy slows down.

**lag** /læɡ/ *verb* to be behind or to be slower than something

**lagging indicator** /'læɡɪŋ ˌɪndɪkeɪtə/ *noun* an indicator (such as the gross national product) which shows a change in economic trends later than other indicators (NOTE: The opposite is **leading indicator**.)

**laissez-faire economy** /ˌleɪseɪ ˈfeər ɪˌkɒnəmi/ *noun* an economy where the government does not interfere because it believes it is right to let the economy run itself

**lakh** /læk/ *noun* (in India) one hundred thousand (NOTE: Ten lakh equal one crore.)

**lame duck** /ˌleɪm ˈdʌk/ *noun* a company which is in financial difficulties ○ *The government has refused to help lame duck companies.*

**land** /lænd/ *noun* an area of earth ■ *verb* **1.** to put goods or passengers onto land after a voyage by sea or by air ○ *The ship landed some goods at Mombasa.* ○ *The plane stopped for thirty minutes at the local airport to land passengers and mail.* **2.** to come down to earth after a flight ○ *The plane landed ten minutes late.*

**Land** /lɑːnt/ *noun* one of the administrative states in Germany

**land agent** /'lænd ˌeɪdʒənt/ *noun* a person who runs a farm or a large area of land for the owner

**landed costs** /ˌlændɪd ˈkɒsts/ *plural noun* the costs of goods which have been delivered to a port, unloaded and passed through customs

**Landeszentralbank** *noun* the central bank in one of the German states (Länder)

**landing** /'lændɪŋ/ *noun* the arrival of a plane on land or the arrival of a passenger on land

**landing charges** /'lændɪŋ ˌtʃɑːdʒɪz/ *plural noun* payments for putting goods on land and paying customs duties

**landing order** /'lændɪŋ ˌɔːdə/ *noun* a permit which allows goods to be unloaded into a bonded warehouse without paying customs duty

**landlord** /'lændlɔːd/ *noun* a person or company which owns a property which is let

**land register** /'lænd ˌredʒɪstə/ *noun* a list of pieces of land, showing who owns each and what buildings are on it

**land registration** /'lænd ˌredʒɪˌstreɪf(ə)n/ *noun* a system of registering land and its owners

**land tax** /'lænd tæks/ *noun* a tax on the amount of land owned

**lapse** /læps/ *noun* □ a **lapse of time** a period of time which has passed ■ *verb* to stop being valid, or to stop being active ○ *The guarantee has lapsed.* ○ *The takeover bid was allowed to lapse when only 13% of the shareholders accepted the offer.* □ **to let an offer lapse** to allow time to pass so that an offer is no longer valid

**lapsed option** /læpst ˈɒpʃən/ *noun* an option which has not been taken up, and now has expired

**lapsed policy** /læpst ˈpɒləsi/ *noun* an insurance policy which has been terminated because premiums have not been paid

**large-sized** /'lɑːdʒ saɪzd/ *adjective* big, of a very large size

**large-sized company** /ˌlɑːdʒ saɪzd ˈkʌmp(ə)ni/ *noun* a company which has a turnover of more than £5.75m or employs more than 250 staff

**last** /lɑːst/ *adjective, adverb* coming at the end of a series ○ *Out of a queue of twenty people, I was served last.* ○ *This is our last board meeting before we move to our new offices.* ○ *We finished the last items in the order just two days before the promised delivery date.*

**last in first out** /lɑːst ɪn ˈfɜːst ˈaʊt/ *noun* **1.** a redundancy policy using the principle that the people who have been most recently appointed are the first to be made redundant **2.** an accounting method where stock is valued at the price of the earliest purchases (it is assumed that the most recently purchased stock is sold first). Abbreviation **LIFO**. Compare **first in first out**

**last quarter** /lɑːst ˈkwɔːtə/ *noun* a period of three months at the end of the financial year

**last trading day** /lɑːst ˈtreɪdɪŋ/ *adjective, adverb* the last day when Stock

Exchange trading takes place in an account, or the last day when futures trading takes place relating to a certain delivery month

**lat** /læt/ *noun* a unit of currency used in Latvia

**launch** /lɔ:ntʃ/ *verb* to put a company on the Stock Exchange for the first time  
**noun** the act of putting a company on the Stock Exchange for the first time

**launder** /'lɔ:ndə/ *verb* to pass illegal profits, money from selling drugs, money which has not been taxed, etc., into the normal banking system ○ *to launder money through an offshore bank*

'...it has since emerged that the bank was being used to launder drug money and some of its executives have been given lengthy jail sentences' [Times]

**law** /lɔ:/ *noun* a rule governing some aspect of human activity made and enforced by the state □ **(the) law** all the laws that are in force in a country considered as a body or system

**lawful** /'lɔ:f(ə)/ *adjective* acting within the law □ **lawful practice** action which is permitted by the law □ **lawful trade** trade which is allowed by law

**law of diminishing returns** /,lɔ:r əv dɪ,mɪnɪʃɪŋ rɪ'tɜ:nz/ *noun* a general rule that as more factors of production such as land, labour and capital are added to the existing factors, so the amount they produce is proportionately smaller

**law of supply and demand** /,lɔ:r əv sə,plai ən dɪ'mænd/ *noun* a general rule that the amount of a product which is available is related to the needs of potential customers

**lawsuit** /'lɔ:su:t/ *noun* a case brought to a court □ **to bring a lawsuit against someone** to tell someone to appear in court to settle an argument □ **to defend a lawsuit** to appear in court to state your case

**lawyer** /'lɔ:jə/ *noun* a person who has studied law and practises law as a profession

**lay off** /,leɪ 'ɒf/ *verb* **1.** to dismiss employees for a time (until more work is available) ○ *The factory laid off half its workers because of lack of orders.* **2.** especially US to dismiss employees permanently □ **to lay off risks** to protect

oneself against risk in one investment by making other investments

'...the company lost \$52 million last year, and has laid off close to 2,000 employees' [Toronto Star]

**lay out** /,leɪ 'aʊt/ *verb* to spend money ○ *We had to lay out half our cash budget on equipping the new factory.*

**LBO** *abbreviation* leveraged buyout

**L/C** *abbreviation* letter of credit

**LCE** *abbreviation* London Commodity Exchange

**LDC** *abbreviation* **1.** least developed country **2.** less developed country

**LDT** *abbreviation* licensed deposit-taker

**lead** /li:d/ *noun* **1.** information which may lead to a sale ○ *It has been difficult starting selling in this territory with no leads to follow up.* ○ *I was given some useful leads by the sales rep who used to cover this territory.* **2.** a prospective purchaser who is the main decision-maker when buying a product or service ■ *adjective* most important, in the front

**lead bank** /li:d 'bæŋk/ *noun* the main bank in a loan syndicate

**leader** /'li:də/ *noun* **1.** a product which sells best **2.** an important share, a share which is often bought or sold on the Stock Exchange

**leading** /'li:dɪŋ/ *adjective* **1.** most important ○ *Leading industrialists feel the end of the recession is near.* ○ *Leading shares rose on the Stock Exchange.* ○ *Leading shareholders in the company forced a change in management policy.* ○ *They are the leading company in the field.* **2.** which comes first

**leading indicator** /,li:dɪŋ 'ɪndɪkeɪtə/ *noun* an indicator (such as manufacturing order books) which shows a change in economic trends earlier than other indicators (NOTE: The opposite is **lagging indicator**.)

**lead manager** /li:d 'mænɪdʒə/ *noun* a person who organises a syndicate of underwriters for a new issue of securities

**lead time** /'li:d taɪm/ *noun* **1.** the time between deciding to place an order and receiving the product ○ *The lead time on this item is more than six weeks.* **2.** the time between the start of a task and its completion

**lead underwriter** /li:ɪd ˈʌndəraɪtə/ *noun* an underwriting firm which organises the underwriting of a share issue (NOTE: The US term is **managing underwriter**.)

**Learning and Skills Council** /ˌlɜ:nɪŋ ən ˈskɪlz ˌkaʊnsəl/ *noun* a government organisation responsible for the education and training of people over the age of 16

**learning curve** /ˌlɜ:nɪŋ kɜ:v/ *noun*  
**1.** a process of learning something that starts slowly and then becomes faster **2.** a line on a graph which shows the relationship between experience in doing something and competence at carrying it out **3.** a diagram or graph that represents the way in which people gain knowledge or experience over time (NOTE: A steep learning curve represents a situation where people learn a great deal in a short time; a shallow curve represents a slower learning process. The curve eventually levels out, representing the time when the knowledge gained is being consolidated.) **4.** the decrease in the effort required to produce each single item when the total number of items produced is doubled (NOTE: The concept of the learning curve has its origin in productivity research in the aircraft industry of the 1930s, when it was discovered that the time and effort needed to assemble an aircraft decreased by 20% each time the total number produced doubled.)

**lease** /li:s/ *noun* **1.** a written contract for letting or renting a building, a piece of land or a piece of equipment for a period against payment of a fee ○ *to rent office space on a twenty-year lease* □ **the lease expires next year or the lease runs out next year** the lease comes to an end next year □ **on expiration of the lease** when the lease comes to an end **2.** □ **to hold an oil lease in the North Sea** to have a lease on a section of the North Sea to explore for oil ■ **verb** **1.** to let or rent offices, land or machinery for a period ○ *to lease offices to small firms* ○ *to lease equipment* **2.** to use an office, land or machinery for a time and pay a fee ○ *to lease an office from an insurance company* ○ *All our company cars are leased.*

**lease back** /li:s ˈbæk/ *verb* to sell a property or machinery to a company and

then take it back on a lease ○ *They sold the office building to raise cash, and then leased it back on a twenty-five year lease.*

**lease-back** /ˈli:sbæk/ *noun* an arrangement where property is sold and then taken back on a lease ○ *They sold the office building and then took it back under a lease-back arrangement.*

**leasehold** /ˈli:shəʊld/ *noun, adjective* (the fact of) possessing property on a lease, for a fixed time ○ *to buy a property leasehold* ○ *We are currently occupying a leasehold property.* ○ *The company has some valuable leaseholds.*

**leaseholder** /ˈli:shəʊldə/ *noun* a person who holds a property on a lease

**leasing** /ˈli:sɪŋ/ *noun* which leases or which is using equipment under a lease ○ *an equipment-leasing company* ○ *to run a copier under a leasing arrangement* ○ *The company has branched out into car leasing.* † **lessee**

**least developed country** /ˌli:st dɪˌveləpt ˈkʌntri/ *noun* a country in the Third World which is not economically advanced, especially one of those which borrowed heavily from commercial banks in the 1970s and 1980s to finance their industrial development, and so created an international debt crisis. Abbreviation **LDC**

**ledger** /ˈledʒə/ *noun* a book in which accounts are written

**ledger balance** /ˈledʒə ˌbæləns/ *noun* same as **current balance**

**left** /left/ *adjective* **1.** on the side of the body which usually has the weaker hand, not right ○ *The numbers run down the left side of the page.* ○ *Put the debits in the left column.* **2.** not with others ○ *10m new shares were left with the underwriters when the offer was undersubscribed.*

**left-hand** /ˌleft ˈhænd/ *adjective* belonging to the left side ○ *The debits are in the left-hand column in the accounts.* ○ *He keeps the personnel files in the left-hand drawer of his desk.*

**legacy** /ˈlegəsi/ *noun* a piece of property given by someone to someone else in a will

**legal** /ˈli:g(ə)/ *adjective* **1.** according to the law or allowed by the law ○ *The company's action in sacking the ac-*

*countant was completely legal.* **2.** referring to the law □ **to take legal action** to sue someone or to take someone to court □ **to take legal advice** to ask a lawyer to advise about a legal problem

**legal adviser** /,li:g(ə)l əd'vaɪzə/ *noun* a person who advises clients about the law

**Legal Aid** /'li:g(ə)l eɪd/, **Legal Aid scheme** /,li:g(ə)l 'eɪd ski:m/ *noun* a British government scheme where a person with very little money can have legal representation and advice paid for by the state

**legal charge** /,li:g(ə)l 'tʃɑ:dʒ/ *noun* a legal document held by the Land Registry showing who has a claim on a property

**legal claim** /'li:g(ə)l kleɪm/ *noun* a statement that someone owns something legally ○ *He has no legal claim to the property.*

**legal costs** /'li:g(ə)l kɒsts/, **legal charges** /'li:g(ə)l ,tʃɑ:dʒɪz/, **legal expenses** /'li:g(ə)l ,tʃɑ:spensɪz/ *plural noun* money spent on fees to lawyers ○ *The clerk could not afford the legal expenses involved in suing his boss.*

**legal currency** /,li:g(ə)l 'kʌrənsi/ *noun* money which is legally used in a country

**legal department** /'li:g(ə)l dɪ- ,pɑ:tmənt/ *noun* a section of a company dealing with legal matters

**legal expert** /'li:g(ə)l ,ekspɜ:t/ *noun* a person who knows a lot about the law

**legal holiday** /,li:g(ə)l 'hɒlɪdeɪ/ *noun* a day when banks and other businesses are closed

**legalisation** /,li:gəlaɪ'zeɪʃ(ə)n/, **legalization** *noun* the act of making something legal ○ *the campaign for the legalisation of cannabis*

**legalise** /'li:gəlaɪz/, **legalize** *verb* to make something legal

**legal list** /'li:g(ə)l lɪst/ *noun* a list of blue-chip securities in which banks and financial institutions are allowed to invest by the state in which they are based

**legal personality** /,li:g(ə)l ,pɜ:ɪsə- 'næləti/ *noun* existence in a form that enables something to be affected by the law

**legal proceedings** /'li:g(ə)l prə- ,si:dɪŋz/ *plural noun* legal action or a lawsuit

**legal profession** /'li:g(ə)l prə- ,feɪʃ(ə)n/ *noun* all qualified lawyers

**legal section** /'li:g(ə)l ,sekʃ(ə)n/ *noun* a department in a company dealing with legal matters

**legal tender** /,li:g(ə)l 'tendə/ *noun* coins or notes which can be legally used to pay a debt

**legatee** /,legə'ti:/ *noun* a person who receives property from someone who has died

**legislation** /,ledʒɪ'sleɪʃ(ə)n/ *noun* laws □ **labour legislation** laws concerning the employment of workers

**lek** /lek/ *noun* a unit of currency used in Albania

**lempira** /lem'pɪrə/ *noun* a unit of currency used in Honduras

**lend** /lend/ *verb* to allow someone to use something for a period ○ *to lend something to someone* or *to lend someone something* ○ *to lend money against security* ○ *He lent the company money* or *He lent money to the company.* ○ *The bank lent him £50,000 to start his business.* (NOTE: **lending – lent**)

**lender** /'lendə/ *noun* a person who lends money

**lender of the last resort** /,lendə əv ðə ,lɑ:st rɪ'zɔ:t/ *noun* a central bank which lends money to commercial banks

**lending** /'lendɪŋ/ *noun* an act of letting someone use money for a time

**lending limit** /'lendɪŋ ,lɪmɪt/ *noun* a restriction on the amount of money a bank can lend

**lending margin** /'lendɪŋ ,mɑ:dʒɪn/ *noun* an agreed spread (based on the LIBOR) for lending

**length of service** /,leŋθ əv 'sɜ:vɪs/ *noun* the number of years someone has worked

**leone** /li:'əʊn/ *noun* a unit of currency used in Sierra Leone

**less** /les/ *adjective* smaller than, of a smaller size or of a smaller value ○ *We do not grant credit for sums of less than £100.* ○ *He sold it for less than he had paid for it.* ■ *preposition* minus, with a sum removed ○ *purchase price less*

15% discount ○ interest less service charges ■ **adverb** not as much

**less developed country** /les di-veləpt 'kʌntri/ *noun* the former name for a **least developed country** (*dated*)  
Abbreviation **LDC**

**lessee** /le'si:/ *noun* a person who has a lease or who pays money for a property he leases

**lessor** /le'sɔ:/ *noun* a person who grants a lease on a property

**let** /let/ *verb* to allow the use of a house, an office or a farm to someone for the payment of rent □ **offices to let** offices which are available to be leased by companies ■ *noun* the period of the lease of a property ○ *They took the office on a short let.*

**let-out clause** /'let aʊt kləʊz/ *noun* a clause which allows someone to avoid doing something in a contract ○ *He added a let-out clause to the effect that the payments would be revised if the exchange rate fell by more than 5%.*

**letter** /'letə/ *noun* **1.** a piece of writing sent from one person or company to another to ask for or to give information **2.** □ **to acknowledge receipt by letter** to write a letter to say that something has been received **3.** a written or printed sign (such as A, B, C etc.) ○ *Write your name and address in block letters or in capital letters.*

COMMENT: First names are commonly used between business people in the UK; they are less often used in other European countries (France and Germany), for example, where business letters tend to be more formal.

**letter of acknowledgement** /,letə əv ək'nɒlɪdʒmənt/ *noun* a letter which says that something has been received

**letter of advice** /,letə əv əd'vaɪs/ *noun* **1.** a letter to a customer giving details of goods ordered and shipped but not yet delivered ○ *The letter of advice stated that the goods would be at Southampton on the morning of the 6th.* ○ *The letter of advice reminded the customer of the agreed payment terms.* **2.** a letter from one bank to another, advising that a transaction has taken place

**letter of application** /,letə əv æplɪ'keɪʃ(ə)n/ *noun* a letter in which someone applies for a job

**letter of appointment** /,letə əv ə'pɔɪntmənt/ *noun* a letter in which someone is appointed to a job

**letter of comfort** /,letə əv 'kʌmfət/ *noun* a letter supporting someone who is trying to get a loan

**letter of credit** /,letə əv 'kredit/ *noun* a document issued by a bank on behalf of a customer authorising payment to a supplier when the conditions specified in the document are met. Abbreviation **L/C**

**letter of indemnity** /,letə əv ɪn-'demntɪ/ *noun* a letter promising payment as compensation for a loss

**letter of intent** /,letə əv ɪn'tent/ *noun* a letter which states what a company intends to do if something happens

**letter of reference** /,letə əv 'ref(ə)rəns/ *noun* a letter in which an employer recommends someone for a new job

**letter of renunciation** /,letə əv rɪ-'nʌnsi'eɪʃ(ə)n/ *noun* a form sent with new shares, which allows the person who has been allotted the shares to refuse to accept them and so sell them to someone else

**letter post** /'letə pəʊst/ *noun* a service for sending letters or parcels

**letter rate** /'letə reɪt/ *noun* postage (calculated by weight) for sending a letter or a parcel ○ *It is more expensive to send a packet letter rate but it will get there quicker.*

**letter security** /'letə sɪ,kjuəriti/, **letter stock** /'letə stɒk/ *noun* **US** a share which has not been registered with the SEC and therefore can be sold privately, together with a letter of intent, or traded in the normal way if the owner files with the SEC using a Form 144

**letters of administration** /,letə əv ədmi'nɪstreɪʃ(ə)n/ *plural noun* a letter given by a court to allow someone to deal with the estate of a person who has died

**letters patent** /,letə 'peɪtənt/ *plural noun* the official term for a patent

**letting agency** /'letɪŋ 'eɪdʒənsi/ *noun* an agency which deals in property to let

**leu** /'leɪju:/ *noun* a unit of currency used in Romania and Moldova

**lev** /lev/ *noun* a unit of currency used in Bulgaria

**level** /'lev(ə)l/ *noun* the position of something compared to others ○ *low levels of productivity* or *low productivity levels* ○ *to raise the level of employee benefits* ○ *to lower the level of borrowings* ○ **high level of investment** large amounts of money invested ■ *verb* □ **to level off** or **to level out** to stop rising or falling ○ *Profits have levelled off over the last few years.* ○ *Prices are levelling out.*

'...figures from the Fed on industrial production for April show a decline to levels last seen in June 1984' [*Sunday Times*]

'...applications for mortgages are running at a high level' [*Times*]

'...employers having got their staff back up to a reasonable level are waiting until the scope for overtime working is exhausted before hiring' [*Sydney Morning Herald*]

**leverage** /'li:vəridʒ/ *noun* **1.** a ratio of capital borrowed by a company at a fixed rate of interest to the company's total capital **2.** the act of borrowing money at fixed interest which is then used to produce more money than the interest paid

COMMENT: High leverage (or high gearing) has the effect of increasing a company's profitability when trading is expanding; if the company's trading slows down, the effect of high fixed-interest charges is to increase the rate of slowdown.

**leveraged** /'li:vəridʒ/ *adjective* using borrowings for finance

**leveraged buyout** /,li:vəridʒd 'bɔ:ʌʊt/, **leveraged takeover** /,li:vəridʒd 'teɪkəʊvə/ *noun* an act of buying all the shares in a company by borrowing money against the security of the shares to be bought. Abbreviation **LBO**

'...the offer came after management had offered to take the company private through a leveraged buyout for \$825 million' [*Fortune*]

**leveraged stock** /'li:vəridʒd stɒk/ *noun* stock bought with borrowed money

**levy** /'levi/ *noun* money which is demanded and collected by the government □ **levies on luxury items** taxes on luxury items ■ *verb* to demand payment of a tax or an extra payment and to collect it ○ *to levy a duty on the import of luxury items* ○ *The government has de-*

*cided to levy a tax on imported cars.* □ **to levy members for a new club house** to ask members of the club to pay for the new building

'...royalties have been levied at a rate of 12.5% of full production' [*Lloyd's List*]

**liabilities** /,laɪə'bɪlɪtɪz/ *plural noun* the debts of a business, including dividends owed to shareholders ○ *The balance sheet shows the company's assets and liabilities.* □ **he was not able to meet his liabilities** he could not pay his debts □ **to discharge your liabilities in full** to pay everything which you owe

**liability** /,laɪə'bɪlɪti/ *noun* **1.** a legal responsibility for damage, loss or harm ○ *The two partners took out insurance to cover employers' liability.* □ **to accept liability for something** to agree that you are responsible for something □ **to refuse liability for something** to refuse to agree that you are responsible for something **2.** responsibility for a payment (such as the repayment of a loan)

**liable** /'laɪəb(ə)l/ *adjective* □ **liable for** legally responsible for ○ *The customer is liable for breakages.* ○ *The chairman was personally liable for the company's debts.* ○ *The garage is liable for damage to customers' cars.*

**LIBID** *abbreviation* London Interbank Bid Rate

**LIBOR** *abbreviation* London Interbank Offered Rate

**licence** /'laɪs(ə)ns/ *noun* an official document which allows someone to do something (NOTE: The US spelling is **license**.) □ **drinks licence, alcohol licence, liquor licence** a permit to sell alcohol in a restaurant, etc. □ **goods manufactured under licence** goods made with the permission of the owner of the copyright or patent

**license** /'laɪs(ə)ns/ *noun* US spelling of **licence** ■ *verb* to give someone official permission to do something for a fee, e.g. when a company allows another company to manufacture its products abroad ○ *licensed to sell beers, wines and spirits* ○ *to license a company to manufacture spare parts* ○ *She is licensed to run an employment agency.*

**licensed dealer** /,laɪs(ə)nst 'di:lə/ *noun* a person who has been licensed by the DTI to buy and sell securities for individual clients



**licensed deposit-taker** /,laɪs(ə)nst dɪ'pɒzɪt ,teɪkə/, **licensed institution** /,laɪs(ə)nst ,ɪnstɪ'tju:ʃ(ə)n/ *noun* a deposit-taking institution, such as a building society, bank or friendly society, which is licensed to receive money on deposit from private individuals and to pay interest on it. Abbreviation **LDT**

**licensee** /,laɪs(ə)n'si:z/ *noun* a person who has a licence, especially a licence to sell alcohol or to manufacture something

**licensing** /'laɪs(ə)nɪŋ/ *adjective* referring to licences ○ *a licensing agreement* ○ *licensing laws*

**lien** /'li:ən/ *noun* the legal right to hold someone's goods and keep them until a debt has been paid

**lieu** /lju:/ *noun* □ **in lieu of** instead of □ **she was given two months' salary in lieu of notice** she was given two months' salary and asked to leave immediately

**life** /laɪf/ *noun* the period of time for which something or someone exists □ **life of a contract** the remaining period of a futures contract before it expires

**life assurance** /'laɪf ə,'ʃʊərəns/ *noun* insurance which pays a sum of money when someone dies, or at a certain date if they are still alive

**life assurance company** /laɪf ə-'ʃʊərəns ,kʌmp(ə)ni/ *noun* a company providing life assurance, but usually also providing other services such as investment advice

**life assured** /laɪf ə'ʃʊəd/ *noun* the person whose life has been covered by a life assurance policy

**lifeboat operation** /,laɪf,bəʊt ,ɒpə-'reɪʃ(ə)n/ *noun* actions taken to rescue of a company (especially of a bank) which is in difficulties

**life estate** /laɪf 'ɪsteɪt/ *noun* same as **life interest**

**life expectancy** /laɪf ɪk'spektənsi/ *noun* the number of years a person is likely to live

**life insurance** /'laɪf ɪn,'ʃʊərəns/ *noun* same as **life assurance**

**life insured** /laɪf ɪn'ʃʊəd/ *noun* same as **life assured**

**life interest** /laɪf 'ɪnrəst/ *noun* a situation where someone benefits from a property as long as he or she is alive

**lifeline account** /'laɪflaɪn ə,kaʊnt/ *noun* *US* a simple bank account for people with low incomes, used for receiving salary payments and offering few services

**lifestyle** /'laɪf staɪl/ *noun* the way of living of a particular section of society ○ *These upmarket products appeal to people with an extravagant lifestyle.* ○ *The magazine ran a series of articles on the lifestyles of some successful businessmen.*

**lifestyle audit** /'laɪfstɑɪl ,ɔ:dɪt/ *noun* a study of a person's living standards to see if it is consistent with his reported income

**Lifetime Individual Savings Account** /,laɪftaɪm ,ɪndɪvɪdʒuəl 'seɪvɪŋz ə,kaʊnt/ *noun* a British scheme by which individuals can invest for their retirement by putting a limited amount of money each year in a tax-free unit trust account. Abbreviation **LISA**. ▶ **ISA**

**LIFFE** *abbreviation* London International Financial Futures and Options Exchange

**LIFO** /'laɪfəʊ/ *abbreviation* last in first out

**light** /laɪt/ *adjective* **1.** not heavy, not very busy or active □ **shares fell back in light trading** shares lost value on a day when there was little business done on the Stock Exchange **2.** not having enough of a certain type of share in a portfolio ○ *His portfolio is light in banks.*

**lighten** /'laɪt(ə)n/ *verb* to sell shareholdings if a portfolio is too 'heavy' in a certain type of share

**light industry** /,laɪt 'ɪndəstri/ *noun* an industry making small products such as clothes, books or calculators

**like-for-like** /,laɪk fə 'laɪk/ *adjective* □ **on a like-for-like basis** when comparing the same stores over different periods □ **like-for-like store sales** sales for the same stores over an earlier period

**lilangeni** /,li:læŋ'geɪni/ *noun* a unit of currency used in Swaziland

**limit** /'lɪmɪt/ *noun* the point at which something ends or the point where you can go no further □ **he has exceeded his credit limit** he has borrowed more money than he is allowed □ **limit 'up'**,

**limit 'down'** upper or lower limits to share price movements which are regulated by some stock exchanges ■ **verb** to stop something from going beyond a specific point, to restrict the number or amount of something □ **the banks have limited their credit** the banks have allowed their customers only a specific amount of credit

'...the biggest surprise of 1999 was the rebound in the price of oil. In the early months of the year commentators were talking about a fall to \$5 a barrel but for the first time in two decades, the oil exporting countries got their act together, limited production and succeeded in pushing prices up' [*Financial Times*]

**limitation** /,lɪmɪ'teɪʃ(ə)n/ *noun* the act of allowing only a specific quantity of something ○ *The contract imposes limitations on the number of cars which can be imported.* □ **limitation of liability** the fact of making someone liable for only a part of the damage or loss

**limited** /'lɪmɪtɪd/ *adjective* restricted

**limited company** /,lɪmɪtɪd 'kʌmp(ə)ni/ *noun* a company where each shareholder is responsible for repaying the company's debts only to the face value of the shares he or she owns. Abbreviation **Ltd.** Also called **limited liability company**

**limited liability** /,lɪmɪtɪd laɪə'bɪlɪti/ *noun* a situation where someone's liability for debt is limited by law

**limited liability company** /,lɪmɪtɪd laɪə'bɪlɪti ,kʌmp(ə)ni/ *noun* same as **limited company**

**limited market** /,lɪmɪtɪd 'mɑ:kɪt/ *noun* a market which can take only a specific quantity of goods

**limited partnership** /,lɪmɪtɪd 'pɑ:tənʃɪp/ *noun* a registered business where the liability of the partners is limited to the amount of capital they have each provided to the business and where the partners may not take part in the running of the business

**limiting** /'lɪmɪtɪŋ/ *adjective* which limits ○ *a limiting clause in a contract* ○ *The short holiday season is a limiting factor on the hotel trade.*

**limit order** /'lɪmɪt ,ɔ:də/ *noun* an order to a broker to sell if a security falls to a certain price

**line** /laɪn/ *noun* **1.** a long mark printed or written on paper ○ *paper with thin*

*blue lines* ○ *I prefer notepaper without any lines.* ○ *She drew a thick line before the column of figures.* **2.** a row of letters or figures on a page **3.** a block of shares (traded on a Stock Exchange)

'...cash paid for overstocked lines, factory seconds, slow sellers, etc.' [*Australian Financial Review*]

**line chart** /'laɪn tʃɑ:t/ *noun* a chart or graph using lines to indicate values

**line of credit** /,laɪn əv 'kredɪt/ *noun*

**1.** the amount of money made available to a customer by a bank as an overdraft □ **to open a line of credit or a credit line** to make credit available to someone **2.** the borrowing limit on a credit card

**line of shares** /,laɪn əv 'ʃeəz/ *noun* a large block of shares sold as one deal on the stock exchange

**link** /lɪŋk/ *verb* to join or to attach to something else ○ *to link pensions to inflation* ○ *to link bonus payments to productivity* ○ *His salary is linked to the cost of living.* ♦ **index-linked**

**liquid** /'lɪkwɪd/ *adjective* easily converted to cash, or containing a large amount of cash

**liquid assets** /,lɪkwɪd 'æsets/ *plural noun* cash, or investments which can be quickly converted into cash

**liquidate** /'lɪkwɪdeɪt/ *verb* □ **to liquidate a company** to close a company and sell its assets □ **to liquidate a debt** to pay a debt in full □ **to liquidate stock** to sell stock to raise cash

**liquidation** /,lɪkwɪ'teɪʃ(ə)n/ *noun* **1.** □ **liquidation of a debt** payment of a debt **2.** the winding up or closing of a company and selling of its assets □ **on a liquidation basis** at a very low bid price to encourage buyers □ **the company went into liquidation** the company was closed and its assets sold

**liquidator** /'lɪkwɪdeɪtə/ *noun* a person named to supervise the closing of a company which is in liquidation

**liquidity** /lɪ'kwɪdɪti/ *noun* cash, or the fact of having cash or assets which can be changed into cash □ **liquidity crisis** not having enough cash or other liquid assets

**liquidity ratio** /lɪ'kwɪdɪti ,reɪʃɪəʊ/ *noun* a ratio of liquid assets (that is, current assets less stocks, but including debtors) to current liabilities, giving an

indication of a company's solvency. Also called **acid test ratio**, **quick ratio**

**liquid market** /,lɪkwɪd 'mɑ:kɪt/ *noun* a market in a security where there are enough shares available to allow sales to take place without distorting the price (the opposite is a 'thin' market)

**lira** /'lɪərə/ *noun* **1.** a former unit of currency in Italy ○ *the book cost 2,700 lira* or *L2,700* (NOTE: **Lira** is usually written **L** before figures: **L2,700**.) **2.** a unit of currency used in Turkey

**LISA** *abbreviation* Lifetime Individual Savings Account

**lis pendens** *adverb* a Latin phrase meaning 'pending suit'

**list** /lɪst/ *noun* **1.** several items written one after the other ○ *They have an attractive list of products or product list.* ○ *I can't find that item on our stock list.* ○ *Please add this item to the list.* ○ *She crossed the item off her list.* **2.** a catalogue

**listed company** /,lɪstɪd 'kʌmp(ə)nɪ/ *noun* a company whose shares can be bought or sold on the Stock Exchange

**listed securities** /,lɪstɪd sɪ-'kjʊərɪtɪz/ *plural noun* shares which can be bought or sold on the Stock Exchange, shares which appear on the official Stock Exchange list

**Listing Agreement** /'lɪstɪŋ ə-,grɪ:mənt/ *noun* a document which a company signs when being listed on the Stock Exchange, in which it promises to abide by stock exchange regulations

**listing details** /'lɪstɪŋ ,dɪ:teɪlz/, **listing particulars** /'lɪstɪŋ pə,tɪkjuːləz/ *plural noun* **1.** details of a company which are published when the company applies for a stock exchange listing (the US equivalent is the 'registration statement') **2.** details of the institutions which are backing an issue

**listing requirements** /'lɪstɪŋ rɪ-,kwəɪrəmənts/ *plural noun* the conditions which must be met by a corporation before its stock can be listed on the New York Stock Exchange

**list price** /'lɪst praɪs/ *noun* the price for something as given in a catalogue

**litas** /'lɪ:tɑ:s/ *noun* a unit of currency used in Lithuania

**litigation** /,lɪtɪ'geɪʃ(ə)n/ *noun* the bringing of a lawsuit against someone

**Little Board** /'lɪt(ə)l bɔ:d/ *noun* same as **American Stock Exchange**

**lively** /'laɪvli/ *adjective* □ **lively market** an active stock market, with many shares being bought or sold

**Lloyd's** /'lɔɪdz/ *noun* the central London insurance market □ **a ship which is A1 at Lloyd's** a ship in very good condition

COMMENT: Lloyd's is an old-established insurance market. The underwriters who form Lloyd's are divided into syndicates, each made up of active underwriters who arrange the business and non-working underwriters (called 'names') who stand surety for any insurance claims which may arise.

**Lloyd's broker** /'lɔɪdz 'brəʊkə/ *noun* an agent who represents a client who wants insurance and who arranges this insurance for him through a Lloyd's underwriting syndicate

**Lloyd's Register** /'lɔɪdz 'redʒɪstə/ *noun* a classified list showing details of all the ships in the world and estimates of their condition

**Lloyd's syndicate** /'lɔɪdz 'sɪndɪkət/ *noun* a group of underwriters on the Lloyd's insurance market, made up of active underwriters who arrange the business and non-working underwriters (called 'names') who stand surety for any insurance claims which may arise

**Lloyd's underwriter** /'lɔɪdz 'ʌndərəɪtə/ *noun* a member of an insurance group at Lloyd's who accepts to underwrite insurances

**LME** *abbreviation* London Metal Exchange

**load** /ləʊd/ *noun* an amount of goods which are transported in a particular vehicle or aircraft ■ *verb* INSURANCE to add extra charges to a price

**load factor** /'ləʊd fæktə/ *noun* a number of seats in a bus, plane or train which are occupied by passengers who have paid the full fare

**load fund** /'ləʊd fʌnd/ *noun* a fund sold through a broker, with a high initial management charge or commission

**loan** /ləʊn/ *noun* money which has been lent ■ *verb* to lend something ○ *The truck has been loaned by the local haulage company.*

'...over the last few weeks, companies raising new loans from international banks have been forced to pay more, and an unusually high number of attempts to syndicate loans among banks has failed' [*Financial Times*]

**loan capital** /'ləʊn ,kæpɪt(ə)l/ *noun* a part of a company's capital which is a loan to be repaid at a later date

**loan committee** /'ləʊn kə,mɪti/ *noun* a committee which examines applications for special loans, such as higher loans than normally allowed by a bank

**loan/deposit ratio** /,ləʊn drɪ'pɒzɪt ,reɪʃiəʊ/ *noun* a ratio between the amount of loans made by a bank and the amount it holds on deposit

**loan participation** /'ləʊn pɑ: ,tɪspetɪj(ə)n/ *noun* an arrangement whereby several banks come together as a group to share a very large loan to one single customer

**loan portfolio** /'ləʊn pɔ:tɪfəʊliəʊ/ *noun* all the loans which a financial institution has made and which are still outstanding

**loan shark** /'ləʊn ʃɑ:k/ *noun* a person who lends money at a very high interest rate

**loan stock** /'ləʊn stɒk/ *noun* stock issued by a company at a fixed rate of interest, as a means of raising a loan

**loan to value** /,ləʊn tə 'vælju:z/ *noun* the amount of a mortgage expressed as a percentage of the value of the property. Abbreviation **LTV**

**local adjective** /'ləʊk(ə)l/ referring to a particular area, especially one near where a factory or an office is based ■ **noun 1.** an independent dealer in futures or options or an independent trader on the LIFFE **2. US** a branch of a national trade union

'...each cheque can be made out for the local equivalent of £100 rounded up to a convenient figure' [*Sunday Times*]

'...the business agent for Local 414 of the Store Union said his committee will recommend that the membership ratify the agreement' [*Toronto Star*]

'EC regulations insist that customers can buy cars anywhere in the EC at the local pre-tax price' [*Financial Times*]

**local authority** /,ləʊk(ə)l ɔ:'θɒrɪti/ *noun* an elected section of government which runs a small area of the country

**local authority bond** /,ləʊk(ə)l ɔ:'θɒrɪti bɒnd/ *noun* a fixed-interest bond, repayable at a certain date, used by a local authority in order to raise a loan and similar to a Treasury bond

**local authority deposits** /,ləʊk(ə)l ɔ:'θɒrɪti dɪ,pɒzɪts/ *plural noun* money deposited with a local authority to earn interest for the depositor

**local call** /'ləʊk(ə)l kɔ:l/ *noun* a telephone call to a number on the same exchange as your own or to one on a neighbouring exchange

**local government** /,ləʊk(ə)l 'gʌv(ə)nɪmənt/ *noun* elected authorities and administrative organisations which deal with the affairs of small areas of a country

**local labour** /,ləʊk(ə)l 'leɪbə/ *noun* workers who are recruited near a factory, and are not brought there from a distance

**local press** /,ləʊk(ə)l 'pres/ *noun* newspapers which are sold in a small area of the country ○ *The product was only advertised in the local press as it was only being distributed in that area of the country.*

**lockbox** /'lɒkbɒks/ *noun US 1.* a box at a post office which can be rented and can be opened only by the person or company renting it **2.** a system where cheques sent to a Post Office box are picked up and deposited in a bank account

**locking up** /,lɒkɪŋ 'ʌp/ *noun* □ **the locking up of money in stock** the act of investing money in stock so that it cannot be used for other, possibly more profitable, investments

**lock into** /,lɒk 'ɪntə/, **lock in** /,lɒk 'ɪn/ *verb* to be fixed to a certain interest rate or exchange rate ○ *By buying francs forward the company is in effect locking itself into a pound-franc exchange rate of 10.06.* □ **to lock in profits** to take profits, to sell investments at a profit to ensure that the profit is realised ○ *The shares had become overpriced – it was time to lock in the profits.*

**lock up** /,lɒk 'ʌp/ *verb* □ **to lock up capital** to have capital invested in such a way that it cannot be used for other investments

**lodge** /lɒdʒ/ *verb* □ **to lodge money with someone** to deposit money with

someone □ **to lodge securities as collateral** to put securities into a bank to be used as collateral for a loan

**lodgement** /'lɒdʒmənt/ *noun* the act of depositing money or cheques in an account

**Lombard Rate** /'lɒmbɑ:d reɪt/ *noun* the rate at which the German Bundesbank lends to commercial banks

**London Bullion Market** /,lʌndən 'bʊliən ,mɑ:kɪt/ *noun* an international market dealing in gold and silver bullion and gold coins

**London Commodity Exchange** /,lʌndən kə'mɒdətɪ ɪks,tʃeɪndʒ/ *noun* a London exchange dealing in commodities such as cotton, coffee, cocoa, etc., but not in metals. Abbreviation **LCE**

**London Interbank Bid Rate** /,lʌndən ,ɪntəbæŋk 'bɪd reɪt/ *noun* the rate at which banks are prepared to borrow from each other. Abbreviation **LIBID**

**London Interbank Offered Rate** /,lʌndən ,ɪntəbæŋk 'ɒfəd reɪt/ *noun* the rate at which banks offer to lend eurodollars to other banks. Abbreviation **LIBOR**

**London International Financial Futures and Options Exchange** /,lʌndən ,ɪntənæʃ(ə)nəl fəɪ,næns(ə)l ,fju:tʃəz ən 'ɒpʃənz ɪks,tʃeɪndʒ/ *noun* a market where futures contracts are traded in financial instruments such as gilts, equity options, euroyen, US Treasury bonds, etc. and also commodities such as cocoa, coffee, wheat, potatoes, barley and sugar. Abbreviation **LIFFE**

**London Metal Exchange** /,lʌndən 'met(ə)l ɪks,tʃeɪndʒ/ *noun* a commodity exchange dealing in aluminium, copper, lead, nickel, tin and zinc. Abbreviation **LME**

**London Securities and Derivatives Exchange** /,lʌndən sɪ-,kjʊərɪtɪz ən drɪ'rivətɪvz ɪks,tʃeɪndʒ/ *noun* the London exchange where securities and derivatives are traded. Abbreviation **OMLX**

**London Stock Exchange** /,lʌndən 'stɒk ɪks,tʃeɪndʒ/ *noun* the main British stock exchange where securities are bought and sold. Abbreviation **LSE**

**London Traded Options Market** /,lʌndən ,treɪdɪd 'ɒpʃənz ,mɑ:kɪt/ *noun* a market where options are traded. Abbreviation **LTOM**

**long** /lɒŋ/ *adjective* for a large period of time □ **in the long term** over a long period of time □ **to take the long view** to plan for a long period before current investment becomes profitable □ **to be long of a stock or to go long** to buy a share as a long-term investment on the assumption that the price will rise

**long bond** /'lɒŋ bɒnd/, **long coupon bond** /lɒŋ 'ku:pən bɒnd/ *adjective* a bond which will mature in more than ten years' time

**long credit** /lɒŋ 'kredit/ *noun* credit terms which allow the borrower a long time to pay

**long-dated bill** /,lɒŋ ,deɪtɪd 'bɪl/ *noun* a bill which is payable in more than three months' time

**long-dated securities** /,lɒŋ ,deɪtɪd sɪ'kjʊərɪtɪz/ *plural noun* same as **longs**

**long lease** /lɒŋ 'li:s/ *noun* a lease which runs for fifty years or more ○ *to take an office building on a long lease*

**long position** /lɒŋ pə'zɪʃ(ə)n/ *noun* a situation where an investor sells long (i.e. sells forward shares which he owns). Compare **short position**

**long-range** /,lɒŋ 'reɪndʒ/ *adjective* for a long period of time in the future □ **long-range economic forecast** a forecast which covers a period of several years

**longs** /lɒŋz/ *plural noun* government stocks which will mature in over fifteen years' time

**long-tail business** /,lɒŋ teɪl 'bɪznɪs/ *noun* insurance business where a claim only arises some years after the insurance contract was taken out

**long-term** /,lɒŋ 'tɜ:m/ *adjective* over a long period of time ○ *The management projections are made on a long-term basis.* ○ *Sound long-term planning will give the company more direction.* ○ *It is in the company's long-term interests to have a contented staff.* □ **on a long-term basis** continuing for a long period of time □ **long-term debts** debts which will be repaid many years later □ **long-term forecast** a forecast for a period of over three years

□ **long-term loan** a loan to be repaid many years later □ **long-term objectives** aims which will take years to achieve

'...land held under long-term leases is not amortized' [*Hongkong Standard*]

'...the company began to experience a demand for longer-term mortgages when the flow of money used to finance these loans diminished' [*Globe and Mail (Toronto)*]

**long-term borrowings** /ˌlɒŋ tɜ:m 'bɔ:əʊɪŋz/ plural noun borrowings which do not have to be repaid for some years

**long-term security** /ˌlɒŋ tɜ:m sɪ-'kju:əriti/ noun a security which will mature in more than fifteen years' time

**loophole** /'lu:phəʊl/ noun □ **to find a loophole in the law** to find a means of legally avoiding the law □ **to find a tax loophole** to find a means of legally not paying tax

'...because capital gains are not taxed but money taken out in profits is taxed, owners of businesses will be using accountants and tax experts to find loopholes in the law' [*Toronto Star*]

**loose change** /lu:s 'tʃeɪndʒ/ noun money in coins

**lose** /lu:z/ verb **1.** not to have something any more □ **to lose an order** not to get an order which you were hoping to get ○ *During the strike, the company lost six orders to American competitors.* □ **to lose control of a company** to find that you have less than 50% of the shares and so are no longer able to control the company **2.** to have less money ○ *He lost £25,000 in his father's computer company.* **3.** to drop to a lower price ○ *The dollar lost two cents against the yen.* ○ *Gold shares lost 5% on the market yesterday.* □ **the pound has lost value** the pound is worth less

**loss** /lɒs/ noun **1.** the state or process of not having something any more □ **loss of customers** not keeping customers because of bad service, high prices, etc. □ **loss of an order** not getting an order which was expected □ **the company suffered a loss of market penetration** the company found it had a smaller share of the market □ **compensation for loss of earnings** payment to someone who has stopped earning money or who is not able to earn money □ **compensation for loss of office** payment to a director who is asked to leave a company

before his or her contract ends **2.** the state of having less money than before or of not making a profit □ **the company suffered a loss** the company did not make a profit □ **to report a loss** not to show a profit in the accounts at the end of the year ○ *The company reported a loss of £1m on the first year's trading.* □ **the car was written off as a dead loss or a total loss** the car was so badly damaged that the insurers said it had no value □ **at a loss** making a loss, not making any profit ○ *The company is trading at a loss.* ○ *We sold the shop at a loss.* □ **to cut your losses** to stop doing something which is losing money **3.** damage to property or destruction of property, which is then subject to an insurance claim □ **the cargo was written off as a total loss** the cargo was so badly damaged that the insurers said it had no value

'...against losses of FFr 7.7m two years ago, the company made a net profit of FFr 300,000 last year' [*Financial Times*]

**loss-leader** /'lɒs ,li:də/ noun an article which is sold at a loss to attract customers ○ *We use these cheap films as a loss-leader.*

**loss relief** /'lɒs rɪ,li:f/ noun an amount of tax not to be paid on one year's profit to offset a loss in the previous year

**lot** /lɒt/ noun **1.** a group of items sold together at an auction ○ *to bid for lot 23* ○ *At the end of the auction half the lots were unsold.* **2.** a group of shares which are sold ○ *to sell a lot of shares* ○ *to sell shares in small lots* **3. US** a piece of land, especially one to be used for redevelopment ○ *They bought a lot and built a house.*

**lottery** /'lɒtəri/ noun a game where numbered tickets are sold and prizes given for some of the numbers

**low** /ləʊ/ adjective not high or not much ○ *Our a* ○ *Low overhead costs keep the unit cost low.* ○ *We try to keep our wages bill low.* ○ *The company offered him a mortgage at a low rate of interest.* ○ *The pound is at a very low rate of exchange against the dollar.* □ **the tender will go to the lowest bidder** the contract will be awarded to the person who offers the best terms ■ noun a point where prices or sales are very small ○ *Sales have reached a new low.*

□ **highs and lows on the Stock Exchange** a list of shares which have reached a new high or low price in the previous day's trading □ **shares have hit an all-time low** shares have reached their lowest price ever

'...after opening at 79.1 the index touched a peak of 79.2 and then drifted to a low of 78.8' [*Financial Times*]

'...the pound which had been as low as \$1.02 earlier this year, rose to \$1.30' [*Fortune*]

**low coupon stocks** /ləʊ ˌku:pən 'stɒks/ *plural noun* government bonds which pay a low rate of interest

**lower** /'ləʊə/ *adjective* smaller or less high ○ a lower rate of interest ○ Sales were lower in December than in November. ■ *verb* to make something smaller or less expensive ○ to lower prices to secure a larger market share ○ Industrialists have asked the bank to lower interest rates.

'Canadian and European negotiators agreed to a deal under which Canada could keep its quotas but lower its import duties' [*Globe and Mail (Toronto)*]

**lowering** /'ləʊəɪŋ/ *noun* the act of making smaller or less expensive ○ Lowering the prices has resulted in increased sales. ○ We hope to achieve low prices with no lowering of quality.

**low gearing** /ləʊ 'ɡɪərɪŋ/ *noun* the fact of not having much borrowing in proportion to your capital

**low-grade** /'ləʊ ɡreɪd/ *adjective* not of very good quality ○ The car runs best on low-grade petrol.

**low-profile** /ləʊ 'prəʊfaɪl/ *adjective* □ **low-profile company** a company which does not publicise itself much

**low yield** /ləʊ 'jɪ:ld/ *noun* a yield on the share price which is low for the sector, suggesting that investors anticipate that the company will grow fast, and have pushed up the share price in expectation of growth

**loyalty** /'lɔɪəlti/ *noun* the state of being faithful to someone or something

**loyalty bonus** /'lɔɪəlti ˌbʌʊnəs/ *noun* a special privilege given to shareholders who keep their shares for a certain period of time (used especially to attract investors to privatisation issues)

**LSE** *abbreviation* London Stock Exchange

**Ltd** *abbreviation* limited company

**LTOM** *abbreviation* London Traded Options Market

**LTV** *abbreviation* loan to value

**lull** /lʌl/ *noun* a quiet period ○ After last week's hectic trading this week's lull was welcome.

**lump sum** /lʌmp ˈsʌm/ *noun* money paid in one single amount, not in several small sums ○ When he retired he was given a lump-sum bonus. ○ She sold her house and invested the money as a lump sum.

**luncheon voucher** /'lʌŋtʃən ˌvaʊtʃə/ *noun* a ticket given by an employer to an employee in addition to their wages, which can be exchanged for food in a restaurant

**luxury goods** /'lʌkʃəri ɡʊdz/, **luxury items** /'lʌkʃəri ˌaɪtəmz/ *plural noun* expensive items which are not basic necessities

**luxury tax** /'lʌkʃəri tæks/ *noun* an extra tax levied on luxury goods

## M

**m** *abbreviation* 1. metre 2. mile 3. million

**M0** /,em 'nɔ:t/ *symbol* the narrowest British measure of money supply, including coins and notes in circulation plus the deposits of commercial banks with the Bank of England

'Bank of England calculations of notes in circulation suggest that the main component of the narrow measure of money supply, M0, is likely to have risen by 0.4 per cent after seasonal adjustments' [*Times*]

**M1** /,em 'wʌn/ *symbol* a measure of money supply, including all coins and notes plus personal money in current accounts

**M2** /,em 'tu:/ *symbol* a measure of money supply, including coins and notes and personal money in current and deposit accounts

**M3** /,em 'θri:/ *symbol* a broad measure of money supply, including M2 and personal money in government deposits and deposits in currencies other than sterling (in the US, it includes time deposits of more than \$100,000 and money market funds and Eurodollars held by US residents)

**£M3** *symbol* a British measure of sterling money supply, including coins and notes, personal money in current and deposit accounts and government deposits

**Maastricht Treaty** /'mɑ:strikt 'tri:ti/ *noun* a treaty signed in 1992 which sets out the principles for a European Union and the convergence criteria for states wishing to join the EMU

**machine** /mə'ʃi:n/ *noun* a device which works with power from a motor

**machine-readable code** /mə,ʃi:n 'ri:dəb(ə)l 'kəʊd/ *noun* a set of signs or letters (such as a bar code or post code) which can be read by computers

**macro-** /mækrəʊ/ *prefix* very large, covering a wide area

**macroeconomics** /,mækrəʊi:kə-'nɒmiks/ *plural noun* a study of the economics of a whole area, a whole industry, a whole group of the population or a whole country, in order to help in economic planning. Compare **microeconomics** (NOTE: takes a singular verb)

**macro funds** /'mækrəʊ fʌndz/ *plural noun* large hedge funds which bet on whole economies

**macro hedge fund** /,mækrəʊ 'hedʒ fʌnd/ *noun* a hedge fund which invests in whole regions

**Madam Chairman** /,mædəm 'tʃeəmən/, **Madam Chairwoman** /,mædəm 'tʃeə,wʊmən/ *noun* a way of speaking to a female chairman of a committee or meeting

**magazine** /mægə'zi:n/ *noun* a special type of newspaper, usually published only weekly or monthly, often with a glossy cover and often devoted to a particular subject □ **magazine insert** an advertising sheet put into a magazine when it is mailed or sold

**magnetic character reading** /mæg,netɪk 'kærɪktə 'ri:dɪŋ/, **magnetic ink character recognition** /mæg,netɪk ɪŋk 'kærɪktə 'rekəg-'nɪʃ(ə)n/ *noun* a system that recognises characters by sensing magnetic ink (used on cheques). Abbreviation **MCR, MICR**

**magnetic ink** /mæg,netɪk 'ɪŋk/ *noun* a special ink with magnetic particles in it, used for printing cheques

**magnetic strip** /mæg,netɪk 'stri:p/, **magnetic stripe** /mæg,netɪk 'straɪp/ *noun* a black strip on credit cards and cashpoint cards, on which personal information about the account is recorded

**mail** /meɪl/ *noun* 1. a system of sending letters and parcels from one place to another ○ *The cheque was lost in the*



*mail.* ○ *The invoice was put in the mail yesterday.* ○ *Mail to some of the islands in the Pacific can take six weeks.* □ **by mail** using the postal services, not sending something by hand or by messenger □ **we sent the order by first-class mail** we sent the order by the most expensive mail service, designed to be faster **2.** same as **email** ■ **verb 1.** to send something by mail **2.** same as **email**

**mail box** /'meɪl bɒks/ *noun* **1.** one of several boxes where incoming mail is put in a large building **2.** a box where letters which are being sent are put to be collected **3.** an area of a computer memory where emails are stored

**mailing** /'meɪlɪŋ/ *noun* the sending of something by post ○ *the mailing of publicity material*

**mailing list** /'meɪlɪŋ list/ *noun* a list of names and addresses of people who might be interested in a product, or a list of names and addresses of members of a society ○ *to build up a mailing list* ○ *Your name is on our mailing list.*

**mailing piece** /'meɪlɪŋ pi:z/ *noun* a leaflet suitable for sending by direct mail

**mail order** /,meɪl 'ɔ:də/ *noun* a system of buying and selling from a catalogue, placing orders and sending goods by mail ○ *We bought our kitchen units by mail order.*

**mail-order business** /'meɪl ɔ:də ,bɪznɪs/ *noun* a company which sells its products by mail

**mail-order catalogue** /'meɪl ɔ:də ,kæt(ə)lɒg/ *noun* a catalogue from which a customer can order items to be sent by mail

**mail-order selling** /'meɪl ɔ:də ,selɪŋ/ *noun* a method of selling in which orders are taken and products are delivered by mail

**mail shot** /'meɪl ʃɒt/ *noun* **1.** leaflets sent by post to possible customers **2.** a single mailing of direct-mail advertising literature

**main** /meɪn/ *adjective* most important ○ *main office* ○ *main building* ○ *one of our main customers* ○ *The main building houses our admin and finance departments.*

**main market** /meɪn 'mɑ:kɪt/ *noun* the London Stock Exchange (as opposed to the AIM market)

**mainstream corporation tax** /,meɪnstri:m ,kɔ:pə'reɪʃ(ə)n tæks/ *noun* the total tax paid by a company on its profits (less any advance corporation tax, which a company has already paid when distributing profits to its shareholders in the form of dividends). Abbreviation **MCT**

**Main Street** /'meɪn stri:t/ *noun* *US* the most important street in a town, where the shops and banks usually are

**maintain** /meɪn'teɪn/ *verb* **1.** to keep something going or working ○ *We try to maintain good relations with our customers.* ○ *His trip aims to maintain contact with his important overseas markets.* **2.** to keep something working at the same level ○ *to maintain an interest rate at 5%* ○ *The company has maintained the same volume of business in spite of the recession.* □ **to maintain a dividend** to pay the same dividend as the previous year

**maintenance** /'meɪntənəns/ *noun* **1.** the process of keeping things going or working ○ *Maintenance of contacts is important for a sales rep.* ○ *It is essential to ensure the maintenance of supplies to the factory.* **2.** the process of keeping a machine in good working order ○ *We offer a full maintenance service.*

'...responsibilities include the maintenance of large computerized databases' [*Times*]

'...the federal administration launched a full-scale investigation into the airline's maintenance procedures' [*Fortune*]

**maintenance contract** /'meɪntənəns ,kɒntrækt/ *noun* a contract by which a company keeps a piece of equipment in good working order

**maintenance fee** /'meɪntənəns fi:/ *noun* a fee charged for keeping an account or a contract going

**majeure** /mæ'ʒɜ:/ *force majeure*

**major** /'meɪdʒə/ *adjective* important ○ *There is a major risk of fire.* □ **major shareholder** a shareholder with a large number of shares

'...if the share price sinks much further the company is going to look tempting to any major takeover merchant' [*Australian Financial Review*]

'...monetary officials have reasoned that coordinated greenback sales would be able to drive the dollar down against other major currencies' [*Duns Business Month*]

'...a client base which includes many major commercial organizations and nationalized industries' [*Times*]

**majority** /mə'dʒɔːrɪti/ *noun* more than half of a group □ **majority of the shareholders** more than 50% of the shareholders □ **the board accepted the proposal by a majority of three to two** three members of the board voted to accept the proposal and two voted against accepting it

**majority shareholder** /mə'dʒɔːrɪti 'ʃeəhəʊldə/ *noun* a person who owns more than half the shares in a company

**majority shareholding** /mə'dʒɔːrɪti 'ʃeəhəʊldɪŋ/ *noun* a group of shares which are more than half the total

**majority vote** /mə'dʒɔːrɪti vɔːt/, **majority decision** /mə'dʒɔːrɪti dɪ'sɪz(ə)n/ *noun* a decision which represents the wishes of the largest group as shown by a vote

**make** /meɪk/ *verb* **1.** to do an action □ **to make a bid for something** to offer to buy something □ **to make a payment** to pay □ **to make a deposit** to pay money as a deposit **2.** to earn money ○ *He makes £50,000 a year or £25 an hour.* **3.** to increase in value ○ *The shares made \$2.92 in today's trading.* **4.** □ **to make a profit** to have more money after a deal □ **to make a loss** to have less money after a deal □ **to make a killing** to make a very large profit

**make out** /,meɪk 'aʊt/ *verb* to write something ○ *to make out an invoice* ○ *The bill is made out to Smith & Co.* □ **to make out a cheque to someone** to write someone's name on a cheque

**make over** /,meɪk 'əʊvəl/ *verb* to transfer property legally ○ *to make over the house to your children*

**maker** /'meɪkə/ *noun* a person who signs a promissory note in which he or she promises to pay money

**make up** /,meɪk 'ʌp/ *verb* □ **to make up accounts** to complete the accounts

**make up for** /,meɪk 'ʌp fɔː/ *verb* to compensate for something ○ *to make up for a short payment or for a late payment*

**maladministration** /,mæləd,mɪnɪ'streɪʃ(ə)n/ *noun* incompetent administration

**malfeasance** /mæl'fiːz(ə)ns/ *noun* an unlawful act

**manage** /'mænɪdʒ/ *verb* **1.** to direct or to be in charge of something ○ *to manage a branch office* ○ *A competent and motivated person is required to manage an important department in the company.* **2.** □ **to manage property** to look after rented property for the owner □ **to manage a currency** to intervene in the markets to influence a currency's exchange rates

'...the research director will manage and direct a team of graduate business analysts reporting on consumer behaviour throughout the UK' [*Times*]

**manageable** /'mænɪdʒəb(ə)l/ *adjective* which can be dealt with ○ *The interest payments, though high, are still manageable.* ○ *The problems which the company faces are too large to be manageable by one person.*

**managed derivatives fund** /,mænɪdʒd dɪ'rɪvətɪvz fʌnd/ *noun* a fund which uses mainly futures and options instead of investing in the underlying securities

**managed float** /'mænɪdʒd fləʊt/ *noun* a process of floating of a currency where the exchange rate is controlled by the central bank. Compare **clean float**. Also called **dirty float**

**managed fund** /'mænɪdʒd fʌnd/ *noun* a unit trust fund which is invested in specialist funds within the group and can be switched from one specialised investment area to another

**managed unit trust** /,mænɪdʒd 'juːnɪt trʌst/ *noun* same as **managed fund**

**management** /'mænɪdʒmənt/ *noun* **1.** the process of directing or running a business ○ *a management graduate or a graduate in management* ○ *She studied management at university.* ○ *Good management or efficient management is essential in a large organisation.* ○ *Bad management or inefficient management can ruin a business.* **2.** a group of managers or directors ○ *The management has decided to give everyone a pay increase.* (NOTE: Where **management** refers to a group of people it is sometimes followed by a plural verb.) **3.** the

process of running a fund or investment portfolio for a client

'...the management says that the rate of loss-making has come down and it expects further improvement in the next few years' [*Financial Times*]

**management accountant**  
/'mænidʒmənt ə,kauntənt/ *noun* an accountant who prepares financial information for managers so that they can take decisions

**management accounts**  
/'mænidʒmənt ə,kaunts/ *plural noun* financial information prepared for a manager so that decisions can be made, including monthly or quarterly financial statements, often in great detail, with analysis of actual performance against the budget

**management buyin** /,mænidʒmənt 'baɪn/ *noun* the purchase of a subsidiary company by a group of outside directors. Abbreviation **MBI**

**management buyout**  
/,mænidʒmənt 'baɪaʊt/ *noun* the takeover of a company by a group of employees, usually senior managers and directors. Abbreviation **MBO**

**management by objectives**  
/,mænidʒmənt baɪ əb'dʒektɪvz/ *noun* a way of managing a business by planning work for the managers to do and testing if it is completed correctly and on time

**management charge**  
/'mænidʒmənt tʃɑ:ɪdʒ/ *noun* same as **annual management charge**

**management consultant**  
/'mænidʒmənt kən,sʌltənt/ *noun* a person who gives advice on how to manage a business

**management course**  
/'mænidʒmənt kɔ:s/ *noun* a training course for managers

**management team** /'mænidʒmənt ti:m/ *noun* all the managers who work in a particular company

**management trainee**  
/'mænidʒmənt treɪ'ni: / *noun* a young member of staff who is being trained to be a manager

**management training**  
/'mænidʒmənt 'treɪnɪŋ/ *noun* the process of training staff to be managers, by making them study problems and work out solutions

**manager** /'mænidʒə/ *noun* **1.** the head of a department in a company ○ *She's a department manager in an engineering company.* ○ *Go and see the human resources manager if you have a problem.* ○ *The production manager has been with the company for only two weeks.* ○ *Our sales manager started as a rep in London.* **2.** the person in charge of a branch or shop ○ *Mr Smith is the manager of our local Lloyds Bank.* ○ *The manager of our Lagos branch is in London for a series of meetings.*

'...the No. 1 managerial productivity problem in America is managers who are out of touch with their people and out of touch with their customers' [*Fortune*]

**managerial** /,mænədʒɪəriəl/ *adjective* referring to managers ○ *All the managerial staff are sent for training every year.*

**managership** /'mænidʒəʃɪp/ *noun* the job of being a manager ○ *After six years, she was offered the managership of a branch in Scotland.*

**managing agent** /,mænidʒɪŋ 'eɪdʒ(ə)nt/ *noun* the person who runs the day-to-day activities of a Lloyd's syndicate

**managing director** /,mænədʒɪŋ daɪ'rektə/ *noun* the director who is in charge of a whole company. Abbreviation **MD**

**managing underwriter**  
/,mænidʒɪŋ 'ʌndəraɪtə/ *noun* *US* an underwriting firm which organises the underwriting of a share issue

**manat** /'mænæt/ *noun* a unit of currency used in Turkmenistan

**M&A** *abbreviation* mergers and acquisitions

**mandate** /'mændət/ *noun* an order which allows something to take place

**mandatory** /'mændət(ə)ri/ *adjective* which everyone must obey ○ *Wearing a suit is mandatory for all managerial staff.* □ **mandatory meeting** a meeting which all staff have to attend

'...the wage talks are focusing on employment issues such as sharing of work among employees and extension of employment beyond the mandatory retirement age of 60 years' [*Nikkei Weekly*]

**mandatory bid** /'mændət(ə)ri bɪd/ *noun* an offer to purchase the shares of a company which has to be made when a

shareholder acquires 30% of that company's shares

**M&E fee** /,ɛm ən 'i: fi:/ *noun* same as **mortality and expense risk charge**

**manipulate** /mə'nɪpjʊleɪt/ *verb* □ **to manipulate the accounts** to make false accounts so that the company seems profitable □ **to manipulate the market** to work to influence share prices in your favour

**manpower forecasting** /'mænpaʊə ,fɔ: kɑ: stɪŋ/ *noun* the process of calculating how many employees will be needed in the future, and how many will actually be available

**manpower planning** /'mænpaʊə ,plænɪŋ/ *noun* the process of planning to obtain the right number of employees in each job

**manufactured goods** /,mænju-'fæktʃəd gʊdz/ *plural noun* items which are made by machine

**marché** *noun* the French word for market. ▶ **MATIF**

**margin** /'mɑ: dʒɪn/ *noun* **1.** the difference between the money received when selling a product and the money paid for it □ **we are cutting our margins very fine** we are reducing our margins to the smallest possible in order to be competitive □ **our margins have been squeezed** profits have been reduced because our margins have to be smaller to stay competitive **2.** extra space or time allowed **3.** the difference between interest paid to depositors and interest charged to borrowers (by a bank, building society, etc.) **4.** a deposit paid when purchasing a futures contract

'...profit margins in the industries most exposed to foreign competition – machinery, transportation equipment and electrical goods – are significantly worse than usual' [Australian Financial Review]

**marginal** /'mɑ: dʒɪn(ə)/ *adjective* **1.** hardly worth the money paid **2.** not very profitable ○ *a marginal return on investment*

**marginal cost** /,mɑ: dʒɪn(ə)l 'kɒst/ *noun* the cost of making a single extra unit above the number already planned

**marginal land** /'mɑ: dʒɪn(ə)l lænd/ *noun* land which is almost not worth farming

**marginal pricing** /,mɑ: dʒɪn(ə)l 'praɪsɪŋ/ *noun* **1.** the practice of basing

the selling price of a product on its variable costs of production plus a margin, but excluding fixed costs **2.** the practice of making the selling price the same as the cost of a single extra unit above the number already planned

**marginal purchase** /,mɑ: dʒɪn(ə)l 'pɜ: tʃaɪs/ *noun* something which a buyer feels is only just worth buying

**marginal rate of tax** /,mɑ: dʒɪn(ə)l reɪt əv 'tæks/, **marginal rate of taxation** /,mɑ: dʒɪn(ə)l reɪt əv tæks-'eɪʃ(ə)n/ *noun* the percentage of tax which a taxpayer pays at the top rate (which he therefore pays on every further pound or dollar he earns)

'...pensioner groups claim that pensioners have the highest marginal rates of tax. Income earned by pensioners above \$30 a week is taxed at 62.5 per cent, more than the highest marginal rate' [Australian Financial Review]

**marginal revenue** /,mɑ: dʒɪn(ə)l 'reɪnju: / *noun* the income from selling a single extra unit above the number already sold

**marginal tax rate** /,mɑ: dʒɪn(ə)l 'tæks reɪt/ *noun* same as **marginal rate of tax**

**margin call** /'mɑ: dʒɪn kɔ: l/ *noun* a request to a purchaser of a futures contract or an option to pay more margin, since the fall in the price of the securities or commodity has removed the value of the original margin deposited

**margin of error** /,mɑ: dʒɪn əv 'erə/ *noun* the number of mistakes which can be accepted in a document or in a calculation

**margin of safety** /,mɑ: dʒɪn əv 'seɪfti/ *noun* the units produced (or sales of such units) which are above the breakeven point

**marine underwriter** /mə,ri:n 'ʌndərəɪtə/ *noun* a person or company that insures ships and their cargoes

**marital** /'mæɪrɪt(ə)l/ *adjective* referring to a marriage

**marital deductions** /,mæɪrɪt(ə)l dɪ-'dʌkʃ(ə)nəz/ *plural noun* that part of an estate which is not subject to estate tax because it goes to the dead person's spouse

**marital status** /,mæɪrɪt(ə)l 'steɪtəs/ *noun* the condition of being married or not

**maritime law** /,mæɪrɪtaɪm 'lɔ:/ *noun* laws referring to ships, ports, etc.

**maritime lawyer** /,mæɪrɪtaɪm 'lɔ:jl/ *noun* a lawyer who specialises in legal matters concerning ships and cargoes

**mark** /mɑ:k/ *noun* **1.** a sign put on an item to show something **2.** a former unit of currency in Germany ○ *The price was twenty-five marks.* ○ *The mark rose against the dollar.* (NOTE: Usually written **DM** after a figure: **25DM**.)

**marka** /'mɑ:kə/, **markka** *noun* a unit of currency used before the euro in Finland (NOTE: written **MK**)

**mark down** /,mɑ:k 'daʊn/ *verb* to make the price of something lower □ **to mark down a price** to lower the price of something ○ *This range has been marked down to \$24.99.* ○ *We have marked all prices down by 30% for the sale.*

**mark-down** /'mɑ:k daʊn/ *noun* **1.** a reduction of the price of something to less than its usual price **2.** the percentage amount by which a price has been lowered ○ *There has been a 30% mark-down on all goods in the sale.*

**market** /'mɑ:kɪt/ *noun* **1.** an area where a product might be sold or the group of people who might buy a product ○ *There is no market for this product.* ○ *Our share of the Far eastern market has gone down.* **2.** a place where money or commodities are traded □ **global financial markets** world-wide finance markets ○ *The global financial markets precipitated the Mexican crisis of 1994–95.* **3.** □ **to buy shares in the open market** to buy shares on the Stock Exchange, not privately □ **to come to the market (of a company)** to apply for a Stock Exchange listing, by offering some of the existing shares for sale, or by floating it as a new company □ **sell at the market** an instruction to stockbroker to sell shares at the best price possible □ **to bring a company to the market** to arrange the flotation of a company's shares on the market □ **to make a market in securities** to offer to buy or sell securities on a selected list at any time **4.** a place where shares are bought and sold ○ *The market in oil shares was very active* or *There was a brisk market in oil shares.* **5.** □ **to go up market, to go down market** to make products which appeal to a wealthy sec-

tion of the market or to a wider, less wealthy section of the market ■ *verb* to sell a product, or to present and promote a product in a way which will help to sell it ○ *This product is being marketed in all European countries.*

‘...market analysts described the falls in the second half of last week as a technical correction to a market which had been pushed by demand to over the 900 index level’ [Australian Financial Review]

**marketability** /,mɑ:kɪtə'bɪlɪti/ *noun* the fact of being able to be sold easily ○ *the marketability of shares in electronic companies*

**marketable** /'mɑ:kɪtəb(ə)/ *adjective* which can be sold easily

**marketable securities** /,mɑ:kɪtəb(ə)l sɪ'kjʊəɪtɪz/ *plural noun* stocks, shares, CDs etc., which can be bought or sold on a stock market

**market analysis** /,mɑ:kɪt ə'næləsɪs/ *noun* the detailed examination and report of a market

**market analyst** /,mɑ:kɪt 'ænlɪst/ *noun* a person who studies the stock market in general

**market basket** /'mɑ:kɪt ,bɑ:skɪt/ *noun* same as **shopping basket**

**market capitalisation** /,mɑ:kɪt ,kæpɪtələ'zeɪʃ(ə)n/ *noun* ○ *company with a £1m capitalisation*

**market cycle** /,mɑ:kɪt 'saɪk(ə)l/ *noun* a period during which a market expands, then slows down and then expands again

**market economist** /,mɑ:kɪt ɪ-'kɒnəmɪst/ *noun* a person who specialises in the study of financial structures and the return on investments in the stock market

**market economy** /,mɑ:kɪt ɪ-'kɒnəmi/ *noun* same as **free market economy**

**market forces** /,mɑ:kɪt 'fɔ:sɪz/ *plural noun* the influences on the sales of a product which bring about a change in prices

**market forecast** /,mɑ:kɪt 'fɔ:kɑ:st/ *noun* a forecast of prices on the stock market

**marketing** /'mɑ:kɪtɪŋ/ *noun* the business of presenting and promoting goods or services in such a way as to make customers want to buy them

'...reporting to the marketing director, the successful applicant will be responsible for the development of a training programme for the new sales force' [Times]

**marketing agreement** /'mɑ:kɪtɪŋ ə,ɡri:mənt/ *noun* a contract by which one company will market another company's products

**marketing department** /'mɑ:kɪtɪŋ dɪ,pɑ:təmənt/ *noun* the section of a company dealing with marketing and sales

**marketing manager** /'mɑ:kɪtɪŋ ,mænidʒə/ *noun* a person in charge of a marketing department ○ *The marketing manager has decided to start a new advertising campaign.*

**market leader** /,mɑ:kɪt 'li:də/ *noun* **1.** a product which sells most in a market **2.** the company with the largest market share ○ *We are the market leader in home computers.*

'...market leaders may benefit from scale economies or other cost advantages; they may enjoy a reputation for quality simply by being at the top, or they may actually produce a superior product that gives them both a large market share and high profits' [Accountancy]

**marketmaker** /'mɑ:kɪtmeɪkə/ *noun* a person who buys or sells shares on the stock market and offers to do so in a certain list of securities (a marketmaker operates a book, listing the securities he or she is willing to buy or sell, and makes his or her money by charging a commission on each transaction)

**market neutral funds** /,mɑ:kɪt 'nju:trəl fʌndz/ *plural noun* hedge funds not related to general market movements, but which try to find opportunities to arbitrage temporary slight changes in the relative values of particular financial assets

**market operator** /,mɑ:kɪt 'ɒpəreitə/ *noun* a person who trades on a stock market or financial market

**market opportunity** /,mɑ:kɪt ɒpə'tju:nɪti/ *noun* the possibility of going into a market for the first time

**market optimism** /,mɑ:kɪt 'ɒptɪ-,mɪzəm/ *noun* a feeling that the stock market will rise

**market order** /,mɑ:kɪt 'ɔ:də/ *noun* an order to a broker to buy or sell at the current price

**market polarisation** /,mɑ:kɪt ,pəʊləraɪ'zeɪʃ(ə)n/ *noun* a situation

where a market is concentrated round a few suppliers or traders

**market price** /'mɑ:kɪt praɪs/ *noun* **1.** the price at which a product can be sold **2.** the price at which a share stands in a stock market

**market professionals** /,mɑ:kɪt prə'feɪʃ(ə)nəlz/ *plural noun* people who work in a stock market, as brokers, analysts, etc.

**market purchases** /,mɑ:kɪt 'pɜ:tʃɪsɪz/ *plural noun* purchases of shares in a company on the normal stock market (by a company planning a take-over bid)

**market rate** /'mɑ:kɪt reɪt/ *noun* the normal price in the market ○ *We pay the market rate for secretaries or We pay secretaries the market rate.*

'...after the prime rate cut yesterday, there was a further fall in short-term market rates' [Financial Times]

**market research** /,mɑ:kɪt rɪ'sɜ:tʃ/ *noun* the process of examining the possible sales of a product and the possible customers for it before it is put on the market

**market sentiment** /,mɑ:kɪt 'sentɪmənt/ *noun* a general feeling among investors or financial analysts on a stock market

**market share** /,mɑ:kɪt 'ʃeə/ *noun* the percentage of a total market which the sales of a company's product cover ○ *We hope our new product range will increase our market share.*

**market strategist** /,mɑ:kɪt 'strætədʒɪst/ *noun* a person who plans how to buy and sell on the stock market

**market trends** /,mɑ:kɪt 'trendz/ *plural noun* gradual changes taking place in a market

**market value** /,mɑ:kɪt 'vælju:/ *noun* the value of an asset, a share, a product or a company if sold today

**market value added** /,mɑ:kɪt ,vælju: 'ædɪd/ *noun* the difference between a company's market value and the amount of its invested capital. Abbreviation **MVA**

**market value adjuster** /,mɑ:kɪt 'vælju: ə,dʒʌstə/ *noun* a method of calculating the loss in market value of a bond or insurance when it is being surrendered. Abbreviation **MVA**

**market watcher** /'mɑ:kɪt ˌwɒtʃə/ *noun* a person who follows stock market trends closely

**mark up** /,mɑ:k ˈʌp/ *verb* to increase the price of something □ **to mark prices up** to increase prices ○ *These prices have been marked up by 10%.*

**mark-up** /'mɑ:k ʌp/ *noun* **1.** an increase in price ○ *We put into effect a 10% mark-up of all prices in June.* ○ *Since I was last in the store they have put at least a 5% mark-up on the whole range of items.* **2.** the difference between the cost of a product or service and its selling price □ **we work to a 3.5 times mark-up or to a 350% mark-up** we take the unit cost and multiply by 3.5 to give the selling price

**mass production** /mæs prə-ˈdʌkʃən/ *noun* the manufacture of large quantities of identical products

**mass unemployment** /,mæs ˌʌnɪmˈplɔɪmənt/ *noun* unemployment affecting large numbers of people

**MasterCard** *noun* an international credit organisation, backed by a group of banks (NOTE: A similar organisation is **Visa International**.)

**matched bargains** /mætʃd ˈbɑ:gɪnz/ *plural noun* sales and purchases of shares which are conducted at the same time, where the buyers and sellers come together to agree on the price (as opposed to the 'quotation' system, where the marketmakers make the selling prices for shares) □ **to trade on a matched bargain basis** to arrange to sell shares for a client and buy them for another client, without having to take a position in the shares

**MATIF** *noun* the French financial futures market. Full form **marché à terme des instruments financiers**

**mature** /məˈtʃʊə/ *adjective* □ **mature economy** a fully developed economy ■ *verb* to become due □ **bills which mature in three weeks'** time bills which will be due for payment in three weeks

**maturity** /məˈtʃʊərɪti/ *noun* **1.** the third stage in a product life cycle when a product is well established in the market though no longer enjoying increasing sales, after which sooner or later it will start to decline **2.** the time at which something becomes due for payment or repayment □ **amount payable on matu-**

**urity** the amount received by the insured person when a policy matures

**maturity date** /məˈtʃʊərɪti deɪt/ *noun* a date when a government stock, an assurance policy or a debenture will become due for payment. Also called **date of maturity**

**maturity yield** /məˈtʃʊərɪti jɪld/ *noun* a calculation of the yield on a fixed-interest investment, assuming it is bought at a certain price and held to maturity

**maximisation** /,mæksɪmər-ˈzeɪʃ(ə)n/, **maximization** *noun* the process of making something as large as possible ○ *profit maximisation* or *maximisation of profit*

**maximise** /'mæksɪmaɪz/, **maximize** *verb* to make something as large as possible ○ *Our aim is to maximise profits.* ○ *The cooperation of the workforce will be needed if we are to maximise production.* ○ *He is paid on results, and so has to work flat out to maximise his earnings.*

**maximum** /'mæksɪməm/ *noun* the largest possible number, price or quantity ○ *It is the maximum the insurance company will pay.* (NOTE: The plural is **maxima** or **maximums**.) □ **up to a maximum of £10** no more than £10 □ **to increase exports to the maximum** to increase exports as much as possible ■ *adjective* largest possible ○ *40% is the maximum income tax rate or the maximum rate of tax.* ○ *The maximum load for the truck is one ton.* ○ *Maximum production levels were reached last week.* □ **to increase production to the maximum level** to increase it as much as possible

**May Day** /'meɪ deɪ/ *noun* the change in practices on American Stock Exchanges which took place on 1st May 1975, with the removal of the system of fixed commissions. This allowed cheaper stock trading by brokers who did not offer any investment advice, and ultimately led to computerised financial dealing in general. (NOTE: The UK term is **Big Bang**.)

**MBO** *abbreviation* management buyout

**mean** /mi:n/ *adjective* average ○ *The mean annual increase in sales is 3.20%.* □ **mean price** the average price of a share in a day's trading ■ *noun* the av-

erage or number calculated by adding several quantities together and dividing by the number of quantities added ○ *Unit sales are over the mean for the first quarter or above the first-quarter mean.*

**means** /mi:nz/ *noun* a way of doing something ○ *Do we have any means of copying all these documents quickly?* ○ *Bank transfer is the easiest means of payment.* (NOTE: The plural is **means**.)

■ *plural noun* money or resources ○ *The company has the means to launch the new product.* ○ *Such a level of investment is beyond the means of a small private company.*

**means test** /'mi:nz test/ *noun* an inquiry into how much money someone earns to see if they are eligible for state benefits ■ *verb* to find out how much money someone has in savings and assets ○ *All applicants will be means-tested.*

**measure** /'meʒə/ *noun* 1. a way of calculating size or quantity □ **as a measure of the company's performance** as a way of judging if the company's results are good or bad 2. a type of action □ **to take measures to prevent something happening** to act to stop something happening ■ *verb* □ **to measure the government's performance** to judge how well the government is doing

**measurement** /'meʒəmənt/ *noun* a way of judging something ○ *growth measurement* ○ *performance measurement* or *measurement of performance*

**measurement of profitability** /,meʒəmənt əv ,prɒfɪtə'bɪlɪti/ *noun* a way of calculating how profitable something is

**mechanic's lien** /mɪ,kænɪks 'li:ən/ *noun* US a lien on buildings or other property which can be enforced by workmen until they have been paid

**median** /'mi:diən/ *noun* the middle number in a list of numbers

**medical insurance** /'medɪk(ə)l ɪn-ʃʊərəns/ *noun* insurance which pays the cost of medical treatment, especially when someone is travelling abroad

**medium** /'mi:diəm/ *adjective* middle or average ○ *The company is of medium size.*

**medium-dated stocks** /,mi:diəm ,deɪtɪd 'stɒks/ *plural noun* same as **mediums**

**mediums** /'mi:diəmz/ *plural noun* government stocks which mature in seven to fifteen years' time

**medium-sized company** /,mi:diəm saɪzɪd 'kʌmp(ə)nɪ/ *noun* a company which has a turnover of less than £5.75m and does not employ more than 250 staff ○ *a medium-sized engineering company*

**medium-term** /'mi:diəm tɜ:m/ *adjective* referring to a point between short term and long term □ **medium-term forecast** a forecast for two or three years □ **medium-term loan** a bank loan for three to five years

**medium-term bond** /,mi:diəm tɜ:m 'bɒnd/ *noun* a bond which matures within five to fifteen years

**meet** /mi:t/ *verb* 1. to be satisfactory for something ○ *We must have a product which meets our requirements.* □ **we will try to meet your price** we will try to offer a price which is acceptable to you □ **they failed to meet the deadline** they were not able to complete in time 2. to pay for something ○ *The company will meet your expenses.* ○ *He was unable to meet his mortgage repayments.* (NOTE: **meeting – met**)

**meeting** /'mi:tiŋ/ *noun* an event at which a group of people come together in order to discuss matters of common interest to them □ **to hold a meeting** to organise a meeting of a group of people ○ *The meeting will be held in the committee room.* □ **to open a meeting** to start a meeting □ **to conduct a meeting** to be in the chair for a meeting □ **to close a meeting** to end a meeting □ **to address a meeting** to speak to a meeting □ **to put a resolution to a meeting** to ask a meeting to vote on a proposal

'...in proportion to your holding you have a stake in every aspect of the company, including a vote in the general meetings' [*Investors Chronicle*]

**mega-cap** /'megə kæp/ *noun* a share with the very highest capitalisation and growth. ♦ **cap, mid-cap, small-cap**

**member** /'membə/ *noun* 1. a person who belongs to a group, society or organisation ○ *Committee members voted on the proposal.* ○ *They were elected members of the board.* ○ *Every employer is a member of the employers' federation.* 2. a shareholder in a company 3. an organisation which belongs



to a larger organisation ○ *the member companies of a trade association* ○ *The member states of the EU.* ○ *The members of the United Nations.*

'...it will be the first opportunity for party members and trade union members to express their views on the tax package'  
[*Australian Financial Review*]

**member bank** /'membə bæŋk/ *noun* a bank which is part of the Federal Reserve system

**member firm** /'membə fɜ:m/ *noun* a stockbroking firm which is a member of a stock exchange

**member's agent** /'membəz ,eɪdʒənt/ *noun* a person who works on behalf of the names in a Lloyd's syndicate

**membership** /'membəʃɪp/ *noun* all the members of a group ○ *The union membership was asked to vote for the new president.*

'...the bargaining committee will recommend that its membership ratify the agreement at a meeting called for June' [*Toronto Star*]

**Member States** /'membə steɪts/ *plural noun* states which are members of an organisation such as the EU or the UN ○ *the member countries of the EU* ○ *the members of the United Nations* ○ *the member companies of a trade association*

**memorandum and articles of association** /meməˈrændəm ənd ,ɑ:tɪk(ə)lz əv ə,səʊsi'eɪʃ(ə)n/, **memorandum of association** /meməˈrændəm əv ə,səʊsi'eɪʃ(ə)n/ *noun* the legal documents which set up a limited company and give details of its name, aims, authorised share capital, conduct of meetings, appointment of directors and registered office

**mentee** /men'ti:z/ *noun* a less experienced employee who is offered special guidance and support by a respected and trusted person with more experience (a mentor)

**mentor** /'mentɔ:/ *noun* a person who is respected and trusted by a less experienced employee and offers special guidance and support to them

**mercantile** /'mɜ:kəntaɪl/ *adjective* commercial □ **mercantile country** a country which earns income from trade □ **mercantile law** laws relating to business

**mercantile agency** /,mɜ:kəntaɪl 'eɪdʒ(ə)nsi/ *noun* same as **credit-reference agency**

**mercantile agent** /'mɜ:kəntaɪl ,eɪdʒənt/ *noun* a person who sells on behalf of a business or another person and earns a commission

**mercantile marine** /,mɜ:kəntaɪl mə'ri:n/ *noun* all the commercial ships of a country

**merchant** /'mɜ:tʃənt/ *noun* a company, shop or other business which accepts a certain type of credit card for purchases

**merchant bank** /'mɜ:tʃənt bæŋk/ *noun* 1. a bank which arranges loans to companies, deals in international finance, buys and sells shares and launches new companies on the Stock Exchange, but does not provide normal banking services to the general public 2. *US* a bank which operates a credit card system (accepting payment on credit cards from retailers or 'merchants')

**merchant banker** /,mɜ:tʃənt 'bæŋkə/ *noun* a person who has a high position in a merchant bank

**merchant marine** /,mɜ:tʃənt mə'ri:n/, **merchant navy** /'mɜ:tʃənt 'nɜ:vɪ/ *noun* all the commercial ships of a country

**merchant number** /'mɜ:tʃənt ,nʌmbə/ *noun* a number of the merchant, printed at the top of the report slip when depositing credit card payments

**merge** /mɜ:dʒ/ *verb* to join together ○ *The two companies have merged.* ○ *The firm merged with its main competitor.*

**merger** /'mɜ:dʒə/ *noun* the joining together of two or more companies ○ *As a result of the merger, the company is now the largest in the field.*

**merger accounting** /'mɜ:dʒə ə- ,kaʊntɪŋ/ *noun* a way of presenting the accounts of a newly acquired company within the group accounts, so as to show it in the best possible light

**merit increase** /'merɪt ,ɪnkri:s/ *noun* an increase in pay given to an employee because his or her work is good

**merit rating** /'merɪt ,reɪtɪŋ/ *noun* the process of judging how well an employee works, so that payment can be according to merit

**metal** /'met(ə)/ *noun* a material (either an element or a compound) which can carry heat and electricity

COMMENT: Only some metals are traded as commodities: these are the base metals aluminium, copper, lead, nickel, tin, zinc (which are traded on the London Metal Exchange) and the precious metals gold, silver, platinum and palladium (which are traded on the London Bullion Market, COMEX, and other exchanges).

**method** /'meθəd/ *noun* a way of doing something ○ *They devised a new method of sending data.* ○ *What is the best method of payment?* ○ *His organising methods are out of date.* ○ *Their manufacturing methods or production methods are among the most modern in the country.*

**metical** /'metɪk(ə)/ *noun* a unit of currency used in Mozambique

**mezzanine class stock** /,metʒəni:n klɑ:s 'stɒk/ *noun* a type of common stock rated at a level below the top double-A or triple-A ratings

**mezzanine finance** /,metʒəni:n 'faɪnæns/ *noun* finance provided to a company after it has received start-up finance

COMMENT: Mezzanine finance is slightly less risky than start-up finance, since the company has usually already started trading; it is, however, unsecured. This type of finance is aimed at consolidating a company's trading position before it is floated on a stock exchange.

**MFN** *abbreviation* most favoured nation

**Mibtel** /'mɪbtel/ *noun* an index of share prices on the Milan stock exchange in Italy

**micro-** /maɪkrəʊ/ *prefix* very small

**micro-cap** /'maɪkrəʊ kæp/ *noun* a share in a company with very small capitalisation

**microeconomics** /'maɪkrəʊ i:kə-,nɒmɪks/ *plural noun* the study of the economics of people or single companies. Compare **macroeconomics** (NOTE: takes a singular verb)

**microfiche** /'maɪkrəʊ,fɪ:ʃ/ *noun* an index sheet, made of several microfilm photographs ○ *We hold our records on microfiche.*

**microfilm** /'maɪkrəʊfɪlm/ *noun* a roll of film on which a document is photographed in very small scale ○ *We hold our records on microfilm.* ■ *verb* to make a very small-scale photograph ○ *Send the 1998 correspondence to be microfilmed or for microfilming.*

**micropayments** /'maɪkrəʊ-,peɪmənts/ *plural noun* a technology developed to allow visitors to spend very small amounts of money (normally for information) on an Internet site

COMMENT: When people are purchasing goods or spending more than £5 on an Internet site, it is commercially viable for the retailer to accept payment by credit card or any other form of e-money. When people are being charged very small amounts (normally a few pence or cents) for information, it is not worth while collecting the payment from a standard credit card. Micropayments allow the retailer to debit the visitor's e-purse or bank account directly.

**mid-** /mɪd/ *prefix* middle □ **from mid 2001** from the middle of 2001 ○ *The factory is closed until mid-July.*

**mid-cap** /'mɪd kæp/, **midcap** *noun* a share in a company with medium-sized capitalisation (on the London Stock Exchange, a capitalisation of between £300m and £2.5bn)

**middle** /'mɪd(ə)/ *adjective* in the centre or between two points

**middle-income** /,mɪd(ə)l 'ɪŋkʌm/ *adjective* □ **people in the middle-income bracket** people with average incomes, not very high or very low

**middleman** /'mɪd(ə)l,mæn/ *noun* a person who negotiates with large companies on behalf of personal clients

**middle management** /,mɪd(ə)l 'mænɪdʒmənt/ *noun* department managers in a company, who carry out the policy set by the directors and organise the work of a group of employees

**middle price** /'mɪd(ə)l praɪs/ *noun* a price between the buying and selling price (usually shown in indices)

**middle rate** /'mɪd(ə)l reɪt/ *noun* an exchange rate between the buy and sell rates for a foreign currency

**mid-month** /'mɪd mʌnθ/ *adjective* which happens in the middle of the month ○ *mid-month accounts*

**mid-sized** /'mɪd saɪzd/, **midsize** /'mɪdsɑɪz/ *adjective* □ **mid-sized company** *US* a company which is larger than a small company but smaller than a large company

**mid-week** /'mɪd wɪ:k/ *adjective* which happens in the middle of a week  
○ *the mid-week lull in sales*

**mill** /mɪl/ *noun* one-fifth of a cent

**million** /'mɪljən/ *noun* number 1,000,000 ○ *The company lost £10 million in the African market.* ○ *Our turnover has risen to \$13.4 million.* ♦ **billion, trillion** (NOTE: Can be written **m** after figures: **\$5m** (say 'five million dollars.'))

**millionaire** /,mɪljə'neə/ *noun* a person who has more than one million pounds or dollars

**min** *abbreviation* **1.** minute **2.** minimum

**mini-** /mɪni/ *prefix* very small

**minibudget** /,mɪni'bʌdʒɪt/ *noun* an interim statement about financial plans from a finance minister

**minimum** /'mɪnɪməm/ *noun* the smallest possible quantity, price or number ○ *to keep expenses to a minimum* ○ *to reduce the risk of a loss to a minimum* (NOTE: The plural is **minima** or **miniums**.) ■ *adjective* smallest possible □ **minimum dividend** the smallest dividend which is legal and accepted by the shareholders □ **minimum payment** the smallest payment necessary □ **minimum quantity** the smallest quantity which is acceptable

**minimum balance** /,mɪnɪməm 'bæləns/ *noun* the smallest amount of money which must be kept in an account to qualify for the services provided

**Minimum Lending Rate** /,mɪnɪməm 'lendiŋ reɪt/ *noun* formerly, the rate at which the Bank of England used to lend to other banks (now called the 'base rate'). Abbreviation **MLR**

**minimum reserves** /,mɪnɪməm rɪ-'zɜ:vz/ *plural noun* the smallest amount of reserves which a commercial bank must hold with a central bank

**minimum wage** /,mɪnɪməm 'weɪdʒ/ *noun* the lowest hourly wage which a company can legally pay its employees

**mining** /'maɪnɪŋ/ ♦ **data mining**

**mining concession** /'maɪnɪŋ kən-,seɪʃ(ə)n/ *noun* the right to dig a mine on a piece of land

**minister** /'mɪnɪstə/ *noun* a member of a government who is in charge of a ministry ○ *a government minister* ○ *the Minister of Trade or the Trade Minister* ○ *the Minister of Foreign Affairs or the Foreign Minister*

COMMENT: In the US, heads of government departments are called **secretary**: **the Secretary for Commerce**. In the UK, heads of government departments are called **Secretary of State**: **the Secretary of State for Defence**.

**ministry** /'mɪnɪstri/ *noun* a department in the government ○ *a ministry official or an official from the ministry* ○ *She works in the Ministry of Finance or the Finance Ministry.* ○ *He is in charge of the Ministry of Information or of the Information Ministry.* (NOTE: In the UK and the USA, important ministries are called **departments**: **the Department of Trade and Industry, the Commerce Department.**)

**minor** /'maɪnə/ *adjective* less important ○ *Items of minor expenditure are not listed separately.* ○ *The minor shareholders voted against the proposal.* ■ *noun* a person less than eighteen years old

**minority** /maɪ'nɔrɪti/ *noun* **1.** a number or quantity which is less than half of the total ○ *A minority of board members opposed the chairman.* ○ *A minority of the union members opposed the motion.* □ **in the minority** being fewer than half ○ *Good salesmen are in the minority in our sales team.* **2.** a section of the population from a specific racial group, which does not make up the majority of the population

**minority shareholder** /maɪ,nɔrətɪ ,ʃeə'həʊldə/ *noun* a person who owns a group of shares but less than half of the shares in a company

**minority shareholding** /maɪ,nɔrətɪ 'ʃeəhəʊldɪŋ/ *noun* a group of shares which are less than half the total ○ *He acquired a minority shareholding in the company.*

**mint** /mɪnt/ *noun* a factory where coins are made ■ *verb* to make coins

**minus** /'maɪnəs/ *preposition, adverb* less, without ○ *Net salary is gross salary minus tax and National Insurance deductions.* ○ *Gross profit is sales minus production costs.* ■ *adjective* □ **the accounts show a minus figure** the accounts show that more has been spent than has been received ■ *noun* a printed sign (-) showing a loss or decrease ○ *At the end of the day the index showed a series of minuses, with very few pluses.*

**minus factor** /'maɪnəs ˌfæktə/ *noun* an unfavourable factor ○ *To have lost sales in the best quarter of the year is a minus factor for the sales team.* (NOTE: The opposite is **plus**.)

**MIRAS** *abbreviation* mortgage interest relief at source

**mirror fund** /'mɪrə ˌfʌnd/ *noun* an investment trust where the manager also runs a unit trust with the same objectives

**misappropriate** /,mɪsə'prəʊpriət/ *verb* to use illegally money which is not yours, but with which you have been trusted

**misappropriation** /,mɪsə'prəʊpri-  
'eɪʃ(ə)n/ *noun* the illegal use of money by someone who is not the owner but who has been trusted to look after it

**miscalculate** /mɪs'kælkjuleɪt/ *verb* to calculate wrongly, or to make a mistake in calculating something ○ *The salesman miscalculated the discount, so we hardly broke even on the deal.*

**miscalculation** /mɪs,kælkju-  
'leɪʃ(ə)n/ *noun* a mistake in calculating

**miscount** *noun* /'mɪskaʊnt/ a mistake in counting ■ *verb* /mɪs'kaʊnt/ to count wrongly, or to make a mistake in counting something ○ *The shopkeeper miscounted, so we got twenty-five bars of chocolate instead of two dozen.*

**misfeasance** /mɪs'fi:z(ə)ns/ *noun* the offence of doing something in an improper way

**mismanage** /mɪs'mænɪdʒ/ *verb* to manage something badly ○ *The company had been badly mismanaged under the previous MD.*

**mismanagement** /mɪs-  
'mænɪdʒmənt/ *noun* bad management ○ *The company failed because of the chairman's mismanagement.*

**misrepresent** /,mɪsreprɪ'zent/ *verb* to report facts or what someone says wrongly ○ *Our spokesman was totally misrepresented in the Sunday papers.*

**misrepresentation** /,mɪsreprɪzen-  
'teɪʃ(ə)n/ *noun* **1.** the act of making a wrong statement in order to persuade someone to enter into a contract such as one for buying a product or service **2.** the act of wrongly reporting facts

**mistake** /mɪ'steɪk/ *noun* an act or decision which is wrong, or something that has been done wrongly ○ *It was a mistake to let him name his own salary.* ○ *There was a mistake in the address.* □ **to make a mistake** to do something wrong ○ *The shop made a mistake and sent the wrong items.* ○ *He made a mistake in addressing the letter.* □ **by mistake** in error, wrongly ○ *They sent the wrong items by mistake.* ○ *She put my letter into an envelope for the chairman by mistake.*

**misuse** /mɪs'ju:z/ *noun* a wrong use ○ *the misuse of funds or of assets*

**Mittelstand** *noun* the German word for the sector of medium-sized companies

**mixed** /mɪksd/ *adjective* **1.** made up of different sorts or of different types of things together **2.** neither good nor bad

'...prices closed on a mixed note after a moderately active trading session'  
[Financial Times]

**mixed economy** /mɪksd ɪ'kɒnəmi/ *noun* a system which contains both nationalised industries and private enterprise

**MMC** *abbreviation* Monopolies and Mergers Commission

**mobilise** /'məʊbɪlaɪz/, **mobilize** *verb* to bring things or people together and prepare them for action, especially to fight □ **to mobilise capital** to collect capital to support something □ **to mobilise resources to defend a takeover bid** to get the support of shareholders, etc., to stop a company being taken over

**mode** /məʊd/ *noun* a way of doing something □ **mode of payment** the way in which payment is made, e.g. cash or cheque

**model** /'mɒd(ə)/ *noun* **1.** a small copy of something made to show what it will look like when finished ○ *They showed us a model of the new office building.* **2.**

a style or type of product ○ *This is the latest model.* ○ *The model on display is last year's.* ○ *I drive a 2001 model Range Rover.* 3. a person whose job is to wear new clothes to show them to possible buyers 4. something which can be copied ○ *the Swedish model of industrial relations* 5. a description in the form of mathematical data ■ *adjective* which is a perfect example to be copied ○ *a model agreement* ■ *verb* to wear new clothes to show them to possible buyers ○ *She has decided on a career in modelling.* (NOTE: UK English is **modelling** – modelled, but the US spelling is **modeling** – modeled.)

**model risk** /'mɒd(ə)l rɪsk/ *noun* the possibility that a computer model used when investing may have a flaw which makes it function badly in extreme market conditions

**modem** /'mɒdəm/ *noun* a device which links a computer to a telephone line, allowing data to be sent from one computer to another

**modest** /'mɒdɪst/ *adjective* small ○ *Oil shares showed modest gains over the week's trading.*

**modified accounts** /,mɒdɪfaɪd ə-'kaʊntz/ *plural noun* less detailed annual accounts which can be deposited with the Registrar of Companies by small or medium-sized companies

**momentum** /məʊ'mentəm/ *noun* a movement upwards of share prices, suggesting that prices will continue to rise

**momentum investor** /məʊ-'mentəm ɪn'vestə/ *noun* an investor who buys shares which seem to be moving upwards

**monetarism** /'mɒnɪtə,rɪz(ə)m/ *noun* a theory that the amount of money in the economy affects the level of prices, so that inflation can be controlled by regulating money supply

**monetarist** /'mɒnɪtə,rɪst/ *noun* a person who believes in monetarism and acts accordingly ■ *adjective* according to monetarism ○ *monetarist theories*

**monetary** /'mɒnɪt(ə)rɪ/ *adjective* referring to money or currency

‘...the decision by the government to tighten monetary policy will push the annual inflation rate above the year's previous high’ [*Financial Times*]

‘...it is not surprising that the Fed started to ease monetary policy some months ago’ [*Sunday Times*]

‘...a draft report on changes in the international monetary system’ [*Wall Street Journal*]

**monetary control** /'mɒnɪt(ə)rɪ kən-ˌtrəʊl/ *noun* control of the money supply

**monetary policy** /,mɒnɪt(ə)rɪ 'pɒlsɪ/ *noun* the government's policy relating to finance, e.g. bank interest rates, taxes, government expenditure and borrowing

**Monetary Policy Committee** /,mɒnɪt(ə)rɪ 'pɒlsɪ kə,mɪtɪ/ *noun* a committee of the Bank of England, chaired by the Governor of the Bank, which has responsibility for setting interest rates independently of the British government. Its aim is to set rates with a view to keeping inflation at a certain level, and avoiding deflation. Abbreviation **MPC**

‘Its Monetary Policy Committee (MPC) gets an opportunity to reveal whether it is still affected by the Christmas spirit when it meets this Wednesday’ [*The Times*]

‘The Fed next meets to consider interest rates on February 3 and 4, just one day ahead of the February MPC meeting’ [*The Times*]

**monetary standard** /,mɒnɪt(ə)rɪ 'stændəd/ *noun* the fixing of a fixed exchange rate for a currency

**monetary targets** /,mɒnɪt(ə)rɪ 'tɑ:ɡɪt/ *plural noun* figures such as the money supply or the PSBR, which are given as targets by the government when setting out its budget for the forthcoming year

**monetary unit** /'mɒnɪt(ə)rɪ ,ju:nɪt/ *noun* a main item of currency of a country (a dollar, pound, yen, etc.)

**money** /'mʌni/ *noun* 1. coins and notes used for buying and selling □ **to earn money** to have a wage or salary □ **to earn good money** to have a large wage or salary □ **to lose money** to make a loss, not to make a profit □ **the company has been losing money for months** the company has been working at a loss for months □ **to get your money back** to make enough profit to cover your original investment □ **to make money** to make a profit □ **to put money into the bank** to deposit money into a bank account □ **to put money into a business** to invest money in a

business ○ *She put all her redundancy money into a shop.* □ **to put money down** to pay cash, especially as a deposit ○ *We put £25 down and paid the rest in instalments.* □ **money up front** payment in advance ○ *They are asking for £10,000 up front before they will consider the deal.* ○ *He had to put money up front before he could clinch the deal.* □ **they are worth a lot of money** they are valuable **2.** □ **in the money** referring to an option to buy at a lower price or to sell at a higher price than the share is currently at □ **out of the money** referring to an option to buy at a higher price or to sell at a lower price than a share is currently trading at

**money at call** /ˌmʌni ət 'kɔ:l/, **money on call** /ˌmʌni ɒn 'kɔ:l/ *noun* same as **call money**

**money-back guarantee** /ˌmʌni 'bæk ɡærən'ti:/, **money-back offer** /ˌmʌni 'bæk ɔfə/ *noun* a guarantee that money will be paid back to customers who are not satisfied with their purchases

**moneyback option** /ˌmʌni'bæk ɔpʃən/ *noun* an option that guarantees to return the premium if the option is not taken up

**money broker** /ˌmʌni ˌbrʊkə/ *noun* a dealer operating in the interbank and foreign exchange markets

**money-changer** /ˌmʌni ˌtʃeɪndʒə/ *noun* same as **changer**

**money laundering** /ˌmʌni ˌlɔ:ndəʊɪŋ/ *noun* the act of passing illegal money into the normal banking system

**moneylender** /ˌmʌniˌlendə/ *noun* a person who lends money at interest

**money lying idle** /ˌmʌni ˌlaɪɪŋ 'aɪd(ə)l/ *noun* money which is not being used to produce interest, which is not invested in business

**money-making** /ˌmʌni ˌmeɪkɪŋ/ *adjective* which makes money ○ *a money-making plan*

**money management** /ˌmʌni ˌmæniɪdʒmənt/ *noun* same as **fund management**

**money market** /ˌmʌni ˌmʌ:kɪt/ *noun* **1.** a place where large sums of money are lent or borrowed **2.** a market for buying and selling short-term loans

or financial instruments such as Treasury bills and CDs, which can be easily converted to cash ○ *The international money markets are nervous.*

**money market basis** /ˌmʌni ˌmʌ:kɪt ˌbeɪsɪs/ *noun* □ **on a money market basis** calculated on a year of 365 days

**money market fund** /ˌmʌni ˌmʌ:kɪt fʌnd/ *noun* an investment fund, which only invests in money market instruments

**money market instruments** /ˌmʌni ˌmʌ:kɪt ˌɪnstɹumənts/ *plural noun* short-term investments, such as CDs, which can be easily turned into cash and are traded on the money markets

**money order** /ˌmʌni ˌɔ:də/ *noun* a document which can be bought as a way of sending money through the post

**money purchase scheme** /ˌmʌni ˌpɜ:tʃɪs ski:m/ *noun* any pension scheme to which members make contributions which determine the final pension (as opposed to a 'final salary scheme' where the pension is a percentage of the final salary earned)

**money rates** /ˌmʌni reɪts/ *plural noun* rates of interest for borrowers or lenders

**money-spinner** /ˌmʌni ˌspɪnə/ *noun* an item which sells very well or which is very profitable ○ *The home-delivery service has proved to be a real money-spinner.*

**money supply** /ˌmʌni səˌplaɪ/ *noun* the amount of money which exists in a country

COMMENT: Money supply is believed by some to be at the centre of control of a country's economy. If money supply is tight (i.e. the government restricts the issue of new notes and reduces the possibility of lending) the amount of money available in the economy is reduced and thus may reduce spending. Money supply is calculated in various ways: **M0** (or narrow money supply), including coins and notes in circulation plus the deposits of commercial banks with the Bank of England; **M1**, including all coins and notes plus personal money in current accounts; **M2**, including coins and notes and personal money in current and deposit accounts; **M3**, including coins and notes,

personal money in current and deposit accounts, government deposits and deposits in currencies other than sterling (called **£M3** in Britain); **M4**, including M3 plus money on deposit in banks and Treasury bills; **M5**, the broadest measure, which is formed of M4 plus building society accounts and accounts with national savings. In the US, money supply also includes **L**, which is calculated as M3, plus Treasury bills, bonds and commercial paper.

**monies** /'mɒni:z/ *plural noun* sums of money ○ *monies owing to the company* ○ *to collect monies due*

**monitor** /'mɒnɪtə/ *noun* a screen on a computer ○ *He brought up the information on the monitor.* ■ *verb* to check or to examine how something is working ○ *He is monitoring the progress of sales.* ○ *How do you monitor the performance of the sales reps?*

**Monopolies and Mergers Commission** /mɒ'nɒpəlɪz ən 'mɜ:dʒəz kə,mɪʃ(ə)n/ *noun* a government organisation which examines takeover bids at the request of the Office of Fair Trading, to see if a successful bid would result in a monopoly and so harm the consumer by reducing competition. Abbreviation **MMC**

**monopoly** /mɒ'nɒpəlɪ/ *noun* a situation where one person or company is the only supplier of a particular product or service ○ *to be in a monopoly situation* ○ *The company has the monopoly of imports of Brazilian wine.* ○ *The factory has the absolute monopoly of jobs in the town.* (NOTE: The more usual US term is **trust**.)

**month** /mʌnθ/ *noun* one of twelve periods which make a year ○ *bills due at the end of the current month* ○ *The company pays him £100 a month.* ○ *She earns £2,000 a month.* □ **paid by the month** paid once each month □ **to give a customer two months' credit** to allow a customer to pay not immediately, but after two months

**month end** /mʌnθ 'end/ *noun* the end of a calendar month, when accounts have to be drawn up ○ *The accounts department are working on the month-end accounts.*

**monthly** /'mʌnθli/ *adjective* happening every month or which is received every month ○ *We get a monthly state-*

*ment from the bank.* ○ *She makes monthly payments to the credit card company.* ○ *He is paying for his car by monthly instalments.* ○ *My monthly salary cheque is late.* □ **monthly ticket** a ticket for travel which is good for one month □ **monthly statement** a statement sent to a customer at the end of each month, itemising transactions which have taken place in his or her account ■ *adverb* every month ○ *He asked if he could pay monthly by direct debit.* ○ *The account is credited monthly.*

**monthly sales report** /,mʌnθli 'seɪlz rɪ,pɔ:t/ *noun* a report made every month showing the number of items sold or the amount of money a company has received for selling stock

**Moody's Investors Service** /,mu:di:z ɪn'vestəz 'sɜ:vɪs/ *noun* an American rating organisation, which gives a rating showing the reliability of a debtor organisation (its ratings run from AAA to C). It also issues ratings on municipal bonds, running from MIG1 (the highest rating) to MIG4. † **Standard & Poor's**

**moonlight** /'mu:nlaɪt/ *verb* to do a second job for cash (often in the evening) as well as a regular job (*informal*)

**moonlighter** /'mu:nlaɪtə/ *noun* a person who moonlights

**moonlighting** /'mu:nlaɪtɪŋ/ *noun* the practice of doing a second job ○ *He makes thousands a year from moonlighting.*

**moratorium** /,mɒrə'tɔ:riəm/ *noun* a temporary stop to repayments of interest on loans or capital owed ○ *The banks called for a moratorium on payments.* (NOTE: The plural is **moratoria** or **moratoriums**.)

**Morningstar** /'mɔ:ɪnɪstɑ:/ *noun* US an agency which gives ratings to mutual funds

**mortality and expense risk charge** /mɔ:təlɪtɪ ən ɪk,spens 'rɪsk tʃɑ:dʒ/ *noun* an extra charge to pay on some annuities to guarantee that if the policyholder dies his heirs will receive a benefit, and also that the insurance company will be compensated for an annuitant who lives longer than he or she should according to the mortality tables. Also called **M&E fee**

**mortality rate** /mɔ:ˈtæləti reɪt/ *noun* the number of deaths occurring during a particular period, shown as a percentage of the total population

**mortgage** /ˈmɔ:ɡɪdʒ/ *noun* money lent on the security of a house or other property owned by the borrower, usually in order to enable the borrower to buy the property ○ *to buy a house with a £200,000 mortgage* □ **mortgage payments** money paid each month as interest on a mortgage, plus repayment of a small part of the capital borrowed □ **first mortgage** the main mortgage on a property □ **to pay off a mortgage** to pay back the principal and all the interest on a loan to buy a property □ **mortgage queue** a list of people waiting for mortgages ■ *verb* to use a property as security for a loan ○ *The house is mortgaged to the bank.* ○ *He mortgaged his house to set up in business.* □ **to foreclose on a mortgaged property** to sell a property because the owner cannot repay money which he or she has borrowed, using the property as security

‘...mortgage payments account for just 20 per cent of the average first-time buyer’s gross earnings against an average of 24 per cent during the past 15 years’ [*Times*]

‘...mortgage money is becoming tighter. Applications for mortgages are running at a high level and some building societies are introducing quotas’ [*Times*]

‘...for the first time since mortgage rates began falling a financial institution has raised charges on homeowner loans’ [*Globe and Mail (Toronto)*]

**mortgage arrears** /ˈmɔ:ɡɪdʒ əˈrɪəz/ *plural noun* mortgage payments which are due but have not been paid

**mortgage-backed securities** /ˈmɔ:ɡɪdʒ bækt sɪˈkjuəriətɪz/ *plural noun* shares which are backed by the security of a mortgage

**mortgage bank** /ˈmɔ:ɡɪdʒ bæŋk/ *noun* a bank which lends money to purchasers of properties, on the security of the property

**mortgage bond** /ˈmɔ:ɡɪdʒ bɒnd/ *noun* a certificate showing that a mortgage exists and that property is security for it

**mortgage broker** /ˈmɔ:ɡɪdʒ ˈbrəʊkə/ *noun* a person who arranges mortgages, by putting a borrower in touch with a possible lender

**mortgage debenture** /ˈmɔ:ɡɪdʒ dɪˌbentʃə/ *noun* a debenture where the lender can be repaid by selling the company’s property

**mortgagee** /mɔ:ɡəˈdʒi: / *noun* a person or company which lends money for someone to buy a property

**mortgage famine** /ˈmɔ:ɡɪdʒ ˌfæmɪn/ *noun* a situation where there is not enough money available to offer mortgages to house buyers

**mortgage interest relief** /ˈmɔ:ɡɪdʒ ˈɪntrəst rɪˌli:f/ *noun* a tax benefit which allows people to pay no tax on mortgage interest payments up to a certain level

**mortgage interest relief at source** /ˈmɔ:ɡɪdʒ ˌɪntrəst rɪˌli:f ət ˈsɔ:s/ *noun* a scheme by which the borrower may repay interest on a mortgage less the standard rate tax which he or she would otherwise have to pay on it (i.e. he or she does not pay the full interest and then reclaim the tax). Abbreviation **MIRAS**

**mortgage lender** /ˈmɔ:ɡɪdʒ ˌlendə/ *noun* a financial institution such as a bank or building society that lends money to people buying property

**mortgage portfolio** /ˈmɔ:ɡɪdʒ pɔ:ɪtˌfəʊliəʊ/ *noun* all the mortgages made by a bank or building society which have not been paid off

**mortgager** /ˈmɔ:ɡɪdʒə/, **mortgagor** *noun* a person who borrows money to buy a property

**mortgage refinancing** /ˈmɔ:ɡɪdʒ rɪˌfaɪnænsɪŋ/ *noun* the act of arranging to increase a mortgage on a property so as to pay for improvements to the property

**mortgage REIT** /ˈmɔ:ɡɪdʒ reɪt/ *noun* a trust which provides mortgages to property developers. Full form **mortgage Real Estate Investment Trust**

**mortgage relief** /ˈmɔ:ɡɪdʒ rɪˌli:f/ *noun* a reduction in tax on interest paid on a mortgage

**most favoured nation** /məʊst ˌfeɪvəd ˈneɪʃ(ə)n/ *noun* a foreign country to which the home country allows the best trade terms. Abbreviation **MFN**

**most-favoured-nation clause** /məʊst ˌfeɪvəd ˈneɪʃ(ə)n klɔ:z/ *noun* an agreement between two countries



that each will offer the best possible terms in commercial contracts

**motivation** /,məʊtɪ'veɪʃ(ə)n/ *noun* eagerness to work well or sell large quantities of a product

**mounting** /'maʊntɪŋ/ *adjective* increasing ○ *He resigned in the face of mounting pressure from the shareholders.* ○ *The company is faced with mounting debts.*

**mount up** /,maʊnt 'ʌp/ *verb* to increase rapidly ○ *Costs are mounting up.*

**move** /mu:v/ *verb* to propose formally that a motion be accepted by a meeting ○ *He moved that the accounts be agreed.* ○ *I move that the meeting should adjourn for ten minutes.*

**movement** /'mu:vmənt/ *noun* an act of changing position or going up or down ○ *movements in the money markets* ○ *cyclical movements of trade*

**movement of capital** /,mu:vmənt əv 'kæpɪt(ə)/ *noun* same as **capital flow**

**mover** /'mu:və/ *noun* a person who proposes a motion

**moving average** /,mu:vɪŋ 'æv(ə)rɪdʒ/ *noun* an average of share prices on a stock market, where the calculation is made over a period which moves forward regularly

COMMENT: The commonest are 100-day or 200-day averages, or 10- or 40-week moving averages. The average is calculated as the average figure for the whole period, and moves forward one day or week at a time. These averages are often used by chartists.

**MPC** *abbreviation* Monetary Policy Committee

**multi-** /mʌlti/ *prefix* referring to many things

**multicurrency** /,mʌltɪ'kʌrənsi/ *adjective* in several currencies □ **multicurrency loan** a loan in several currencies

**multilateral** /,mʌltɪ'læt(ə)rəl/ *adjective* between several organisations or countries ○ *a multilateral agreement* □ **multilateral trade** trade between several countries

**multilateral netting** /,mʌltɪ-'læt(ə)rəl 'netɪŋ/ *noun* a method of putting together sums from various sources into one currency (used by

groups of banks trading in several currencies at the same time)

**multi-manager fund** /mʌlti 'mænɪdʒə fʌnd/ *noun* a hedge fund which uses a wide portfolio of fund managers to produce a balanced exposure for relatively small investors. † **hedge fund, manager**

**multimillion** /,mʌltɪ'mɪljən/ *adjective* referring to several million pounds or dollars ○ *They signed a multimillion pound deal.*

**multimillionaire** /,mʌltɪmɪljə'neə/ *noun* a person who owns property or investments worth several million pounds or dollars

**multinational** /,mʌltɪ'næʃ(ə)nəl/ *noun, adjective* (a company) which has branches or subsidiary companies in several countries ○ *The company has been bought by one of the big multinationals.* Also called **transnational**

'...the number of multinational firms has mushroomed in the past two decades. As their sweep across the global economy accelerates, multinational firms are posing pressing issues for nations rich and poor, and those in between' [*Australian Financial Review*]

**multiple** /'mʌltɪp(ə)/ *adjective* many  
 ■ *noun* 1. □ **share on a multiple of 5** a share with a P or E ratio of 5 (i.e. 5 is the result when dividing the current market price by the earnings per share)  
 2. a company with stores in several different towns

'...many independents took advantage of the bank holiday period when the big multiples were closed' [*The Grocer*]

'...the multiple brought the price down to £2.49 in some stores. We had not agreed to this deal and they sold out very rapidly. When they reordered we would not give it to them. This kind of activity is bad for the brand and we cannot afford it' [*The Grocer*]

**multiple applications** /,mʌltɪp(ə)l ,æplɪ'keɪʃ(ə)nz/ *plural noun* several applications for a new issue of shares, made by the same person, but under different names (in some share issues, people making multiple applications may be prosecuted)

**multiple entry visa** /,mʌltɪp(ə)l 'entri ,vi:zə/ *noun* a visa which allows a visitor to enter a country many times

**multiple ownership** /,mʌltɪp(ə)l 'əʊnəʃɪp/ *noun* a situation where something is owned by several parties jointly

**multiple store** /'mʌltɪp(ə)l stɔː/ *noun* one store in a chain of stores

**multiplication** /,mʌltɪplɪ'keɪʃ(ə)n/ *noun* an act of multiplying

**multiplication sign** /,mʌltɪplɪ'keɪʃ(ə)n saɪn/ *noun* a sign (x) used to show that a number is being multiplied by another

**multiplier** /'mʌltɪplaiə/ *noun* a number which multiplies another, or a factor which tends to multiply something (as the effect of new expenditure on total income and reserves)

**multiply** /'mʌltɪplai/ *verb* **1.** to calculate the sum of various numbers added together a certain number of times ○ *If you multiply twelve by three you get thirty-six.* ○ *Square measurements are calculated by multiplying length by width.* **2.** to grow or to increase ○ *Profits multiplied in the boom years.*

**muni** /'mjuːni/ *noun* same as **municipal bond** (*informal*)

**municipal bond** /mjuː'nɪsɪp(ə)l bɒnd/ *noun* *US* a bond issued by a town or district (NOTE: The UK term is **local authority bond**.)

**municipal bond fund** /mjuː'nɪsɪp(ə)l bɒnd fʌnd/, **muni fund** /'mjuːni fʌnd/ *noun* *US* a fund invested in municipal bonds (NOTE: Usually called **munis**.)

**Murphy's law** /,mɜːfɪz 'lɔː/ *noun* a law, based on wide experience, which

says that in commercial life if something can go wrong it will go wrong, or that when you are thinking that things are going right, they will inevitably start to go wrong

**mutual** *adjective* /'mjuːtʃuəl/ belonging to two or more people ■ *noun* any commercial organisation owned by its members, such as a building society

**mutual association** /'mjuːtʃuəl ə-,səʊsɪeɪʃ(ə)n/ *noun* *US* a form of savings and loan association which is owned by its members

**mutual company** /'mjuːtʃuəl ,kʌmp(ə)ni/ *noun* same as **mutual insurance company**

**mutual fund** /'mjuːtʃuəl fʌnd/ *noun* an organisation which takes money from small investors and invests it in stocks and shares for them, the investment being in the form of shares in the fund (NOTE: The UK term is **unit trust**.)

**mutual insurance company** /,mjuːtʃuəl ɪn'fʊərəns ,kʌmp(ə)ni/ *noun* a company which belongs to insurance policy holders. Also called **mutual company**

**mutual savings bank** /,mjuːtʃuəl 'seɪvɪŋz bæŋk/ *noun* a savings bank which is owned by the customers who have deposits with it

**MVA** *abbreviation* **1.** market value added **2.** market value adjuster

## N

**N** *abbreviation* naira

**nail** /neɪl/ *noun* □ **to pay on the nail** to pay promptly, to pay rapidly

**naira** /'naɪrə/ *noun* a unit of currency used in Nigeria (NOTE: no plural; naira is usually written **N** before figures: **N2,000** say 'two thousand naira')

**naked** /'neɪkɪd/ *adjective* without any hedge or without any reserves to protect a position

**name** /neɪm/ *noun* **1.** the word used for referring to a person, animal or thing  
○ *I cannot remember the name of the managing director of Smith's Ltd.* ○ *His first name is John, but I am not sure of his other names.* □ **under the name of** using a particular name □ **trading under the name of 'Best Foods'** using the name 'Best Foods' as a commercial name, and not the name of the company **2.** a person who provides security for insurance arranged by a Lloyd's of London syndicate. ♦ **Lloyd's**

**named** /neɪmd/ *adjective* □ **the person named in the policy** the person whose name is given on an insurance policy as the person insured

**narrow market** /'nærəʊ 'mɑ:kɪt/ *noun* a market in a share where very few shares are available for sale, and where the price can vary sharply

**NASDAQ** /'næzdæk/ *abbreviation* a system which provides quotations via computer for the US electronic trading market, mainly in high tech stocks, and also for some large corporations listed on the NYSE, and publishes an index of stock price movements. Full form **National Association of Securities Dealers Automated Quotations system** (NOTE: The UK term is **SEAQ.**)

**nation** /'neɪʃ(ə)n/ *noun* a country and the people living in it

**national** /'næʃ(ə)nəl/ *adjective* referring to the whole of a particular country

**National Association of Securities Dealers Automated Quotations system** *noun* full form of **NASDAQ**

**national bank** /'næʃ(ə)nəl bæŋk/ *noun* *US* a bank which is chartered by the federal government and is part of the Federal Reserve system (as opposed to a 'state bank')

**national central bank** /,næʃ(ə)nəl ,sentrəl 'bæŋk/ *noun* one of central banks of the countries which form the eurozone, under the overall European Central Bank. Abbreviation **NCB**

**national currency** /,næʃ(ə)nəl 'kʌrənsi/ *noun* the official currency of a country, which is legal tender in that country

**National Debt** /,næʃ(ə)nəl 'det/ *noun* money borrowed by a government

**national income** /,næʃ(ə)nəl 'ɪnkʌm/ *noun* the value of income from the sales of goods and services in a country

**National Insurance contribution** /,næʃ(ə)nəl ɪn'ʃʊərəns kɒntrɪ- ,bjʊ:ʃ(ə)n/ *noun* a proportion of income paid each month by an employee and the employee's company to the National Insurance scheme which helps to fund sickness and unemployment benefit and state pensions. Abbreviation **NIC**

**nationalisation** /,næʃ(ə)nəlaɪ- 'zeɪʃ(ə)n/, **nationalization** *noun* the taking over of private industry by the state

**nationalise** /'næʃ(ə)nəlaɪz/, **nationalize** *verb* to put a privately-owned industry under state ownership and control ○ *The government is planning to nationalise the banking system.*

**nationalised industry** /,næʃ(ə)nə-  
ˌlaɪzd 'ɪndəstri/ *noun* an industry  
which was privately owned, but is now  
owned by the state

**nationality** /,næʃə'nælɪti/ *noun* the  
state of being a citizen of a particular  
country □ **he is of British nationality**  
he is a British citizen

**nationality declaration** /,næʃə-  
'næləti ˌdekləreɪʃ(ə)n/ *noun* a declara-  
tion on some share application forms  
that the applicant is of a certain  
nationality

**National Lottery** /,næʃ(ə)nəl  
'lɒtəri/ *noun* a British lottery which  
takes place twice a week

**national press** /,næʃ(ə)nəl 'pres/  
*noun* newspapers which sell in all parts  
of the country ○ *The new car has been  
advertised in the national press.*

**National Savings & Investments**  
/,næʃ(ə)nəl ˌseɪvɪŋz ənd ɪn-  
'vestmənts/ *noun* part of the Exche-  
quer, a savings scheme for small investors  
including savings certificates and  
premium bonds. Abbreviation **NS&I**

**National Savings certificates**  
/,næʃ(ə)nəl 'seɪvɪŋz sə,tɪfɪkət/ *plural*  
*noun* certificates showing that someone  
has invested in National Savings (the  
NS&I issues certificates with stated in-  
terest rates and stated maturity dates,  
usually five or ten years)

**NAV** *abbreviation* net asset value

**NB** *abbreviation* from a Latin phrase  
meaning 'note (this) well', i.e. pay at-  
tention to this. Full form **Nota bene**

**NCB** *abbreviation* national central  
bank

**NDIP** *abbreviation* non-deposit invest-  
ment product

**near-liquid asset** /nɪə ˌlɪkwɪd  
'æset/, **near money** /nɪə 'mʌni/ *noun*  
an asset which can easily be converted  
to cash

**negative** /'negətɪv/ *adjective* mean-  
ing 'no' □ **the answer was in the nega-  
tive** the answer was 'no'

**negative carry** /,negətɪv 'kæri/  
*noun* a deal where the cost of finance is  
more than the return on the capital used

**negative cash flow** /,negətɪv 'kæʃ  
fləʊ/ *noun* a situation where more  
money is going out of a company than is  
coming in

**negative equity** /,negətɪv 'ekwɪti/  
*noun* a situation where a house bought  
with a mortgage becomes less valuable  
than the money borrowed to buy it (be-  
cause of falling house prices)

**negative yield curve** /,negətɪv  
'jɪ:l d kɜ:v/ *noun* a situation where the  
yield on a long-term investment is less  
than that on a short-term investment

**neglected** /nɪ'glektɪd/ *adjective* not  
well looked after □ **neglected shares**  
shares which are not bought or sold of-  
ten ○ *Bank shares have been a ne-  
glected sector of the market this week.*

**neglected business** /nɪ'glektɪd  
'bɪznɪs/ *noun* a company which has not  
been actively run by its owners and  
could therefore do better

**negligence** /'neglɪdʒəns/ *noun* **1.** a  
lack of proper care or failure to carry out  
a duty (with the result that a person or  
property is harmed) **2.** the act of not do-  
ing a job properly when one is capable  
of doing it

**negligible** /'neglɪdʒɪb(ə)l/ *adjective*  
very small □ **shares of negligible value**  
shares which are considered by the in-  
come tax to have no value, because the  
company has ceased to exist. (Com-  
panies in receivership are not of negligi-  
ble value, though they may end up in  
that category.)

**negotiable** /nɪ'gəʊʃɪəb(ə)l/ *adjective*  
**1.** which can be transferred from one  
person to another or exchanged for cash  
□ **not negotiable** which cannot be ex-  
changed for cash □ **'not negotiable'**  
words written on a cheque to show that  
it can be paid only to a specific person □  
**negotiable cheque** a cheque made pay-  
able to bearer, i.e. to anyone who holds  
it **2.** which can be discussed so that an  
agreement is reached ○ *The employer's  
offer was not negotiable, so when it was  
turned down a strike seemed inevitable.*  
○ *All parts of the offer are negotiable,  
with the exception of the new manning  
levels.* ○ *The salary for the job is  
negotiable.*

...initial salary is negotiable around \$45,000  
per annum' [Australian Financial Review]

**negotiable certificate of deposit**  
/nɪ'gəʊʃɪəb(ə)l sə,tɪfɪkət əv dɪ'pɒzɪt/  
**negotiable CD** /nɪ'gəʊʃɪəb(ə)l ˌsi:  
'di:z/ *noun* a receipt issued by a bank for  
a large sum deposited with the bank,  
which acts as an interest-bearing deposit

**negotiable instrument** /nɪˌɡəʊʃiəb(ə)l 'ɪnstrəmənt/ *noun* a document which can be exchanged for cash, e.g. a bill of exchange or a cheque

**negotiable order of withdrawal** /nɪˌɡəʊʃiəb(ə)l ˌɔːdə əv wɪð'drɔːəl/ *adjective* a cheque written on a NOW account

**negotiable order of withdrawal account** /nɪˌɡəʊʃiəb(ə)l ˌɔːdə əv wɪð'drɔːəl əˌkaʊnt/ *noun* US full form of **NOW account**

**negotiable paper** /nɪˌɡəʊʃiəb(ə)l 'peɪpə/ *noun* a document which can be transferred from one owner to another for cash

**negotiate** /nɪˌɡəʊʃiət/ *verb* □ **to negotiate with someone** to discuss a problem or issue formally with someone, so as to reach an agreement ○ *The management refused to negotiate with the union.* □ **to negotiate terms and conditions or a contract** to discuss and agree the terms of a contract □ **he negotiated a £250,000 loan with the bank** he came to an agreement with the bank for a loan of £250,000

'...many of the large travel agency chains are able to negotiate even greater discounts' [*Duns Business Month*]

**negotiated commission** /nɪˌɡəʊʃiətid kə'mɪʃ(ə)n/ *noun* a commission agreed with an advertising agency before work starts, and which may be different from standard commissions

**negotiation** /nɪˌɡəʊʃi'eɪʃ(ə)n/ *noun* the discussion of terms and conditions in order to reach an agreement □ **contract under negotiation** a contract which is being discussed □ **a matter for negotiation** something which must be discussed before a decision is reached □ **to enter into or to start negotiations** to start discussing a problem □ **to resume negotiations** to start discussing a problem again, after talks have stopped for a time □ **to break off negotiations** to stop discussing a problem □ **to conduct negotiations** to negotiate □ **negotiations broke down after six hours** discussions stopped because no agreement was possible

'...after three days of tough negotiations, the company reached agreement with its 1,200 unionized workers' [*Toronto Star*]

**negotiator** /nɪˌɡəʊʃiətə/ *noun* **1.** a person who discusses a problem with the aim of achieving agreement between different people or groups of people □ **experienced union negotiator** a member of a union who has a lot of experience of discussing terms of employment with management **2.** a person who works in an estate agency

**nest egg** /'nest eg/ *noun* money which someone has saved over a period of time (usually kept in an interest-bearing account, and intended for use after retirement)

**net** /net/ *adjective* **1.** referring to a price, weight, pay, etc., after all deductions have been made **2.** □ **terms strictly net** payment has to be the full price, with no discount allowed ■ *verb* to make a true profit ○ *to net a profit of £10,000* (NOTE: **netting – netted**) □ **to net out** to balance debits and credits to give a net result

'...out of its earnings a company will pay a dividend. When shareholders receive this it will be net, that is it will have had tax deducted at 30 per cent' [*Investors Chronicle*]

**net asset value per share** /net ˌæset ˌvæljʊː pə 'ʃeə/ *noun* the value of a company calculated by dividing the shareholders' funds by the number of shares issued

**net borrowings** /net 'bɒrəʊɪŋz/ *plural noun* a company's borrowings, less any cash the company is holding in its bank accounts

**net cash flow** /net 'kæʃ fləʊ/ *noun* the difference between the money coming in and the money going out

**net change on the day** /net ˌtʃeɪndʒ ɒn ðə 'deɪ/ *adjective* the difference between the opening price of a share at the beginning of a day's trading and the closing price at the end

**net current assets** /net ˌkʌrənt ˌæsets/ *plural noun* the current assets of a company (cash and stocks) less any liabilities. Also called **net working capital**

**net dividend per share** /net ˌdɪvɪdend pə 'ʃeə/ *noun* the dividend per share after deduction of personal income tax

**net earnings** /net 'ɜːnɪŋz/ *plural noun* the total earnings of a business after tax and other deductions

**net income** /net 'ɪnkʌm/ *noun* a person's income which is left after taking away tax and other deductions

**net interest margin** /net 'ɪntrəst ,mɑ:dʒɪn/ *noun* the difference between what a bank receives in interest on loans and what it pays out in interest on deposits

**net loss** /net 'lɒs/ *noun* an actual loss, after deducting overheads

**net margin** /net 'mɑ:dʒɪn/ *noun* the percentage difference between received price and all costs, including overheads

**net price** /net 'praɪs/ *noun* the price of goods or services which cannot be reduced by a discount

**net profit** /net 'prɒfɪt/ *noun* the amount by which income from sales is larger than all expenditure. Also called **profit after tax**

**net receipts** /net rɪ'si:ts/ *plural noun* receipts after deducting commission, tax, discounts, etc.

**net return** /net rɪ'tʌ:n/ *noun* a return on an investment after tax has been paid

**net salary** /net 'sæləri/ *noun* the salary which is left after deducting tax and National Insurance contributions

**net sales** /net 'seɪlz/ *plural noun* the total amount of sales less damaged or returned items and discounts to retailers

**net weight** /net 'weɪt/ *noun* the weight of goods after deducting the packing material and container

**net working capital** /net ,wɜ:kɪŋ 'kæpɪt(ə)l/ *noun* same as **net current assets**

**net worth** /net 'wɜ:θ/ *noun* the value of all the property of a person or company after taking away what the person or company owes ○ *The upmarket product is targeted at individuals of high net worth.*

**net yield** /net 'jɪ:ld/ *noun* the profit from investments after deduction of tax

**neurolinguistic programming** /,njʊərəlɪŋgwɪstɪk 'prəʊgræmɪŋ/ *noun* a theory of behaviour and communication based on how people avoid change and how to help them to change. Abbreviation **NLP**

**new** /nju:/ *adjective* recent or not old □ **under new management** with a new owner

**new issue** /nju: 'ɪʃu:/ *noun* an issue of new shares to raise finance for a company

**new issue market** /nju: 'ɪʃu: ,mɑ:kɪt/ *noun* a market where companies can raise finance by issuing new shares, or by a flotation

**new issue sale** /nju: 'ɪʃu: seɪl/ *noun* a sale of a new issue of shares

**new issues department** /nju: 'ɪʃu:z dɪ,pɑ:t'mənt/ *noun* the section of a bank which deals with issues of new shares

**new money** /nju: 'mʌni/ *noun* finance provided by a new issue of shares or by the transfer of money from one account to another

**news agency** /'nju:z ,eɪdʒənsi/ *noun* an office which distributes news to newspapers and television stations

**new time** /'nju: taɪm/ *noun* the next account on a Stock Exchange (where sales in the last few days of the previous account are credited to the following account)

**New York Cotton Exchange** /,nju: jɔ:k 'kɒtən ɪks,tʃeɪndʒ/ *noun* a commodity exchange, based in New York, dealing in cotton and other commodities, and also in financial futures through the NYFE. Abbreviation **NYCE**

**New York Futures Exchange** /,nju: jɔ:k 'fju:tʃəz ɪks,tʃeɪndʒ/ *noun* a financial futures and options exchange, based in New York, part of the NYCE. Abbreviation **NYFE**

**New York Stock Exchange** /,nju: jɔ:k 'stɒk ɪks,tʃeɪndʒ/ *noun* the main US stock exchange, situated on Wall Street in New York. Abbreviation **NYSE**. Also called **Big Board**

**ngultrum** /əŋ'gʊltrəm/ *noun* a unit of currency used in Bhutan

**NIC** *abbreviation* National Insurance contributions

**niche** /ni:ʃ/ *noun* a special place in a market, occupied by one company (a 'niche company') ○ *They seem to have discovered a niche in the market.*

**niche bank** /'ni:ʃ bæŋk/ *noun* a specialised bank which deals only with certain types of customers or services

**niche company** /ni:ʃ 'kʌmp(ə)ni/ *noun* company specialising in a particu-

lar type of product or service, which occupies a market niche

**nickel** /'nɪk(ə)l/ *noun* **1.** a valuable metal traded on commodity exchanges, such as the London Metal Exchange **2.** US a five cent coin

**NIF** *abbreviation* note issuance facility

**night** /naɪt/ *noun* a period of time from evening to morning

**night rate** /'naɪt reɪt/ *noun* a cheap rate for telephone calls at night

**night safe** /'naɪt seɪf/ *noun* a safe in the outside wall of a bank, where money and documents can be deposited at night, using a special door

**Nikkei Average** /nɪ'keɪ ,æv(ə)rɪdʒ/ an index of prices on the Tokyo Stock Exchange, based on about 200 leading shares

**nil** /nɪl/ *noun* zero or nothing ○ *The advertising budget has been cut to nil.*

**nil paid shares** /,nɪl peɪd 'ʃeəz/ *plural noun* new shares which have not yet been paid for

**nil return** /nɪl rɪ'tʒ:ɪn/ *noun* a report showing no sales, income, tax, etc.

**NLP** *abbreviation* neurolinguistic programming

**No., No** *abbreviation* number

**no-claims bonus** /nəʊ 'kleɪmz ,bəʊnəs/ *noun* a lower premium paid because no claims have been made against the insurance policy

**no-load fund** /nəʊ 'ləʊd fʌnd/ *noun* a fund sold directly by the fund company, with low management charges and no commission to a broker

**nominal** /'nɒmɪn(ə)l/ *adjective* (of a payment) very small ○ *They are paying a nominal rent.* ○ *The employment agency makes a nominal charge for its services.*

**nominal capital** /,nɒmɪn(ə)l 'kæpɪt(ə)l/ *noun* the total of the face value of all the shares which a company is authorised to issue

**nominal interest rate** /,nɒmɪn(ə)l 'ɪntrəst reɪt/ *noun* an interest rate expressed as a percentage of the face value of a bond, not on its market value

**nominal ledger** /,nɒmɪn(ə)l 'ledʒə/ *noun* a book which records a company's transactions in the various accounts

**nominal value** /,nɒmɪn(ə)l 'vælju:z/ *noun* same as **face value**

**nominate** /'nɒmɪneɪt/ *verb* to suggest someone for a job □ **to nominate someone to a post** to appoint someone to a post without an election □ **to nominate someone as proxy** to name someone as your proxy

**nomination** /,nɒmɪ'neɪʃ(ə)n/ *noun* the act of nominating someone for a position

**nominee** /,nɒmɪ'ni:z/ *noun* a person who is nominated, especially someone who is appointed to deal with financial matters on your behalf

**nominee account** /,nɒmɪ'ni: ə ,kaʊnt/ *noun* an account held on behalf of someone

COMMENT: Shares can be purchased and held in nominee accounts so that the identity of the owner of the shares cannot be discovered easily.

**non-** /nɒn/ *prefix* not

**non-acceptance** /,nɒn ək'septəns/ *noun* a situation in which the person who is to pay a bill of exchange does not accept it

**non-bank** /'nɒn bæŋk/ *noun* a financial institution which is not a commercial bank according to the official definition (so an institution which only makes loans, and does not take deposits does not fall within the official definition of a bank and is not subject to the same regulations)

**noncash items** /,nɒn kæʃ 'aɪtəmz/ *plural noun* cheques, drafts and similar items which are not in the form of cash

**noncompete agreement** /,nɒnkəm'pɪt ə ,grɪ:mə:nt/ *noun* US a type of contract of employment by which an employee guarantees that he will not work for a competing firm after leaving his or her job

**nondeductible** /,nɒndɪ'dʌktɪb(ə)l/ *adjective* which cannot be deducted from income tax

**non-delivery** /nɒn dɪ'lvɪ(ə)rɪ/ *noun* the failure to deliver goods that have been ordered

**non-deposit investment product** /nɒndɪ,pɒzɪt ɪn'vestmənt ,prɒdʌkt/ *noun* US any investment, such as securities or mutual funds, which is not insured by the FDIC. Abbreviation **NDIP**

**non-durables** /nɒn 'dʒʊərəb(ə)lz/,  
**non-durable goods** /nɒn 'dʒʊərəb(ə)l  
 ɡʊdz/ *plural noun* goods which are used  
 up soon after they have been bought,  
 e.g. food or newspapers

**non-exec** /,nɒnɪg'zek/ *noun* same as  
**non-executive director**

**non-executive director** /nɒn ɪg-  
 ,zekjʊtɪv daɪ'rektə/ *noun* a director  
 who attends board meetings and gives  
 advice, but does not work full-time for  
 the company. Also called **outside**  
**director**

COMMENT: Non-executive directors keep  
 an eye on the way the company is run,  
 and in particular make sure that the execu-  
 tive directors are doing their work prop-  
 erly. They may also intervene in disputes  
 between directors, or between sharehold-  
 ers and directors.

**non-feasance** /nɒn'fi:z(ə)ns/ *noun*  
 failure to do something which should be  
 done by law

**non-interest** /nɒn'ɪntrəst/ *noun* a  
 bank's income from fees and charges, as  
 opposed to income from interest

**non-legal** /nɒn'li:g(ə)l/ *adjective* not  
 legal

**non-legal investment** /nɒn,li:g(ə)l  
 ɪn'vestmənt/ *noun* US an investment  
 which is not on the legal list, and which  
 a bank cannot invest in

**nonmember bank** /nɒn'membə  
 bæŋk/ *noun* US a bank which is not a  
 member of the Federal Reserve System

**non-negotiable instrument** /nɒn  
 ni,ɡəʊʃəb(ə)l 'ɪnstrʊmənt/ *noun* a  
 document which cannot be exchanged  
 for cash, e.g. a crossed cheque

**non-payment** /nɒn 'peɪmənt/ *noun*  
 □ **non-payment of a debt** the act of not  
 paying a debt that is due

**non-performing loan** /nɒn pɜ:-  
 ,fɔ:ɪnɪŋ 'ləʊn/ *noun* US a loan where  
 the borrower is not likely to pay any in-  
 terest nor to repay the principal (as in  
 the case of loans to Third World coun-  
 tries by western banks)

**non-profit-making organisation**  
 /'nɒn'prɒfɪt'meɪkɪŋ ɔ:ɡənə'zeɪʃən/,  
**non-profit organisation** /nɒn 'prɒfɪt  
 ɔ:ɡənə'zeɪʃ(ə)n/ *noun* an organisation  
 (such as a club) which is not al-  
 lowed by law to make a profit ○  
*Non-profit-making organisations are*

*exempted from tax.* (NOTE: Non-profit  
 organisations include charities, profes-  
 sional associations, trade unions, and  
 religious, arts, community, research,  
 and campaigning bodies. The US term  
 is **non-profit corporation**.)

**non-recurring items** /nɒn rɪ,kɜ:ɪŋ  
 'aɪtəmz/ *plural noun* special items in a  
 set of accounts which appear only once

**non-refundable** /nɒn rɪ'fʌndəb(ə)l/  
*adjective* which will not be refunded ○  
*You will be asked to make a*  
*non-refundable deposit.*

**nonregulated** /nɒn'regjuːlətɪd/ *ad-*  
*jective* which is not subject to govern-  
 ment regulations ○ *a nonregulated*  
*subsidiary that builds and manages en-*  
*ergy projects for industrial customers* ○  
*The banking industry was totally*  
*nonregulated in the nineteenth century.*

**non-resident** /nɒn 'rezɪdənt/; /nɒn  
 'rezɪd(ə)nt/ *noun, adjective* (a person)  
 who is not considered a resident of a  
 country for tax purposes ○ *He has a*  
*non-resident bank account.*

**non-statutory** /nɒn 'stætʃʊt(ə)rɪ/  
*adjective* not covered by legislation

**non-sufficient funds** /nɒn sə-  
 ,fɪʃənt 'fʌndz/ *noun* US not enough  
 money in a bank account to pay a  
 cheque drawn on that account. Abbrevi-  
 ation **NSF**. Also called **insufficient**  
**funds, not sufficient funds**

**non-taxable** /nɒn 'tæksəb(ə)l/ *ad-*  
*jective* which is not subject to tax ○  
*non-taxable income* ○ *Lottery prizes are*  
*non-taxable.*

**non-voting shares** /nɒn 'vəʊtɪŋ  
 ʃeəz/ *plural noun* shares which do not  
 allow the shareholder to vote at meet-  
 ings (also called 'A' shares)

**normal working week** /,nɔ:m(ə)l  
 'wɜ:kɪŋ wi:k/ *noun* the usual number  
 of hours worked per week ○ *Even*  
*though she is a freelance, she works a*  
*normal working week.*

**nostro account** /'nɒstrəʊ ə,kəʊnt/  
*noun* an account which a bank has with  
 a correspondent bank in another coun-  
 try. ♦ **vostro account**

**notary public** /,nəʊtəri 'pʌblɪk/  
*noun* a lawyer who has the authority to  
 witness documents and spoken state-  
 ments, making them official (NOTE: The  
 plural is **notaries public**.)



**note** /nəʊt/ *noun* **1.** a short document or piece of writing, or a short piece of information ○ *to send someone a note* ○ *I left a note on her desk.* □ **notes to the accounts** notes attached to a company's accounts by the auditors to explain items in the accounts or to explain the principles of accounting used **2.** same as **banknote** ■ *verb* to notice an advertisement in a publication but not necessarily read or understand it

**note issuance facility** /nəʊt 'ɪʃuəns fə, sɪlɪti/ *noun* a credit facility where a company obtains a loan underwritten by banks and can issue a series of short-term eurocurrency notes to replace others which have expired. Abbreviation **NIF**

**note of hand** /,nəʊt əv 'hænd/ *noun* a document stating that someone promises to pay an amount of money on a certain date

**notice** /'nəʊtɪs/ *noun* **1.** a piece of written information ○ *The company secretary pinned up a notice about the pension scheme.* **2.** an official warning that a contract is going to end or that terms are going to be changed □ **until further notice** until different instructions are given ○ *You must pay £200 on the 30th of each month until further notice.* **3.** the time allowed before something takes place ○ *We require three months' notice* □ **at short notice** with very little warning ○ *The bank manager will not see anyone at short notice.* □ **you must give seven days' notice of withdrawal** you must ask to take money out of the account seven days before you want it

**notional** /'nəʊf(ə)n(ə)l/ *adjective* probable but not known exactly or not quantifiable

**notional income** /,nəʊf(ə)n(ə)l 'ɪnkʌm/ *noun* an invisible benefit which is not money or goods and services

**notional rent** /'nəʊf(ə)n(ə)l rent/ *noun* a sum put into accounts as rent where the company owns the building it is occupying and so does not pay an actual rent

**not sufficient funds** /,nɒt sə-, fɪʃ(ə)nt 'fʌndz/ *noun* *US* same as **non-sufficient funds.** abbreviation **NSF**

**nought** /nɔ:t/ *noun* the figure 0 ○ *A million pounds can be written as '£1m' or as one and six noughts.* (NOTE: **Nought** is commoner in UK English; in US English, **zero** is more usual.)

**novation** /nəʊ'veɪʃ(ə)n/ *noun* an agreement to change a contract by substituting a third party for one of the two original parties

**NOW account** /'nəʊ ə,kaʊnt/ *noun* *US* an interest-bearing account with a bank or savings and loan association, on which cheques (called 'negotiable orders of withdrawal') can be drawn. Full form **negotiable order of withdrawal account**

**NS&I** *abbreviation* National Savings & Investments

**NSF** *abbreviation* not sufficient funds or non-sufficient funds

**null** /nʌl/ *adjective* which cannot legally be enforced □ **the contract was declared null and void** the contract was said to be not valid

**number** /'nʌmbə/ *noun* **1.** a quantity of things or people ○ *The number of persons on the payroll has increased over the last year.* ○ *The number of days lost through strikes has fallen.* **2.** a printed or written figure that identifies a particular thing ○ *Please write your account number on the back of the cheque.* ○ *If you have a complaint to make, always quote the batch number.* ○ *He noted the cheque number in the ledger.* **3.** an amount in figures ■ *verb* to put a figure on a document ○ *to number an order* ○ *I refer to your invoice numbered 1234.*

**number cruncher** /'nʌmbə ,krʌntʃə/ *noun* a person who makes calculations involving large figures (*informal*)

**numbered account** /,nʌmbəd ə-'kaʊnt/ *noun* a bank account (usually in Switzerland) which is referred to only by a number, the name of the person holding it being kept secret

**numeric** /nju:'merɪk/, **numerical** /nju:'merɪk(ə)l/ *adjective* referring to numbers

**numerical order** /nju:'merɪk(ə)l 'ɔ:də/ *noun* an arrangement by numbers ○ *Put these invoices in numerical order.* □ **in numerical order** in the order of

figures, e.g. 1 before 2, 33 before 34 ○  
*Put these invoices in numerical order.*

**numeric data** /nju:,merɪk 'deɪtə/  
*noun* data in the form of figures

**numeric keypad** /nju:,merɪk  
'ki:pæd/ *noun* the part of a computer  
keyboard which is a programmable set  
of numbered keys

**NV** *abbreviation* a Dutch private limited company. Full form **naamloze venootschap**

**NYCE** *abbreviation* New York Cotton Exchange

**NYFE** *abbreviation* New York Futures Exchange

**NYSE** *abbreviation* New York Stock Exchange

# O

**OAC** *abbreviation* on approved credit

**O & M** *abbreviation* organisation and methods

**objective** /əb'dʒektɪv/ *noun* something which you hope to achieve ○ *The company has achieved its objectives.* ○ *We set the sales forces specific objectives.* ○ *Our recruitment objectives are to have well-qualified and well-placed staff.* □ **long-term or short-term objective** an aim which you hope to achieve within a few years or a few months ■ **adjective** considered from a general point of view rather than from that of the person involved ○ *You must be objective in assessing the performance of the staff.* ○ *They have been asked to carry out an objective survey of the market.* (NOTE: The opposite is **subjective**.)

**obligate** /'ɒblɪgeɪt/ *verb* □ **to be obligated to do something** to have a legal duty to do something

**obligation** /'ɒblɪ'ɡeɪʃ(ə)n/ *noun* **1.** a duty to do something ○ *There is no obligation to help out in another department* ○ *There is no obligation to buy.* □ **two weeks' free trial without obligation** the customer can try the item at home for two weeks without having to buy it at the end of the test □ **to be under an obligation to do something** to feel it is your duty to do something □ **he is under no contractual obligation to buy** he has signed no contract which forces him to buy □ **to fulfil your contractual obligations** to do what is stated in a contract **2.** a debt □ **to meet your obligations** to pay your debts

**o.b.o.** *abbreviation* or best offer

**occupational** /'ɒkjʊ'peɪʃ(ə)nəl/ *adjective* referring to a job

**occupational accident** /'ɒkjʊpeɪʃ(ə)nəl 'æksɪd(ə)nt/ *noun* an accident which takes place at work

**occupational pension** /'ɒkjʊpeɪʃ(ə)nəl 'penʃən/ *noun* a pension which is paid by the company by which a worker has been employed

**occupational pension scheme** /'ɒkjʊpeɪʃ(ə)nəl 'penʃən ski:m/ *noun* a pension scheme where the worker gets a pension from a fund set up by the company he or she has worked for, which is related to the salary he or she was earning. Also called **company pension scheme**

**occupier** /'ɒkjʊəriə/ *noun* a person who lives in a property

**odd** /ɒd/ *adjective* □ **a hundred odd** approximately one hundred □ **keep the odd change** keep the small change which is left over

**odd lot** /ɒd 'lɒt/ *noun* **1.** a group of miscellaneous items for sale at an auction **2.** a group of miscellaneous items, such as a small block of shares

**oddments** /'ɒdmənts/ *plural noun* left-over pieces of large items, sold separately

**OECD** *abbreviation* Organisation for Economic Co-operation and Development

...calling for a greater correlation between labour market policies, social policies and education and training, the OECD warned that long-term unemployment would remain unacceptably high without a reassessment of labour market trends' [*Australian Financial Review*]

**Oeic** *abbreviation* open-ended investment company

**OFEX** *noun* private trading facilities for buying and selling shares in companies which are not quoted on the London Stock Exchange

**off** /ɒf/ *adverb* **1.** taken away from a price ○ *We give 5% off for quick settlement.* **2.** lower than a previous price ○ *The shares closed 2% off.* ■ **preposition**

**1.** subtracted from ○ *to take £25 off the price* ○ *We give 10% off our normal prices.* **2.** not included □ **items off balance sheet or off balance sheet assets** financial items which do not appear in a company's balance sheet as assets (such as equipment acquired under an operating lease)

'...its stock closed Monday at \$21.875 a share in NYSE composite trading, off 56% from its high last July' [*Wall Street Journal*]

**off-balance-sheet financing** /ɒf ˌbæləns ʃi:t 'fainənsɪŋ/ *noun* financing by leasing equipment instead of buying it, so that it does not appear in the balance sheet as an asset

**offer** /'ɒfə/ *noun* **1.** a statement that you are willing to give or do something, especially to pay a specific amount of money to buy something ○ *to make an offer for a company* ○ *We made an offer of £10 a share.* ○ *We made a written offer for the house.* ○ *£1,000 is the best offer I can make.* ○ *We accepted an offer of £1,000 for the car.* □ **the house is under offer** someone has made an offer to buy the house and the offer has been accepted provisionally □ **we are open to offers** we are ready to discuss the price which we are asking □ **or near offer, US, or best offer** or an offer of a price which is slightly less than the price asked ○ *The car is for sale at £2,000 or near offer.* **2.** a statement that you are willing to sell something □ **on offer** for sale or available **3.** a statement that you are willing to employ someone □ **she received six offers of jobs or six job offers** six companies told her she could have a job with them **4.** a statement that a company is prepared to buy another company's shares and take the company over ■ **verb** **1.** to say that you are willing to do something ○ *We offered to go with them to the meeting.* □ **to offer someone a job** to tell someone that they can have a job in your company ○ *She was offered a directorship with Smith Ltd.* **2.** to say that you are willing to pay a specific amount of money for something ○ *to offer someone £100,000 for their house* ○ *She offered £10 a share.* **3.** to say that you are willing to sell something ○ *We offered the house for sale.* ○ *They are offering special prices on winter holidays in the USA.*

**offer document** /'ɒfə ˌdɒkjʊmənt/ *noun* a formal document where a com-

pany offers to buy shares at a certain price as part of a takeover bid

**offered market** /ˌɒfəd 'mɑ:kɪt/ *noun* a market where there are more sellers than buyers

**offered price** /ˌɒfəd 'praɪs/ *noun* a price at which shares are offered for sale by a marketmaker on the Stock Exchange (the opposite, i.e. the price at which an investor sells shares, is the 'bid price'; the difference between the two is the 'spread')

**offered rate** /ˌɒfəd 'reɪt/ *noun* a rate of interest at which banks are prepared to lend each other money

**offer for sale** /ˌɒfə fə 'seɪl/ *noun* a situation where a company advertises new shares for sale to the public as a way of launching itself on the Stock Exchange (NOTE: The other ways of launching a company are a 'tender' or a 'placing'.)

**offer for subscription** /ˌɒfə fə sʌb-'skrɪpʃ(ə)n/ *noun* a similar to an offer for sale, except there is a minimum level of subscription for the shares, and if this is not reached the offer is withdrawn

**offering** /'ɒf(ə)rɪŋ/ *noun* an action of stating that you are prepared to sell something at a certain price

'...shares of newly public companies posted their worst performance of the year last month as a spate of initial public offerings disappointed followers' [*Wall Street Journal*]

'...if the partnership supports a sale, a public offering of shares would be set for as early as the fourth quarter' [*Wall Street Journal*]

**offering circular** /'ɒf(ə)rɪŋ ˌsɜ:kjʊlə/ *noun* a document which gives information about a company whose shares are being sold to the public for the first time

**offer period** /'ɒfə ˌpɪəriəd/ *noun* a time during which a takeover bid for a company is open

**offer price** /'ɒfə praɪs/ *noun* the price at which investors buy new shares or units in a unit trust (the opposite, i.e. the selling price, is called the 'bid price'; the difference between the two is the 'spread')

**office** /'ɒfɪs/ *noun* **1.** a set of rooms where a company works or where business is done □ **for office use only** something which must only be used in an office **2.** a room where someone works

and does business ○ *Come into my office.* ○ *The human resources manager's office is on the third floor.* **3.** a government department **4.** a post or position ○ *She holds or performs the office of treasurer* □ **compensation for loss of office** payment to a director who is asked to leave a company before his contract ends

**office hours** /'ɒfɪs aʊəz/ *plural noun* the time when an office is open ○ *Do not make private phone calls during office hours.*

**Office of Fair Trading** /,ɒfɪs əv feə 'treɪdɪŋ/ *noun* a government department which protects consumers against unfair or illegal business. Abbreviation **OFT**

**Office of Management and Budget** /,ɒfɪs əv ,mænɪdʒmənt ən 'bʌdʒɪt/ *noun US* a government department which prepares the US federal budget. Abbreviation **OMB**

**Office of Thrift Supervision** /,ɒfɪs əv 'θrɪft su:pə,vɪz(ə)n/ *noun* a US government department which regulates the Savings and Loan Associations

**officer** /'ɒfɪsə/ *noun* a person who has an official position, especially an unpaid one in a club or other association ○ *The election of officers takes place next week.*

**office staff** /'ɒfɪs stɑ:f/ *noun* people who work in offices

**official** /ə'fɪʃ(ə)l/ *adjective* from a government department or organisation ○ *She went to France on official business.* ○ *He left official documents in his car.* ○ *She received an official letter of explanation.* □ **speaking in an official capacity** speaking officially □ **to go through official channels** to deal with officials, especially when making a request ■ *noun* a person working in a government department ○ *airport officials inspected the shipment* ○ *Government officials stopped the import licence.* □ **minor official** a person in a low position in a government department ○ *Some minor official tried to stop my request for building permission.*

**officialese** /ə,fɪʃə'li:z/ *noun* the language used in government documents which can be difficult to understand

**official exchange rate** /ə'fɪʃ(ə)l ɪks'tʃeɪndʒ reɪt/ *noun* an exchange

rate which is imposed by the government ○ *The official exchange rate is ten to the dollar, but you can get fifty on the black market.*

**official intervention** /ə,fɪʃ(ə)l ,ɪntə'venʃ(ə)n/ *noun* an attempt by a government to influence the exchange rate by buying or selling foreign currency

**Official List** /ə,fɪʃ(ə)l 'lɪst/ *noun* a daily publication by the London Stock Exchange of the highest and lowest prices recorded for each share during the trading session

**official market** /ə,fɪʃ(ə)l 'mɑ:kɪt/ *noun* the market in shares on the London Stock Exchange (as opposed to the grey market)

**official receiver** /ə,fɪʃ(ə)l rɪ'si:və/ *noun* a government official who is appointed to run a company which is in financial difficulties, to pay off its debts as far as possible and to close it down ○ *The company is in the hands of the official receiver.*

**official return** /ə,fɪʃ(ə)l rɪ'tɜ:n/ *noun* an official report

**officio** /ə'fɪʃɪəʊ/ *ex officio*

**offload** /ɒf'ləʊd/ *verb* to pass something which you do not want to someone else □ **to offload excess stock** to try to sell excess stock □ **to offload costs onto a subsidiary company** to try to get a subsidiary company to pay some charges so as to reduce tax

**offre publique d'achat** *noun* the French word for takeover bid. Abbreviation **OPA**

**offset** /ɒf'set/ *verb* to balance one thing against another so that they cancel each other out ○ *to offset losses against tax* ○ *Foreign exchange losses more than offset profits in the domestic market.* (NOTE: **offsetting** – **offset**)

**offshore** /'ɒfʃɔ:/ *adjective, adverb* **1.** on an island or in the sea near to land ○ *an offshore oil field* ○ *an offshore oil platform* **2.** on an island which is a tax haven **3.** based outside a country (especially in a tax haven)

**offshore account** /,ɒfʃɔ: ə'kaʊnt/ *noun* an account in a tax haven

**offshore banking** /,ɒfʃɔ: 'bæŋkɪŋ/ *noun* banking in a tax haven

**offshore fund** /ɔf fʌnd/ *noun* a fund which is based outside the UK, and usually in a country which has less strict taxation than in the UK, such as the Bahamas

**offshore investments** /ɔfʃɔ: ɪn-vestmənts/ *plural noun* investments which are sold and run by companies licensed in an offshore tax haven, such as Jersey, Guernsey or the Isle of Man

**off-the-job training** /ɔf ðə dʒɒb ˈtreɪnɪŋ/ *noun* training given to employees away from their place of work (such as at a college or school)

**off-the-shelf company** /ɔf ðə ˌʃelf ˈkʌmp(ə)ni/ *noun* a company which has already been registered by an accountant or lawyer, and which is ready for sale to someone who wants to set up a new company quickly

**OFT** *abbreviation* Office of Fair Trading

**oil-exporting country** /'ɔɪl ɪk-spɔ:ɪtɪŋ ˌkʌntri/ *noun* a country which produces oil and sells it to others

**oil-importing country** /ɔɪlɪm-ˈpɔ:ɪtɪŋ ˌkʌntri/ *noun* a country which imports oil

**oil-producing country** /ɔɪl prə-ˌdʒu:ɪtɪŋ ˌkʌntri/ *noun* a country which produces oil

**oil shares** /'ɔɪl ʃeəz/, **oils** /ɔɪlz/ *plural noun* shares in companies engaged in extracting or selling oil and petrol

**Old Lady of Threadneedle Street** /əʊld ˌleɪdi əv θredˈni:d(ə)l stri:t/ *noun* the Bank of England (*informal*)

**oligopoly** /ɒlɪˈɡɒpəli/ *noun* a situation where only a few sellers control the market ○ *An oligopoly means that prices can be kept high.*

**OMB** *abbreviation* Office of Management and Budget

**ombudsman** /'ɒmbʊdzmən/ *noun* an official who investigates complaints by the public against government departments or other large organisations

‘...radical changes to the disciplinary system, including appointing an ombudsman to review cases where complainants are not satisfied with the outcome, are proposed in a consultative paper the Institute of Chartered Accountants issued last month’ [*Accountancy*]

COMMENT: There are several ombudsmen: the main one is the Parliamentary

Commissioner, who is a civil servant and investigates complaints against government departments. The Banking Ombudsman, the Investment Ombudsman, the Building Societies Ombudsman, the Pensions Ombudsman and the Insurance Ombudsman are independent officials who investigate complaints by the public against banks, financial advisers, building societies, pension funds or insurance companies. They are all regulated by the Financial Services Authority.

**omission** /əʊˈmɪʃ(ə)n/ *noun* a thing which has been omitted, or the act of omitting something

**omit** /əʊˈmɪt/ *verb* not to do something ○ *He omitted to tell the managing director that he had lost the documents.* (NOTE: **omitting** – **omitted**) □ **to omit a dividend** *US* to pay no dividend in a certain year

**OMLX** *abbreviation* the London Securities & Derivatives Exchange

**on** /ɒn/ *preposition* **1.** being a member of a group ○ *to sit on a committee* ○ *She is on the boards of two companies.* ○ *We have 250 people on the payroll.* ○ *She is on our full-time staff.* **2.** in a certain way ○ *on a commercial basis* ○ *to buy something on approval* ○ *to buy a car on hire-purchase* ○ *to get a mortgage on easy terms* ○ *He is still on probation.* ○ *She is employed on very generous terms.* □ **on the understanding that** on condition that, provided that ○ *We accept the terms of the contract, on the understanding that it has to be ratified by our main board.* **3.** at a time ○ *The shop is closed on Wednesday afternoons.* ○ *We work 7 hours a day on weekdays.* ○ *The whole staff has the day off on May 24th.* **4.** doing something ○ *The director is on holiday.* ○ *She is in the States on business.* ○ *The switchboard operator is on duty from 6 to 9.*

**on approved credit** /ɒn əˈpru:vɪd ˈkredɪt/ *adjective* *US* showing that a bank loan has been made available to a client who has a good credit history. *Abbreviation* **OAC**

**oncosts** /'ɒnkoʊsts/ *plural noun* money spent in producing a product, which does not rise with the quantity of the product made. Also called **fixed costs**

**one-man business** /ɪˌwʌn mæn ˈbɪznɪs/, **one-man firm** /ɪˌwʌn mæn

'fɛ:m/, **one-man company** /ɪ,wʌn mæn 'kʌmp(ə)ni/ *noun* a business run by one person alone with no staff or partners

**one-off** /ɪ,wʌn 'ɒf/ *adjective* done or made only once ○ *one-off item* ○ *one-off deal* ○ *one-off payment*

**onerous** /'ɒnərəs/ *adjective* heavy, needing a lot of effort or money □ **the repayment terms are particularly onerous** the loan is particularly difficult to pay back

**one-sided** /wʌn 'saɪdɪd/ *adjective* which favours one side and not the other in a negotiation

**one-stop banking** /ɪ,wʌn stɒp 'bæŋkɪŋ/ *noun* a type of banking where a single organisation offers a whole range of services (including such things as mortgages, loans and pensions)

**one-stop shopping** /ɪ,wʌn stɒp 'ʃɒpɪŋ/ *noun* the practice of taking a range of financial services from a single organisation, e.g. from a bank which offers loans, mortgages, pensions and insurance as well as the normal personal banking services

**one-way ticket** /ɪ,wʌn weɪ 'tɪkɪt/ *noun* a ticket for a journey from one place to another

**one-way trade** /ɪ,wʌn weɪ 'treɪd/ *noun* a situation where one country sells to another, but does not buy anything in return

**one-year money** /ɪ,wʌn jɪə 'mʌni/ *noun* money placed for one year

**online** /ɒn'laɪn/; /'ɒnlaɪn/ *adjective, adverb* linked via a computer directly to another computer, a computer network or, especially, the Internet; on the Internet ○ *The sales office is online to the warehouse.* ○ *We get our data online from the stock control department.*

'...there may be a silver lining for 'clicks-and-mortar' stores that have both an online and a high street presence. Many of these are accepting returns of goods purchased online at their traditional stores. This is a service that may make them more popular as consumers become more experienced online shoppers' [*Financial Times*]

'...a survey found that even among experienced users – those who shop online at least once a month – about 10% abandoned a planned purchase because of annoying online delays and procedures' [*Financial Times*]

'...some online brokers failed to foresee the huge increase in private dealing and had problems coping with the rising volume. It has been the year when private investors were able to trade online quickly, cheaply, and on the whole, with little bother' [*Financial Times*]

**online banking** /ɒnlaɪn 'bæŋkɪŋ/ *noun* a system by which customers have bank accounts which they can access direct from their home computers, using the Internet, and can carry out operations such as checking on their account balance, paying invoices and receiving their salaries electronically

**online bill paying** /ɒnlaɪn 'bɪl ,peɪɪŋ/ *noun* a system of paying bills directly from an account using the Internet

**o.n.o.** *abbreviation* or near offer

**on-the-job training** /ɪ,ɒn ðə dʒɒb 'treɪnɪŋ/ *noun* training given to employees at their place of work

**on the side** /ɒn ðə 'saɪd/ *adverb* separate from your normal work, and hidden from your employer ○ *He works in an accountant's office, but he runs a construction company on the side.* ○ *Her salary is too small to live on, so the family lives on what she can make on the side.*

**OPA** *abbreviation* offre publique d'achat

**OPEC** /'əʊpek/ *abbreviation* Organisation of Petroleum Exporting Countries

**open** /'əʊpən/ *adjective* **1.** at work, not closed ○ *The store is open on Sunday mornings.* ○ *Our offices are open from 9 to 6.* ○ *They are open for business every day of the week.* **2.** ready to accept something □ **the job is open to all applicants** anyone can apply for the job □ **open to offers** ready to accept a reasonable offer □ **the company is open to offers for the empty factory** the company is ready to discuss an offer which is lower than the suggested price

■ **verb** **1.** to start a new business ○ *She has opened a shop in the High Street.* ○ *We have opened a branch in London.* **2.** to start work, to be at work ○ *The office opens at 9 a.m.* ○ *We open for business on Sundays.* **3.** to begin something □ **to open negotiations** to begin negotiating ○ *She opened the discussions with a description of the product.* ○ *The chairman opened the meeting at 10.30.* **4.** to set something up or make something available ○ *to open a bank account* ○ *to*

*open a line of credit* ○ *to open a loan* **5.**  
 □ **shares opened lower** share prices were lower at the beginning of the day's trading

'...after opening at 79.1 the index touched a peak of 79.2 and then drifted to a low of 78.8' [*Financial Times*]

**open account** /,iəpən ə'kaʊnt/ *noun* an account where the supplier offers the purchaser credit without security

**open cheque** /,iəpən 'tʃek/ *noun* same as **uncrossed cheque**

**open credit** /,iəpən 'kredit/ *noun* credit given to good customers without security

**open-end** /,iəpən 'end/ *verb* US to make a fund open-ended ■ *adjective* same as **open-ended**

**open-ended** /,iəpən 'endɪd/ *adjective* with no fixed limit or with some items not specified ○ *They signed an open-ended agreement.* ○ *The candidate was offered an open-ended contract with a good career plan.* (NOTE: The US term is **open-end.**)

**open-ended credit** /,iəpən ,endɪd 'kredit/ *noun* same as **revolving credit**

**open-ended fund** /,iəpən 'endɪd fʌnd/ *noun* a fund (such as a unit trust) where investors buy units, the money paid being invested in a range of securities (as opposed to a closed fund, such as an investment trust, where the investor buys shares in the trust company, and receives dividends)

**Open-ended investment company** /,iəpən ,endɪd ɪn'vestmənt ,kʌmp(ə)nɪ/ *noun* a new form of unit trust, in which the investor purchases shares at a single price, as opposed to the offer/bid pricing system used by ordinary unit trusts. Abbreviation **Oeic**

**opening** /'əʊp(ə)nɪŋ/ *noun* the act of starting a new business ○ *the opening of a new branch* ○ *the opening of a new market* or *of a new distribution network* ■ *adjective* being at the beginning, or the first of several

**opening balance** /'əʊp(ə)nɪŋ ,bæləns/ *noun* a balance at the beginning of an accounting period

**opening bid** /'əʊp(ə)nɪŋ bɪd/ *noun* the first bid at an auction

**opening entry** /'əʊp(ə)nɪŋ ,entri/ *noun* the first entry in an account

**opening hours** /'əʊp(ə)nɪŋ əʊz/ *plural noun* the hours when a shop or business is open

**opening price** /'əʊp(ə)nɪŋ praɪs/ *noun* a price at the start of a day's trading

**opening stock** /'əʊp(ə)nɪŋ stɒk/ *noun* the stock details at the beginning of an accounting period

**open market** /,iəpən 'mɑ:kit/ *noun* a market where anyone can buy or sell

**open market operation** /,iəpən 'mɑ:kit ɒpə'reɪʃ(ə)n/ *noun* a sale or purchase of government stock by ordinary investors, used by the government as a means of influencing money supply

**open outcry system** /,iəpən 'aʊtkraɪ ,sɪstəm/ *noun* a system of buying and selling used in some exchanges, where the brokers shout prices, offers or orders to each other

**open ticket** /,iəpən 'tɪkɪt/ *noun* a ticket which can be used on any date

**operate** /'ɒpəreɪt/ *verb* to do business, or to run a business or a machine

'...the company gets valuable restaurant locations which will be converted to the family-style restaurant chain that it operates and franchises throughout most parts of the US' [*Fortune*]

**operating** /'ɒpəreɪtɪŋ/ *noun* the general running of a business or of a machine

'...the company blamed over-capacity and competitive market conditions in Europe for a £14m operating loss last year' [*Financial Times*]

**operating budget** /'ɒpəreɪtɪŋ ,bʌdʒɪt/ *noun* a forecast of income and expenditure over a period of time

**operating costs** /'ɒpəreɪtɪŋ ,kɒsts/ *plural noun* the costs of the day-to-day activities of a company. Also called **operating expenses, running costs**

**operating income** /'ɒpəreɪtɪŋ ,ɪnkʌm/, **operating profit** /'ɒpəreɪtɪŋ ,prɒfɪt/ *noun* the profit made by a company in its usual business. Also called **operating earnings**

**operating loss** /'ɒpəreɪtɪŋ lɒs/ *noun* a loss made by a company in its usual business



**operating manual** /'ɒpəreɪtɪŋ ,mænjʊəl/ *noun* a book which shows how to work a machine

**operating system** /'ɒpəreɪtɪŋ ,sɪstəm/ *noun* the main program which operates a computer

**operation** /,ɒpə'reɪʃ(ə)n/ *noun* an activity or a piece of work, or the task of running something ○ *the company's operations in West Africa* ○ *He heads up the operations in Northern Europe.*

'...a leading manufacturer of business, industrial and commercial products requires a branch manager to head up its mid-western Canada operations based in Winnipeg' [*Globe and Mail (Toronto)*]

**operational** /,ɒpə'reɪʃ(ə)nəl/ *adjective* referring to the day-to-day activities of a business or to the way in which something is run

**operational budget** /,ɒpə'reɪʃ(ə)nəl 'bʌdʒɪt/ *noun* a forecast of expenditure on running a business

**operational costs** /,ɒpə'reɪʃ(ə)nəl 'kɒsts/ *noun* the costs of running a business

**operational gearing** /,ɒpə'reɪʃ(ə)nəl 'ɡɪərɪŋ/ *noun* a situation where a company has high fixed costs which are funded by borrowings

**operational planning** /,ɒpə'reɪʃ(ə)nəl 'plænɪŋ/ *noun* the planning of how a business is to be run

**operational research** /,ɒpə'reɪʃ(ə)nəl rɪ'sɜ:tʃ/ *noun* a study of a company's way of working to see if it can be made more efficient and profitable

**operations department** /,ɒpə'reɪʃ(ə)nɪz dɪ,pɑ:t'mənt/ *noun* the general administration department of a company

**operations review** /,ɒpə'reɪʃ(ə)nɪz rɪ'vju:/ *noun* an act of examining the way in which a company or department works to see how it can be made more efficient and profitable

**operator** /'ɒpəreɪtə/ *noun* **1.** a person who runs a business **2.** (*on the Stock Exchange*) a person who buys and sells shares hoping to make a quick profit

'...a number of block bookings by American tour operators have been cancelled' [*Economist*]

**OPM** *abbreviation* other people's money

**opportunity** /,ɒpə'tju:nɪti/ *noun* a chance to do something successfully

'...the group is currently undergoing a period of rapid expansion and this has created an exciting opportunity for a qualified accountant' [*Financial Times*]

**opportunity cost** /,ɒpə'tju:nɪti kɒst/ *noun* **1.** the cost of a business initiative in terms of profits that could have been gained through an alternative plan ○ *It's a good investment plan and we will not be deterred by the opportunity cost.* **2.** the value of another method of investment which could have been used, instead of the one adopted

**oppose** /ə'pəʊz/ *verb* to try to stop something happening; to vote against something ○ *A minority of board members opposed the motion.* ○ *We are all opposed to the takeover.* ○ *A minority of union members opposed the deal.*

**optimal** /'ɒptɪmə(ə)l/ *adjective* best

**optimism** /'ɒptɪmɪz(ə)m/ *noun* a state of mind in which you are sure that everything will work out well ○ *He has considerable optimism about sales possibilities in the Far East.*

**optimistic** /,ɒptɪ'mɪstɪk/ *adjective* feeling sure that everything will work out well □ **he takes an optimistic view of the exchange rate** he expects the exchange rate will go in his favour

**optimum** /'ɒptɪməm/ *adjective* best ○ *The market offers optimum conditions for sales.*

**option** /'ɒpʃən/ *noun* the opportunity to buy or sell something within a fixed period of time at a fixed price □ **to grant someone a six-month option on a product** to allow someone six months to decide if they want to manufacture the product □ **to take up an option or to exercise an option** to accept the option which has been offered and to put it into action ○ *They exercised their option or they took up their option to acquire sole marketing rights to the product.* □ **I want to leave my options open** I want to be able to decide what to do when the time is right □ **to take the soft option** to decide to do something which involves the least risk, effort or problems

**optional** /'ɒpʃ(ə)n(ə)l/ *adjective* which can be done or not done, taken or not taken, as a person chooses ○ *The insurance cover is optional.* ○ *Attendance at staff meetings is optional, although*

*the management encourages employees to attend.*

**option contract** /'ɒpʃən ,kɒntrækt/ *noun* a right to buy or sell shares at a fixed price

**option dealing** /'ɒpʃən ,di:ɪŋ/ *noun* buying and selling share options

**option holder** /'ɒpʃən ,həʊldə/ *noun* STOCK EXCHANGE a person who holds an option (i.e. who has bought an option)

**option to purchase** /,ɒpʃən tə 'pɜ:tʃɪs/ *noun* an option which gives someone the possibility to buy something within a period of time

**option to sell** /,ɒpʃən tə 'sel/ *noun* an option which gives someone the possibility to sell something within a period of time

**option trading** /'ɒpʃən ,treɪdɪŋ/ *noun* the business of buying and selling share options

**order** /'ɔ:də/ *noun* **1.** the way in which records such as filing cards or invoices are arranged ○ *in alphabetical or numerical order* **2.** an official request for goods to be supplied ○ *to give someone an order or to place an order with someone for twenty filing cabinets* ○ *The management ordered the workforce to leave the factory.* □ **to fill an order, to fulfil an order** to supply items which have been ordered ○ *We are so understaffed we cannot fulfil any more orders before Christmas.* □ **items available to order only** items which will be manufactured only if someone orders them □ **on order** ordered but not delivered ○ *This item is out of stock, but is on order.* **3.** a document which allows money to be paid to someone ○ *She sent us an order on the Chartered Bank.* **4.** (*Stock Exchange*) an instruction to a broker to buy or sell **5.** □ **pay to Mr Smith or order** pay money to Mr Smith or as he orders □ **pay to the order of Mr Smith** pay money directly to Mr Smith or to his account ■ *verb* to give an official request for something to be done or for something to be supplied ○ *to order twenty filing cabinets to be delivered to the warehouse*

**order book** /'ɔ:də bʊk/ *noun* a book which records orders received

**order cheque** /'ɔ:də tʃek/ *noun* a cheque which is paid to a named person

with the words 'or order' after the payee's name, showing that he can endorse it and pass it to someone else if he wishes

**order-driven system** /'ɔ:də ,drɪv(ə)n ,sɪstəm/, **order-driven market** /'ɔ:də ,drɪv(ə)n 'mɑ:kɪt/ *noun* a price system on a stock exchange, where prices vary according to the level of orders (as opposed to a 'quote-driven' system)

**order fulfilment** /'ɔ:də fʊl,fɪlmənt/ *noun* the process of supplying items which have been ordered

**order processing** /'ɔ:də ,prəʊsesɪŋ/ *noun* the work of dealing with orders

**ordinary** /'ɔ:d(ə)n(ə)rɪ/ *adjective* not special

**ordinary interest** /,ɔ:d(ə)n(ə)rɪ 'ɪntrəst/ *noun* annual interest calculated on the basis of 360 days (as opposed to 'exact interest' which is calculated on 365 days)

**ordinary member** /,ɔ:d(ə)n(ə)rɪ 'membəl/ *noun* a person who pays a subscription to belong to a group

**ordinary resolution** /,ɔ:d(ə)n(ə)rɪ ,rezə'lu:ʃ(ə)n/ *noun* a resolution put before an AGM, usually referring to some general procedural matter, and which requires a simple majority of votes to be accepted

**ordinary share capital** /,ɔ:d(ə)n(ə)rɪ 'ʃeə ,kæpɪt(ə)l/ *noun* the capital of a company in the form of money paid for ordinary shares

**ordinary shareholder** /,ɔ:d(ə)n(ə)rɪ 'ʃeəhəʊldə/ *noun* a person who owns ordinary shares in a company

**ordinary shares** /'ɔ:d(ə)n(ə)rɪ 'ʃeəz/ *plural noun* normal shares in a company, which have no special benefits or restrictions (NOTE: The US term is **common stock.**)

**organic growth** /ɔ: ,gæni:k 'grəʊθ/ *noun* same as **internal growth**

**organisation** /,ɔ:gənəɪ'zeɪʃ(ə)n/, **organization** *noun* **1.** a way of arranging something so that it works efficiently ○ *the organisation of the head office into departments* ○ *The chairman handles the organisation of the AGM.* ○ *The organisation of the group is too*

*centralised to be efficient.* **2.** a group or institution which is arranged for efficient work

'...working with a client base which includes many major commercial organizations and nationalized industries' [Times]

**organisa**ti**onal** /,ɔ:ɡənai-'zeɪf(ə)n(ə)l/, **organisa**ti**onal ad**je**ctive** referring to the way in which something is organised ○ *The paper gives a diagram of the company's organisa**ti**onal structure.*

**organisa**ti**onal chart** /,ɔ:ɡənai-'zeɪf(ə)n(ə)l tʃɑ:t/ **noun** a chart showing the hierarchical relationships between employees in a company

**organisa**ti**on and methods** /,ɔ:ɡənai'zeɪf(ə)n ən 'meθədz/ **noun** a process of examining how an office works, and suggesting how it can be made more efficient. Abbreviation **O & M**

**organisa**ti**on chart** /,ɔ:ɡənai-'zeɪf(ə)n tʃɑ:t/ **noun** same as **organisa**ti**onal chart**

**Organisa**ti**on for Economic Co-operation and Development** /,ɔ:ɡənai'zeɪf(ə)n fəɪ i:kə,nɒmɪk kəʊ-ɒpə'reɪf(ə)n ən di'veləpmənt/ **noun** an organisation representing the industrialised countries, aimed at encouraging international trade, wealth and employment in member countries. Abbreviation **OECD**

**organise** /'ɔ:ɡənəɪz/, **organize** **verb**  
**1.** to set up a system for doing something ○ *The company is organised into six profit centres.* ○ *The group is organised by sales areas.* **2.** to arrange something so that it works

'...we organize a rate with importers who have large orders and guarantee them space at a fixed rate so that they can plan their costs' [Lloyd's List]

**organise labour** /,ɔ:ɡənəɪzd 'leɪbə/ **noun** employees who are members of trade unions

'...governments are coming under increasing pressure from politicians, organized labour and business to stimulate economic growth' [Duns Business Month]

**Organization of Petroleum Exporting Countries** /,ɔ:ɡənai'zeɪf(ə)n əv pə'trəʊliəm ek-ˌspɔ:ɪtɪŋ 'kʌntriz/ **noun** a group of major countries who are producers and exporters of oil. Abbreviation **OPEC**

**originating fee** /ə'ɪrɪdʒɪneɪtɪŋ fi:z/, **origination fee** /ə'ɪrɪdʒɪ'neɪtɪ(ə)n fi:z/ **noun** *US* a front-end fee charged to cover the costs of dealing with an application for a loan

**orphan stock** /'ɔ:f(ə)n stɒk/ **noun** a neglected share, which is not often recommended by market analysts

**OTC** **abbreviation** over-the-counter

**other people's money** /,ʌðə ˌpi:p(ə)lz 'mʌni/ **noun** money that belongs to customers, clients or shareholders, i.e. not to the people who are using it or investing it. Abbreviation **OPM**

**ouguiya** /u:'gi:jə/ **noun** a unit of currency used in Mauritania

**ounce** /aʊns/ **noun** a measure of weight (= 28 grams) (NOTE: Usually written **oz** after figures: **25oz**. Note also that the ounce is now no longer officially used in the UK.)

**out** /aʊt/ **adverb** **1.** on strike ○ *The workers have been out on strike for four weeks.* ○ *As soon as the management made the offer, the staff came out.* ○ *The shop stewards called the workforce out.* **2.** □ **to be out** to be wrong in calculating something, or to be wrongly calculated ○ *the balance is £10 out* □ **we are £20,000 out in our calculations** we have £20,000 too much or too little **3.** *US* away from work because of illness (NOTE: The UK term for this sense is **off**.)

**outbid** /aʊt'bɪd/ **verb** to offer a better price than someone else ○ *We offered £100,000 for the warehouse, but another company outbid us.* (NOTE: **out-bidding** – **outbid**)

**outflow** /'aʊtfləʊ/ **noun** □ **outflow of capital from a country** capital which is sent out of a country for investment abroad

**outflows** /'aʊtfləʊz/ **plural noun** money withdrawn from a fund in which it was previously invested

**outgoings** /'aʊtɡəʊɪŋz/ **plural noun** money which is paid out

**outlay** /'aʊtleɪ/ **noun** money spent, expenditure □ **for a modest outlay** for a small sum ○ *For a modest outlay he was able to take control of the business.*

**outlook** /'aʊtlʊk/ **noun** a view of what is going to happen in the future ○ *The*

*economic outlook is not good.* ○ *The stock market outlook is worrying.*

'American demand has transformed the profit outlook for many European manufacturers' [*Duns Business Month*]

**out-of-date cheque** /,aʊt əv deɪt 'tʃek/ *noun* a cheque which has not been cleared because its date is too old, normally more than six months

**out-of-favour** *adjective, adverb* neglected, not liked (NOTE: The US spelling is **out-of-favor**.)

**out of pocket** /,aʊt əv 'pɒkɪt/ *adjective, adverb* having paid out money personally ○ *The deal has left me out of pocket.*

**out-of-pocket expenses** /,aʊt əv 'pɒkɪt ɪk'spensɪz/ *plural noun* an amount of money paid back to an employee who has spent his or her personal money on company business

**outperform** /,aʊtpə'fɔ:m/ *verb* to do better than other companies

'...on the fairly safe assumption that there is little to be gained in attempting to find the share or trust that outperforms everything else, there is every reason to buy an index-tracking fund' [*Money Observer*]

**outperformance** /,aʊtpə'fɔ:məns/ *noun* the fact of doing better than other companies

**output** /'aʊtpʊt/ *noun* the amount which a company, person or machine produces ○ *Output has increased by 10%.* ○ *25% of our output is exported.*

'...crude oil output plunged during the last month and is likely to remain near its present level for the near future' [*Wall Street Journal*]

**output per hour** /,aʊtpʊt pər 'aʊə/ *noun* the amount of something produced in one hour

**output tax** /'aʊtpʊt tæks/ *noun* VAT charged by a company on goods or services sold, and which the company pays to the government

**outright** /,aʊt'reɪt/ *adverb, adjective* completely

**outsell** /aʊt'sel/ *verb* to sell more than someone ○ *The company is easily out-selling its competitors.* (NOTE: **outselling** – **outsold**)

**outside** /'aʊtsaɪd/ *adjective, adverb*  
**1.** not in a company's office or building  
 □ **to send work to be done outside** to send work to be done in other offices **2.**

□ **outside office hours** not during office hours, when the office is not open

**outside dealer** /,aʊtsaɪd 'di:lə/ *noun* a person who is not a member of the Stock Exchange but is allowed to trade

**outside director** /,aʊtsaɪd dar-'rektə/ *noun* a director who is not employed by the company, a non-executive director

**outside line** /,aʊtsaɪd 'laɪn/ *noun* a line from an internal office telephone system to the main telephone exchange  
 ○ *You dial 9 to get an outside line.*

**outside office hours** /,aʊtsaɪd 'ɒfɪs aʊəz/ *adverb* when the office is not open

**outside shareholder** /,aʊtsaɪd 'ʃeəhəʊldə/ same as **minority shareholder**

**outside worker** /'aʊtsaɪd ,wɜ:kə/ *noun* an employee who does not work in a company's offices

**outstanding** /aʊt'stændɪŋ/ *adjective* not yet paid or completed □ **outstanding debts** debts which are waiting to be paid □ **outstanding orders** orders received but not yet supplied □ **what is the amount outstanding?** how much money is still owed? □ **matters outstanding from the previous meeting** questions which were not settled at the previous meeting

COMMENT: Note the difference between 'outstanding' and 'overdue'. If a debtor has 30 days credit, then his debts are outstanding until the end of the 30 days, and they only become overdue on the 31st day.

**outstanding cheque** /aʊt'stændɪŋ 'tʃek/ *noun* a cheque which has been written and therefore has been entered in the company's ledgers, but which has not been presented for payment and so has not been debited from the company's bank account

**outturn** /'aʊttɜ:n/ *noun* an amount produced by a country or company

**outvote** /aʊt'vəʊt/ *verb* to defeat someone in a vote □ **the chairman was outvoted** the majority voted against the chairman

**overall** /,əʊvər'ɔ:l/ *adjective* covering or including everything □ **the company reported an overall fall in profits** the

company reported a general fall in profits □ **overall plan** a plan which covers everything

**overall balance of payments** /,əʊvə'rɔ:l ,bæləns əv 'peɪmənts/ *noun* the total of current and long-term balance of payments

**overbook** /,əʊvə'bʊk/ *verb* to book more people than there are seats or rooms available ○ *The hotel or The flight was overbooked.*

**overbooking** /,əʊvə'bʊkɪŋ/ *noun* the act of taking more bookings than there are seats or rooms available

**overborrowed** /,əʊvə'bɔ:bəʊd/ *adjective* referring to a company which has very high borrowings compared to its assets, and has difficulty in meeting its interest payments

**overbought** /,əʊvə'bɔ:t/ *adjective* having bought too much □ **the market is overbought** prices on the stock market are too high, because there have been too many people wanting to buy

'...they said the market was overbought when the index was between 860 and 870 points' [Australian Financial Review]

**overcapacity** /,əʊvə'kæpəsɪti/ *noun* an unused capacity for producing something

'...with the present overcapacity situation in the airline industry the discounting of tickets is widespread' [Business Traveller]

**overcapitalised** /,əʊvə'kæpɪtəlaɪzd/, **overcapitalized** *adjective* referring to a company with more capital than it needs

**overcharge** *noun* /'əʊvətʃɑ:dʒ/ a charge which is higher than it should be ○ *to pay back an overcharge* ■ *verb* /,əʊvə'tʃɑ:dʒ/ to ask someone for too much money ○ *They overcharged us for our meals.* ○ *We asked for a refund because we'd been overcharged.*

**overdraft** /'əʊvədɹɑ:ft/ *noun* 1. an amount of money which a company or person can withdraw from a bank account, with the bank's permission, despite the fact that the account is empty ○ *The bank has allowed me an overdraft of £5,000.* (NOTE: The US term is **overdraft protection**.) □ **we have exceeded our overdraft facilities** we have taken out more than the overdraft allowed by the bank 2. *US* a negative amount of money in an account, i.e. a situation

where a cheque is more than the money in the account on which it is drawn

**overdraft facilities** /'əʊvədɹɑ:ft fə-,sɪlɪtɪz/ *plural noun* an arrangement with a bank to have an overdraft

**overdraft limit** /'əʊvədɹɑ:ft ,lɪmɪt/ *noun* a total which is agreed between the bank and a customer as the maximum amount the customer's account may be overdrawn

**overdraft protection** /'əʊvədɹɑ:ft prə'tekʃ(ə)n/ *noun* a system which protects a customer from overdrawing his account, either by switching money automatically from another account, or by offering a line of credit

**overdraw** /,əʊvə'drɔ:/ *verb* to take out more money from a bank account than there is in it

**overdue** /,əʊvə'dju:/ *adjective* which has not been paid on time □ **interest payments are three weeks overdue** interest payments which should have been made three weeks ago ♦ See note at **outstanding**

**overestimate** /,əʊvər'estɪmənt/ *verb* to think something is larger or worse than it really is ○ *He overestimated the amount of time needed to fit out the factory.* ○ *They overestimated the costs of moving the offices to central London.*

**overexposure** /,əʊvərɪks'pəʊʒə/ *noun* the fact of being too exposed to risky loans

**overextend** /,əʊvərɪk'stend/ *verb* □ **the company overextended itself** the company borrowed more money than its assets would allow

**overfunding** /,əʊvə'fʌndɪŋ/ *noun* a situation where the government borrows more money than it needs for expenditure, by selling too much government stock

**overgeared** /,əʊvə'gɪəd/ *adjective* referring to a company which has high borrowings in comparison to its assets

**overhang** *noun* a large quantity of shares or of a commodity or of unsold stock available for sale, which has the effect of depressing the market price ■ *verb* □ **to overhang the market** to be available for sale, and so depress the share price

**overhead budget** /,əʊvəhed 'bʌdʒɪt/ *noun* a plan of probable overhead costs

**overhead costs** /,əʊvəhed 'kɒsts/,  
**overhead expenses** /,əʊvəhed ɪk-'spensɪz/ *plural noun* same as **overheads**

**overheads** /'əʊvəhedz/ *plural noun* the indirect costs of the day-to-day running of a business, i.e. not money spent of producing goods, but money spent on such things as renting or maintaining buildings and machinery ○ *The sales revenue covers the manufacturing costs but not the overheads.* (NOTE: The usual US term is **overhead**.)

**overheating** /,əʊvə'hi:tiŋ/ *noun* a rise in industrial activity in an economy, leading to a rise in inflation (the economy is then said to be 'overheated')

**overnight** /,əʊvə'naɪt/ *adverb* from the evening of one day to the morning of the next

**overnight money** /,əʊvənait 'mʌni/ *noun* money deposited for less than 24 hours

**overnight repo** /,əʊvənait 'ri:pəʊ/ *noun* a repurchase agreement, where banks sell securities for cash and repurchase them the next day at a higher price (used by central banks as a means of regulating the money markets)

**overpaid** /,əʊvə'peɪd/ *adjective* paid too much ○ *Our staff are overpaid and underworked.*

**overpay** /,əʊvə'peɪ/ *verb* **1.** to pay too much to someone or for something ○ *We overpaid the invoice by \$245.* **2.** to pay an extra amount to reduce the total capital borrowed on a mortgage

**overpayment** /,əʊvə'peɪmənt/ *noun* **1.** an act of paying too much **2.** the payment of a lump sum to reduce the capital borrowed on a mortgage

**overrated** /,əʊvə'reɪtɪd/ *adjective* valued more highly than it should be ○ *The effect of the dollar on European business cannot be overrated.* ○ *Their 'first-class service' is very overrated.*

**overrider** /'əʊvəraɪdə/, **overriding commission** /'əʊvəraɪdɪŋ kə-,mɪʃ(ə)n/ *noun* a special extra commission which is above all other commissions

**overseas** *adjective* /'əʊvəsi:z/, *adverb* /,əʊvə'si:z/ across the sea, or to or in foreign countries ○ *Management trainees knew that they would be sent overseas to learn about the export markets.* ○ *Some workers are going overseas to find new jobs.* ■ *noun* /,əʊvə'si:z/ foreign countries ○ *The profits from overseas are far higher than those of the home division.*

**overseas division** /,əʊvəsi:z dɪ-'vɪʒ(ə)n/ *noun* the section of a company dealing with trade with other countries

**overseas funds** /,əʊvə'si:z fʌndz/ *plural noun* investment funds based in other countries

**overseas markets** /,əʊvə'si:z 'mɑ:kɪts/ *plural noun* markets in foreign countries

**overseas money order** /,əʊvəsi:z 'mʌni ɔ:də/ *noun* a money order in a foreign currency which is payable to someone living in a foreign country

**overseas trade** /,əʊvəsi:z 'treɪd/ *noun* same as **foreign trade**

**oversell** /,əʊvə'sel/ *verb* to sell more than you can produce □ **he is oversold** he has agreed to sell more product than he can produce □ **the market is oversold** stock-market prices are too low, because there have been too many sellers

**overspend** /,əʊvə'spend/ *verb* to spend too much □ **to overspend your budget** to spend more money than is allowed in your budget

**overspending** /,əʊvə'spendɪŋ/ *noun* the act of spending more than is allowed ○ *The board decided to limit the overspending by the production departments.*

**overstock** /,əʊvə'stɒk/ *verb* to have a bigger stock of something than is needed □ **to be overstocked with spare parts** to have too many spare parts in stock

'Cash paid for your stock: any quantity, any products, overstocked lines, factory seconds'  
[Australian Financial Review]

**overstocks** /'əʊvəstɒks/ *plural noun* US more stock than is needed to supply orders ○ *We will have to sell off the overstocks to make room in the warehouse.*

**oversubscribe** /,əʊvəsəb'skraɪb/ *verb* □ **the share offer was oversub-**

scribed **six times** people applied for six times as many new shares as were available

**oversubscription** /,ɒvəsəb-'skɪrɪʃ(ə)n/ *noun* a situation where people have subscribed for more shares in a new issue than are being issued

**over-the-counter** /,ɒvə ðə 'kaʊntə/ *adjective* involving shares which are not listed on the main Stock Exchange. Abbreviation **OTC**

**over-the-counter market** /,ɒvə ðə 'kaʊntə ,mɑ:kɪt/ *noun* a secondary market in shares which are not listed on the main Stock Exchange

**over-the-counter sales** /,ɒvə ðə 'kaʊntə ,seɪlz/ *plural noun* the legal selling of shares which are not listed in the official Stock Exchange list, usually carried out by telephone

**overtime** /'ɒvətɑɪm/ *noun* hours worked in addition to your normal working hours ○ *to work six hours' overtime* ○ *The overtime rate is one and a half times normal pay.* ■ *adverb* □ **to work overtime** to work longer hours than stated in the contract of employment

**overtime ban** /'ɒvətɑɪm bæn/ *noun* an order by a trade union which forbids overtime work by its members

**overtime pay** /'ɒvətɑɪm peɪ/ *noun* pay for extra time worked

**overtrading** /,ɒvə'treɪdɪŋ/ *noun* a situation where a company increases sales and production too much and too quickly, so that it runs short of cash

**overvalue** /,ɒvə'vælju:/ *verb* to give a higher value to something or someone than is right □ **these shares**

**are overvalued at £1.25** the shares are worth less than the £1.25 for which they are selling □ **the pound is overvalued against the dollar** the exchange rate gives too many dollars to the pound, considering the strength of the two countries' economies

'...the fact that sterling has been overvalued for the past three years shows that currencies can remain above their fair value for very long periods' [*Investors Chronicle*]

**owe** /əʊ/ *verb* to have to pay money ○ *He owes the bank £250,000.* □ **they still owe the company for the stock they purchased last year** they have still not paid for the stock

**owing** /'əʊɪŋ/ *adjective* which is owed ○ *money owing to the directors* ○ *How much is still owing to the company by its debtors?*

**own** /əʊn/ *verb* to have or to possess ○ *He owns 50% of the shares.*

**owner** /'əʊnə/ *noun* a person who owns something ○ *The owners of a company are its shareholders.* □ **goods sent at owner's risk** a situation where the owner has to insure the goods while they are being transported

**owner-occupier** /,əʊnə 'ɒkjʊpɪə/ *noun* a person who owns the property in which he or she lives

**owners' equity** /,əʊnəz 'ekwɪti/ *noun* a value of the shares in a company owned by the owners of the company

**ownership** /'əʊnəʃɪp/ *noun* the fact of owning something □ **the ownership of the company has passed to the banks** the banks have become owners of the company

**OZ** *abbreviation* ounce(s)

## P

**P\*** *symbol* US a measure of M2 shown as a ratio of the velocity of money, used as an indication of inflation

**P45** /,pi: fɔ:ti 'faɪv/ *noun* a form given to an employee who leaves a company, showing how much tax has been deducted from his or her salary

**p.a.** *abbreviation* per annum

**pa'anga** /'pɑ:ŋgə/ *noun* a unit of currency used in Tonga

**Pacific Rim** /pə,sɪfɪk 'rɪm/ *noun* the countries on the edge of the Pacific Ocean: especially Hong Kong, Japan, Korea, Malaysia, Singapore, Thailand and Taiwan

**package** /'pækɪdʒ/ *noun* a group of different items joined together in one deal

'...airlines offer special stopover rates and hotel packages to attract customers to certain routes' [*Business Traveller*]

'...the remuneration package will include an attractive salary, profit sharing and a company car' [*Times*]

'...airlines will book not only tickets but also hotels and car hire to provide a complete package' [*Business Traveller*]

**package deal** /'pækɪdʒ di:l/ *noun* an agreement which deals with several different items at the same time ○ *They agreed a package deal which involves the construction of the factory, training of staff and purchase of the product.*

**Pac-man** /'pæk mæn/ *noun* a method of defence against a takeover bid, where the target company threatens to take over the company which is trying to take it over

**paid** /peɪd/ *adjective* **1.** for which money has been given ○ *The invoice is marked 'paid'.* **2.** **paid holidays** holidays where the worker's wages are still paid even though he or she is not working **3.** referring to an amount which has been settled ○ *The order was sent car-*

*riage paid.* □ **paid bills** bills which have been settled

**paid assistant** /peɪd ə'sɪst(ə)nt/ *noun* an assistant who receives a salary

**paid-in capital** /,peɪd ɪn 'kæpɪt(ə)l/ *noun* capital in a business which has been provided by its shareholders (usually in the form of payments for shares above their par value)

**paid-up capital** /,peɪd ʌp 'kæpɪt(ə)l/, **paid-up share capital** /,peɪd ʌp 'ʃeə ,kæpɪt(ə)l/ *noun* an amount of money paid for the issued capital shares (it does not include called-up capital which has not yet been paid for)

**paid-up shares** /,peɪd ʌp 'ʃeəz/ *noun* shares which have been completely paid for by the shareholders

**palmtop** /'pɑ:mtɒp/ *noun* a very small computer which can be held in your hand and which usually has a character recognition screen instead of a keyboard

**PAN** *abbreviation* primary account number

**P&L** *abbreviation* profit and loss

**panel** /'pæn(ə)l/ *noun* **1.** a flat surface standing upright **2.** a group of people who give advice on a problem ○ *a panel of experts*

**panic** /'pænik/ *noun* a state of being very frightened □ **panic selling of sterling** a rush to sell sterling at any price because of possible devaluation

**panic buying** /'pænik ,baɪɪŋ/ *noun* a rush to buy something at any price because stocks may run out

**paper** /'peɪpə/ *noun* **1.** □ **on paper** in theory ○ *On paper the system is ideal, but we have to see it working before we will sign the contract.* **2.** a document which can represent money (e.g. a bill



of exchange or a promissory note) **3.** shares in the form of share certificates

**paperchase** /'peɪpə,tʃeɪs/ *noun* a takeover bid where the purchasing company issues large numbers of new shares to offer in exchange for the shares in the company being bought

**paper gain** /,peɪpə 'geɪn/ *noun* same as **paper profit**

'...the profits were tax-free and the interest on the loans they incurred qualified for income tax relief; the paper gains were rarely changed into spending money' [*Investors Chronicle*]

**paper loss** /,peɪpə 'lɒs/ *noun* a loss made when an asset has fallen in value but has not been sold

**paper millionaire** /,peɪpə ,mɪljə'neə/ *noun* a person who owns shares which, if sold, would be worth one million pounds or dollars

**paper money** /,peɪpə 'mʌni/ *noun* banknotes

**paper offer** /,peɪpə 'ɒfə/ *noun* a takeover bid, where the purchasing company offers its shares in exchange for shares in the company being taken over (as opposed to a cash offer)

**paper profit** /,peɪpə 'prɒfɪt/ *noun* a profit on an asset which has increased in price but has not been sold ○ *He is showing a paper profit of £25,000 on his investment.* Also called **paper gain**, **unrealised profit**

**paperwork** /'peɪpəwɜ:k/ *noun* office work, especially writing memos and filling in forms ○ *Exporting to Russia involves a large amount of paperwork.*

**par** /pɑ:/ *adjective* equal, at the same price □ **shares at par** shares whose market price is the same as their face value

**parallel markets** /,pærəlel 'mɑ:kɪts/ *plural noun* money markets, where institutions such as banks, or organisations such as local authorities, can lend or borrow money without having to go through the main money markets

**parameter** /pə'ræmɪtə/ *noun* a fixed limit ○ *The budget parameters are fixed by the finance director.* ○ *Spending by each department has to fall within certain parameters.*

**parcel of shares** /,pɑ:s(ə)l əv 'ʃeəz/ *noun* a group of shares (such as 50 or 100) which are sold as a group ○ *The shares are on offer in parcels of 50.*

**parcel rate** /'pɑ:s(ə)l reɪt/ *noun* the postage (calculated by weight) for sending a parcel

**parent company** /'peərənt ,kʌmp(ə)ni/ *noun* a company which owns more than 50% of the shares of another company

**Pareto's Law** /pə'reɪtəʊz lɔ:/, **Pareto Effect** /pə'reɪtəʊ ɪ'fekt/ *noun* the theory that incomes are distributed in the same way in all countries, whatever tax regime is in force, and that a small percentage of a total is responsible for a large proportion of value or resources. Also called **eighty/twenty law**

COMMENT: Also called the 80/20 law, because 80/20 is the normal ratio between majority and minority figures: so 20% of accounts produce 80% of turnover; 80% of GDP enriches 20% of the population, etc.

**pari passu** /,pæri 'pæsuz/ *adverb* a Latin phrase meaning 'equally' ○ *The new shares will rank pari passu with the existing ones.*

**Paris Club** /'pærɪs klʌb/ *noun* the Group of Ten, the major world economic powers working within the framework of the IMF (there are in fact eleven: Belgium, Canada, France, Germany, Italy, Japan, Netherlands, Sweden, Switzerland, United Kingdom and the United States. It is called the 'Paris Club' because its first meeting was in Paris)

**parity** /'pærɪti/ *noun* the fact of being at an equal level or price with something else

'...the draft report on changes in the international monetary system casts doubt about any return to fixed exchange-rate parities' [*Wall Street Journal*]

**Parkinson's law** /'pɑ:kɪnsənz lɔ:/ *noun* a law, based on wide experience, that in business the amount of work increases to fill the time available for it

**part** /pɑ:t/ *noun* □ **in part** not completely ○ *to contribute in part to the costs or to pay the costs in part*

**part delivery** /pɑ:t dɪ'lɪv(ə)ri/ *noun* a delivery that contains only some of the items in an order

**part exchange** /,pɑ:t ɪks'tʃeɪndʒ/ *noun* the act of giving an old product as part of the payment for a new one ○ *to take a car in part exchange*

**partial** /'pɑ:ʃ(ə)l/ *adjective* not complete □ **partial loss** a situation where only part of the insured property has been damaged or lost □ **he got partial compensation for the damage to his house** he was compensated for part of the damage

**participate** /pɑ:'tɪsɪpeɪt/ *verb* to take part in an activity or enterprise ○ *The staff are encouraged to participate actively in the company's decision-making processes.*

**participating preference shares** /pɑ:,tɪsɪpeɪtɪŋ 'pɹef(ə)rəns ʃeəz/, **participating preferred stock** /pɑ:,tɪsɪpeɪtɪŋ pɹɪfɜ:d 'stɒk/ *plural noun* preference shares which get an extra bonus dividend if company profits reach a certain level

**participation** /pɑ:,tɪsɪ'peɪʃ(ə)n/ *noun* the act of taking part ○ *The workers are demanding more participation in the company's affairs.* ○ *Participation helps to make an employee feel part of the organisation.*

**participation fee** /pɑ:,tɪsɪ'peɪʃ(ə)n fi:/ *noun* a fee paid to a bank for taking part in underwriting a loan

**participator** /pɑ:'tɪsɪpeɪtə/ *noun* a person who has an interest in a company (e.g. an ordinary or preference shareholder, a creditor or the owner of rights to shares)

**particular average** /pə,tɪkjələ 'æv(ə)rɪdʒ/ *noun* a situation where part of a shipment is lost or damaged and the insurance costs are borne by the owner of the lost goods and not shared among all the owners of the shipment

**partly** /'pɑ:tlɪ/ *adverb* not completely □ **partly-secured creditors** creditors whose debts are not fully covered by the value of the security

**partly-paid capital** /,pɑ:t(ə)li peɪd 'kæpɪt(ə)l/ *noun* a capital which represents partly-paid shares

**partly-paid up shares** /,pɑ:t(ə)li peɪd ʌp 'ʃeəz/, **partly-paid shares** /,pɑ:t(ə)li peɪd 'ʃeəz/ *plural noun* shares where the shareholders have not paid the full face value

**partner** /'pɑ:tnə/ *noun* a person who works in a business and has an equal share in it with other partners ○ *I became a partner in a firm of solicitors.*

**partnership** /'pɑ:tnəʃɪp/ *noun* an unregistered business where two or more people (but not more than twenty) share the risks and profits according to a partnership agreement ○ *to go into partnership with someone* ○ *to join with someone to form a partnership* □ **to offer someone a partnership, to take someone into partnership with you** to have a working business and bring someone in to share it with you □ **to dissolve a partnership** to bring a partnership to an end □ **to go into partnership with someone** to join with someone to form a partnership

**partnership agreement** /'pɑ:tnəʃɪp ə'grɪmənt/ *noun* a document setting up a partnership, giving the details of the business and the amount each partner is contributing to it. Also called **articles of partnership**

**part order** /pɑ:t 'ɔ:də/ *noun* same as **part delivery**

**part-owner** /pɑ:t 'əʊnə/ *noun* a person who owns something jointly with one or more other people ○ *I am part-owner of the restaurant.*

**part-ownership** /pɑ:t 'əʊnəʃɪp/ *noun* a situation where two or more persons own the same property

**part payment** /pɑ:t 'peɪmənt/ *noun* the paying of part of a whole payment ○ *I gave him £250 as part payment for the car.*

**part shipment** /pɑ:t 'ʃɪpmənt/ *noun* same as **part delivery**

**part-time** /,pɑ:t 'taɪm/ *adjective, adverb* not working for the whole working week ○ *a part-time worker* ○ *It is a part-time job that* ○ *We are looking for part-time staff to work our computers.* ○ *She only works part-time as she has small children to look after.*

**part-time work** /,pɑ:t taɪm 'wɜ:k/, **part-time employment** /,pɑ:t taɪm ɪm'plɔɪmənt/ *noun* work for part of a working week (officially, between 8 and 16 hours per week) ○ *He is trying to find part-time work when the children are in school.*

**party** /'pɑ:ti/ *noun* a person or organisation involved in a legal dispute or legal agreement ○ *How many parties are there to the contract?* ○ *The company is not a party to the agreement.*

**par value** /pɑ: 'vælju:/ *noun* same as **face value**

**pass** /pɑ:s/ *verb* **1.** □ **to pass a dividend** to pay no dividend in a certain year **2.** to approve something ○ *The finance director has to pass an invoice before it is sent out.* ○ *The loan has been passed by the board.* □ **to pass a resolution** to vote to agree to a resolution ○ *The meeting passed a proposal that salaries should be frozen.* **3.** to be successful in an examination or test ○ *He passed his typing test.* ○ *She has passed all her exams and now is a qualified accountant.*

**passbook** /'pɑ:sbʊk/ *noun* a book given by a bank or building society which shows money which you deposit or withdraw from your savings account or building society account

'...instead of customers having transactions recorded in their passbooks, they will present plastic cards and have the transactions printed out on a receipt' [*Australian Financial Review*]

**passbook account** /'pɑ:sbʊk ə-'kaʊnt/ *noun* an account which carries a passbook

**passive** /'pæsi:v/ *adjective* not taking any action

**passive investor** /,pæsi:v in'vestə/ *noun* same as **sleeping partner**

**passive stake** /'pæsi:v steik/ *noun* a shareholding where the shareholder takes no active part in running the company

**pass off** /,pɑ:s 'ɒf/ *verb* □ **to pass something off as something else** to pretend that something is another thing in order to cheat a customer ○ *She tried to pass off the wine as French, when in fact it came from outside the EU.*

**password** /'pɑ:swɜ:d/ *noun* a special word which a user has to give when carrying out operations on an account by phone

**pataca** /pə'tɑ:kə/ *noun* a unit of currency used in Macao

**patent** /'peɪtənt, 'pætənt/ *noun* an official document showing that a person has the exclusive right to make and sell an invention ○ *to take out a patent for a new type of light bulb* ○ *to apply for a patent for a new invention* □ 'patent applied for', 'patent pending' words on a product showing that the inventor has applied for a patent for it □ **to forfeit a**

**patent** to lose a patent because payments have not been made □ **to infringe a patent** to make and sell a product which works in the same way as a patented product and not pay a royalty for it □ **to file a patent application** to apply for a patent ■ *verb* □ **to patent an invention** to register an invention with the patent office to prevent other people from copying it

**patent agent** /'peɪtənt 'eɪdʒənt/ *noun* a person who advises on patents and applies for patents on behalf of clients

**patented** /'peɪtəntɪd, 'pætəntɪd/ *adjective* which is protected by a patent

**patent office** /'peɪtənt 'ɒfɪs/ *noun* a government office which grants patents and supervises them

**patent rights** /'peɪtənt raɪts/ *plural noun* the rights which an inventor holds because of a patent

**pathfinder** **prospectus** /'pɑ:θfaɪndə prə'spektəs/ *noun* a preliminary prospectus about a company which is going to be launched on the Stock Exchange, sent to potential major investors before the issue date, giving details of the company's background, but not giving the price at which shares will be sold

**pattern** /'pæt(ə)n/ *noun* the general way in which something usually happens ○ *The pattern of sales or The sales pattern is quite different this year.*

**pattern of trade** /,pæt(ə)n əv 'treɪd/ *noun* a general way in which trade is carried on ○ *The company's trading pattern shows high export sales in the first quarter and high home sales in the third quarter.*

**pawn** /pɔ:n/ *noun* □ **to put something in pawn** to leave a valuable object with someone in exchange for a loan which has to be repaid if you want to take back the object □ **to take something out of pawn** to repay the loan and so get back the object which has been pawned ■ *verb* □ **to pawn a watch** to leave a watch with a pawnbroker who gives a loan against it

**pawnbroker** /'pɔ:nbrəʊkə/ *noun* a person who lends money against the security of valuable objects

**pawnshop** /'pɔ:nʃɒp/ *noun* a pawnbroker's shop

**pawn ticket** /pɔ:n 'tɪkɪt/ *noun* a receipt given by the pawnbroker for an object left in pawn

**pay** /peɪ/ *noun* a salary or wages, money given to someone for regular work □ **holiday with pay** a holiday which an employee can take by contract and for which he or she is paid ■ **verb** 1. to give money to buy an item or a service ○ *to pay £1,000 for a car* ○ *How much did you pay to have the office cleaned?* □ **'pay cash'** words written on a crossed cheque to show that it can be paid in cash if necessary □ **to pay in advance** to pay before you receive the item bought or before the service has been completed ○ *We had to pay in advance to have the new telephone system installed.* □ **to pay in instalments** to pay for an item by giving small amounts regularly ○ *We are buying the van by paying instalments of £500 a month.* □ **to pay cash** to pay the complete sum in cash □ **to pay by cheque** to pay by giving a cheque, not by using cash or credit card □ **to pay by credit card** to pay using a credit card, not a cheque or cash 2. to produce or distribute money □ **to pay a dividend** to give shareholders a part of the profits of a company ○ *These shares pay a dividend of 1.5p.* □ **to pay interest** to give money as interest on money borrowed or invested ○ *Some building societies pay interest of 5%.* 3. to give an employee money for work done ○ *The workforce has not been paid for three weeks.* ○ *We pay good wages for skilled workers.* ○ *How much do they pay you per hour?* □ **to be paid by the hour** to get money for each hour worked □ **to be paid at piecework rates** to get money for each piece of work finished 4. to give money which is owed or which has to be paid ○ *We were late paying the bill.* ○ *We phoned to ask when they were going to pay the invoice.* ○ *You will have to pay duty on these imports.* ○ *She pays tax at the highest rate.* □ **to pay on demand** to pay money when it is asked for, not after a period of credit □ **please pay the sum of £10** please give £10 in cash or by cheque 5. □ **to pay a cheque into an account** to deposit money in the form of a cheque (NOTE: [all verb senses] **paying – paid**)

'...recession encourages communication not because it makes redundancies easier, but

because it makes low or zero pay increases easier to accept' [*Economist*]

'...the yield figure means that if you buy the shares at their current price you will be getting 5% before tax on your money if the company pays the same dividend as in its last financial year' [*Investors Chronicle*]

**payable** /'peɪəb(ə)l/ *adjective* which is due to be paid □ **payable in advance** which has to be paid before the goods are delivered □ **payable on delivery** which has to be paid when the goods are delivered □ **payable on demand** which must be paid when payment is asked for □ **payable at sixty days** which has to be paid by sixty days after the date on the invoice □ **cheque made payable to bearer** a cheque which will be paid to the person who has it, not to any particular name written on it □ **shares payable on application** shares which must be paid for when you apply to buy them □ **electricity charges are payable by the tenant** the tenant (and not the landlord) must pay for the electricity

**pay as you earn** /,peɪ əz ju: 'ɜ:n/ *noun* a tax system, where income tax is deducted from the salary before it is paid to the worker. Abbreviation **PAYE** (NOTE: The US term is **pay-as-you-go**.)

**pay-as-you-go** /,peɪ əz ju: 'gəʊ/ *noun* 1. US same as **pay as you earn** 2. a payment system where the purchaser pays in small instalments as he or she uses the service

**pay back** /,peɪ 'bæk/ *verb* to give money back to someone ○ *Banks are warning students not to take out loans which they cannot pay back.* ○ *I lent him £50 and he promised to pay me back in a month.* ○ *He has never paid me back the money he borrowed.*

**payback** /'peɪbæk/ *noun* the act of paying back money which has been borrowed

**payback clause** /'peɪbæk kləʊz/ *noun* a clause in a contract which states the terms for repaying a loan

**payback period** /'peɪbæk ,pɪəriəd/ *noun* 1. a period of time over which a loan is to be repaid or an investment is to pay for itself 2. the length of time it will take to earn back the money invested in a project

**pay-cheque** /'peɪ tʃek/ *noun* a monthly cheque by which an employee

is paid (NOTE: The US spelling is **pay-check**.)

**pay day** /'peɪ deɪ/ *noun* a day on which wages are paid to employees (usually Friday for employees paid once a week, and during the last week of the month for employees who are paid once a month)

**pay desk** /'peɪ desk/ *noun* a place in a store where you pay for goods bought

**pay differentials** /'peɪ dɪfə'renʃəlz/ *plural noun* the difference in salary between employees in similar types of jobs. Also called **salary differentials**, **wage differentials**

**pay down** /peɪ 'daʊn/ *verb* □ **to pay money down** to make a deposit ○ *They paid £50 down and the rest in monthly instalments.*

**paydown** /'peɪdaʊn/ *noun* a repayment of part of a sum which has been borrowed

**PAYE** *abbreviation* pay as you earn

**payee** /peɪ'i:/ *noun* a person who receives money from someone, or the person whose name is on a cheque

**payer** /'peɪə/ *noun* a person who gives money to someone

**payer bank** /'peɪə bæŋk/ *noun* a bank which pays a cheque drawn on one of its accounts

**pay hike** /'peɪ haɪk/ *noun* an increase in salary

**paying** /'peɪɪŋ/ *adjective* **1.** which makes a profit ○ *It is a paying business.* □ **it is not a paying proposition** it is not a business which is going to make a profit **2.** which pays ■ *noun* the act of giving money

**paying agent** /'peɪɪŋ ,eɪdʒənt/ *noun* a bank which pays dividend or interest to a bondholder

**paying-in book** /,peɪɪŋ 'ɪn bʊk/ *noun* a book of forms for paying money into a bank account or a building society account

**paying-in slip** /,peɪɪŋ 'ɪn slɪp/ *noun* a printed form which is filled in when money is being deposited in a bank

**payment** /'peɪmənt/ *noun* **1.** the act of giving money in exchange for goods or a service ○ *We always ask for payment in cash or cash payment and not payment by cheque.* ○ *The payment of*

*interest or the interest payment should be made on the 22nd of each month.* □ **payment on account** paying part of the money owed □ **payment on invoice** paying money as soon as an invoice is received □ **payment in kind** paying by giving goods or food, but not money □ **payment by results** money given which increases with the amount of work done or goods produced **2.** money paid □ **repayable in easy payments** repayable with small sums regularly

**payment date** /'peɪmənt deɪt/ *noun* a date when a payment should be or has been made

**payment gateway** /'peɪmənt ,geɪtweɪ/ *noun* software that processes online credit-card payments. It gets authorisation for the payment from the credit-card company and transfers money into the retailer's bank account.

**payment holiday** /'peɪmənt ,hɒlɪdeɪ/ *noun* a period when payments do not need to be made, especially when repaying a debt or a mortgage

**payment order** /'peɪmənt ,ɔ:də/ *noun* an order to someone to make a payment

**pay negotiations** /'peɪ nɪɡəʊʃi-,eɪʃ(ə)nɪz/, **pay talks** /'peɪ tɔ:ks/ *plural noun* discussions between management and employees about pay increases

**pay off** /,peɪ 'ɒf/ *verb* **1.** to finish paying money which is owed for something ○ *He won the lottery and paid off his mortgage.* ○ *She is trying to pay off the loan by monthly instalments.* **2.** to terminate somebody's employment and pay all wages that are due ○ *When the company was taken over the factory was closed and all the workers were paid off.*

**payoff** /'peɪɒf/ *noun* money paid to finish paying something which is owed, such as money paid to a worker when his or her employment is terminated

'...the finance director of the group is to receive a payoff of about £300,000 after deciding to leave the company and pursue other business opportunities' [Times]

**payoff period** /'peɪɒf ,prɪəriəd/ *noun* same as **payback period**

**pay out** /,peɪ 'aʊt/ *verb* to give money ○ *The company pays out thousands of pounds in legal fees.* ○ *We have paid out half our profits in dividends.*

**payout** /'peɪaʊt/ *noun* money paid to help a company or person in difficulties, a subsidy ○ *The company only exists on payouts from the government.*

'...after a period of recession followed by a rapid boost in incomes, many tax payers embarked upon some tax planning to minimize their payouts' [*Australian Financial Review*]

**pay package** /'peɪ ,pækɪdʒ/ *noun* the salary and other benefits offered with a job ○ *The job carries an attractive pay package.*

**pay packet** /'peɪ ,pækɪt/ *noun* an envelope containing the pay slip and the cash pay

**pay phone** /'peɪ fəʊn/ *noun* a public telephone which works if you put coins into it

**pay restraint** /'peɪ rɪ,streɪnt/ *noun* the process of keeping increases in wages under control

**pay review** /'peɪ rɪ,vjuː/ *noun* an occasion when an employee's salary is considered and usually increased ○ *I'm soon due for a pay review and hope to get a rise.*

**pay rise** /'peɪ raɪz/ *noun* an increase in pay

**payroll** /'peɪrəʊl/ *noun* **1.** the list of people employed and paid by a company ○ *The company has 250 on the payroll.* **2.** the money paid by a company in salaries ○ *The office has a weekly payroll of £10,000.*

**payroll clerk** /'peɪrəʊl klɑ:k/ *noun* a person employed to administer the payment of employees. Also called **wages clerk**

**payroll ledger** /'peɪrəʊl ,ledʒə/ *noun* a list of staff and their salaries

**payroll tax** /'peɪ,rəʊl tæks/ *noun* a tax on the people employed by a company

**pay scale** /'peɪ skeɪl/ *noun* a table that sets out the range of pay offered for each grade of job in an organisation. Also called **salary scale, wage scale**

**pay slip** /'peɪ slɪp/, **pay statement** /'peɪ ,steɪtmənt/ *noun* a piece of paper showing the full amount of an employee's pay, and the money deducted as tax, pension and National Insurance contributions

**pay threshold** /'peɪ ,θreʃhəʊld/ *noun* a point at which pay increases because of a threshold agreement

**pay up** /,peɪ 'ʌp/ *verb* to give money which is owed ○ *The company only paid up when we sent them a letter from our solicitor.* ○ *He finally paid up six months late.*

**PC** *abbreviation* personal computer

**PCB** *abbreviation* petty cash book

**P/E** *abbreviation* price/earnings

**peak** /pi:k/ *noun* the highest point ○ *The shares reached their peak in January.* ○ *The share index has fallen 10% since the peak in January.* ○ *Withdrawals from bank accounts reached a peak in the week before Christmas.* ○ *He has reached the peak of his career.* ■ *verb* to reach the highest point ○ *Productivity peaked in January.* ○ *Shares have peaked and are beginning to slip back.* ○ *He peaked early and never achieved his ambition of becoming managing director.* ○ *Demand peaks in August, after which sales usually decline.*

**peak output** /pi:k 'aʊtpʊt/ *noun* the highest output

**peak year** /'pi:k jɪə/ *noun* the year when the largest quantity of products was produced or when sales were highest

**peanuts** /'pi:nʌts/ *plural noun* a small amount of money (*informal*)

**pecuniary** /pɪ'kjuːniəri/ *adjective* referring to money □ **he gained no pecuniary advantage** he made no profit

**peddle** /'ped(ə)l/ *verb* to sell goods from door to door or in the street

**peg** /peg/ *verb* to maintain or fix something at a specific level □ **to peg a currency** to fix an exchange rate for a currency which previously was floating □ **to peg prices** to fix prices to stop them rising □ **to peg wage increases to the cost-of-living index** to limit increases in wages to the increases in the cost-of-living index ■ *noun* a hook to hang clothes on

**P/E multiple** /pi:'iː ,mʌltɪp(ə)l/ *noun* US same as **price/earnings ratio**

**penalise** /'piːnəlaɪz/, **penalize** *verb* to punish or fine someone ○ *to penalise a supplier for late deliveries* ○ *They were penalised for bad time-keeping.*

**penalty** /'pen(ə)lti/ *noun* **1.** a punishment, often a fine, which is imposed if something is not done or is done incorrectly or illegally **2.** money withheld from an investor if he or she withdraws money from an interest-bearing account early

**penalty clause** /'pen(ə)lti kləʊz/ *noun* a clause which lists the penalties which will be imposed if the terms of the contract are not fulfilled ○ *The contract contains a penalty clause which fines the company 1% for every week the completion date is late.*

**penalty-free** /,pen(ə)lti 'fri:/ *adjective* without incurring any penalty, without losing any interest on money invested ○ *penalty-free withdrawal*

**pence** /pens/ *plural noun* ♢ **penny**

**penny** /'peni/ *noun* **1.** *GB* a small coin, of which one hundred make a pound (NOTE: Written **p** after a figure: **26p**; the plural is **pence**.) **2.** *US* a small coin, one cent (*informal*) (NOTE: The plural in US English is **pennies**. In UK English, say 'pee' for the coin, and 'pee' or 'pence' for the amount: **a five 'pee' coin; it costs ten 'pee' or ten 'pence'**. In US English, say '**pennies**' for coins and '**cents**' for the amount.)

**penny share** /'peni ʃeə/ *noun* a very cheap share, costing about 10p or less than \$1 (NOTE: The US term is **penny stock**.)

COMMENT: These shares can be considered as a good speculation, since buying even large numbers of them does not involve a large amount of money, and the share price of some companies can rise dramatically; the price can of course fall, but in the case of penny shares, the loss is not likely to be as much as with shares with a higher market value.

**pension** /'penʃən/ *noun* money paid regularly to someone who no longer works ■ *verb* □ **to pension someone off** to ask someone to retire and take a pension

**pensionable** /'penʃənəb(ə)l/ *adjective* able to receive a pension

**pensionable age** /,penʃənəb(ə)l 'eɪdʒ/ *noun* an age after which someone can stop working and take a pension

**pensionable service** /,penʃənəb(ə)l 'sɜ:vɪs/ *noun* the period of service used in calculating pension

benefits from an occupational pension scheme

**pension contributions** /'penʃən kɒntrɪbju:ʃ(ə)nz/ *plural noun* money paid by a company or employee into a pension fund

**pension drawdown** /'penʃən ,drɔ:daʊn/ *noun* same as **income drawdown**

**pension entitlement** /'penʃən ɪn- ,tɜ:t(ə)lmənt/ *noun* the amount of pension which someone has the right to receive when he or she retires

**pensioner** /'penʃənə/ *noun* a person who receives a pension

**pension fund** /'penʃən fʌnd/ *noun* a large sum of money made up of contributions from employees and their employer which provides pensions for retired employees

**pension funds** /'penʃ(ə)n fʌndz/ *plural noun* investments managed by pension companies to produce pensions for investors

**pension plan** /'penʃən plæn/, **pension scheme** /'penʃən ski:m/ *noun* a plan worked out by an insurance company which arranges for employees to pay part of their salary over many years and receive a regular payment when they retire

**People's Bank of China** /,pi:p(ə)lz bæŋk əv 'tʃaɪnə/ *noun* the Central Bank of China

**PEP** *abbreviation* Personal Equity Plan

**peppercorn rent** /,pepə:kɔ:n 'rent/ *noun* a very small or nominal rent ○ *to lease the property for or at a peppercorn rent* ○ *The charity pays only a peppercorn rent.*

**per** /pɜ:, pə/ *preposition* **1.** □ **as per** according to □ **as per invoice** as stated in the invoice □ **as per sample** as shown in the sample □ **as per previous order** according to the details given in our previous order **2.** for each □ **we pay £10 per hour** we pay £10 for each hour worked □ **the earnings per share** the dividend received for each share □ **the average sales per representative** the average sales achieved by one representative

'...a 100,000 square-foot warehouse generates \$600 in sales per square foot of space' [*Duns Business Month*]

**PER** *abbreviation* price/earnings ratio

**per annum** /pə 'ænəm/ *adverb* in a year ○ *What is their turnover per annum?* ○ *What is his total income per annum?* ○ *She earns over £100,000 per annum.*

**P/E ratio** /,pi: 'i: ,reɪʃəʊ/ ▶ **price/earnings ratio**

**per capita** /pə 'kæpɪtə/ *adjective, adverb* for each person □ **average income per capita** or **per capita income** average income of one person

**per cent** /pə 'sent/ *adjective, adverb* out of each hundred, or for each hundred □ **10 per cent** ten in every hundred ○ *What is the increase per cent?* ○ *Fifty per cent of nothing is still nothing.*

'...this would represent an 18 per cent growth rate – a slight slackening of the 25 per cent turnover rise in the first half' [*Financial Times*]

'...buildings are depreciated at two per cent per annum on the estimated cost of construction' [*Hongkong Standard*]

**percentage** /pə'sentɪdʒ/ *noun* an amount shown as part of one hundred

'...state-owned banks cut their prime rates a percentage point to 11%' [*Wall Street Journal*]

'...a good percentage of the excess stock was taken up during the last quarter' [*Australian Financial Review*]

'...the Federal Reserve Board, signalling its concern about the weakening American economy, cut the discount rate by one-half percentage point to 6.5%' [*Wall Street Journal*]

**percentage discount** /pə'sentɪdʒ dɪs'kaʊnt/ *noun* a discount calculated at an amount per hundred

**percentage increase** /pə'sentɪdʒ 'ɪnkri:s/ *noun* an increase calculated on the basis of a rate for one hundred

**percentile** /pə'sentaɪl/ *noun* one of a series of ninety-nine figures below which a percentage of the total falls

**per contra** /pɜ: 'kɒntrə/ *noun* words showing that a contra entry has been made

**perform** /pə'fɔ:m/ *verb* to do well or badly □ **how did the shares perform?** did the shares go up or down?

**performance** /pə'fɔ:məns/ *noun* **1.** the way in which someone or something acts ○ *Last year saw a dip in the company's performance.* □ **the poor performance of the shares on the stock market** the fall in the share price on the stock market □ **as a measure of the**

**company's performance** as a way of judging if the company's results are good or bad □ **performance of staff against objectives** how staff have worked, measured against the objectives set **2.** the way in which a share increases in value

'...inflation-adjusted GNP edged up at a 1.3% annual rate, its worst performance since the economic expansion began' [*Fortune*]

**performance fund** /pə'fɔ:məns fʌnd/ *noun* a fund invested in shares to provide capital growth, but probably with less dividend income than usual

**performance incentive** /pə'fɔ:məns ɪn'sentɪv/ *noun* an extra payment to reward an employee's performance at work

**performance-linked bonus** /pə'fɔ:məns ɪn'lɪkt 'bɒnʊs/ *noun* a bonus calculated according to the performance of a worker or group of workers

**performance rating** /pə'fɔ:məns ,reɪtɪŋ/ *noun* a judgement of how well a share or a company has performed

**performance review** /pə'fɔ:məns rɪ,vju:/ *noun* a yearly interview between a manager and each worker to discuss how the worker has worked during the year

**performance share** /pə'fɔ:məns ʃeə/ *noun* a share which is likely to show capital growth, though perhaps not income. These are usually riskier shares than those which provide income.

**per head** /pə 'hed/ *adverb* for each person ○ *Allow £15 per head for expenses.* ○ *Representatives cost on average £50,000 per head per annum.*

**period** /'pɪəriəd/ *noun* a length of time ○ *for a period of time* or *for a period of months* or *for a six-year period* ○ *sales over a period of three months* ○ *to deposit money for a fixed period*

**periodic** /,pɪəri'ɒdɪk/, **periodical** /,pɪəri'ɒdɪk(ə)/ *adjective* happening from time to time ○ *a periodic review of the company's performance*

**period of account** /,pɪəriəd əv ə'kaʊnt/ *noun* the period usually covered by a firm's accounts

**period of qualification** /,pɪəriəd əv kwɒlɪfɪ'keɪʃ(ə)n/ *noun* the time which has to pass before someone qualifies for something



**perk** /pɜ:k/ *noun* an extra item given by a company to employees in addition to their salaries (such as company cars or private health insurance) (*informal*) ○ *She earns a good salary and in addition has all sorts of perks.*

**permanent** /'pɜ:mənənt/ *adjective* which will last for a long time or for ever ○ *the permanent staff and part-timers* ○ *She has found a permanent job.* ○ *She is in permanent employment.*

**permanent interest-bearing share** /,pɜ:mənənt ,intrəst ,beəriŋ 'ʃeə/ *noun* a share issued by a building society to attract investment capital. Abbreviation **PIBS**

**permit** *noun* /'pɜ:mit/ an official document which allows someone to do something ■ *verb* /pə'mit/ to allow someone to do something ○ *This document permits you to export twenty-five computer systems.* ○ *The ticket permits three people to go into the exhibition.* ○ *Will we be permitted to use her name in the advertising copy?* ○ *Smoking is not permitted in the design studio.* (NOTE: **permitting – permitted**)

**perpetual inventory** /pə,petʃuəl 'invənt(ə)rɪ/ *noun* a stock recording and valuation system where each item of stock purchased is added to the total and each item sold is deducted, so that the stock figures are always correct and up-to-date

**per pro** /pə 'prəʊ/ *abbreviation* per procurationem ○ *The secretary signed per pro the manager.*

**per procurationem** /pə ,prɒkjʊrəsi'tʃənəm/ *preposition* 'a Latin phrase meaning 'on behalf of' or 'acting as the representative of'

**perquisite** /'pɜ:kwɪzɪt/ *noun* same as **perk**

**person** /'pɜ:s(ə)n/ *noun* **1.** someone (a man or a woman) ○ *an insurance policy which covers a named person* □ **the persons named in the contract** the people whose names are given in the contract □ **the document should be witnessed by a third person** someone who is not named in the document should witness it **2.** □ **in person** by doing something or going somewhere yourself, not through another person or means □ **this important package is to**

**be delivered to the chairman in person** the package has to be given to the chairman himself (and not to his secretary, assistant, etc.)

**personal** /'pɜ:s(ə)n(ə)l/ *adjective* referring to one person □ **apart from the family shares, she has a personal shareholding in the company** apart from shares belonging to her family as a group, she has shares which she owns herself □ **the car is for his personal use** the car is for him to use himself

**personal allowance** /,pɜ:s(ə)n(ə)l ə'laʊəns/ *noun* a part of a person's income which is not taxed

**personal assets** /,pɜ:s(ə)n(ə)l 'æsets/ *plural noun* moveable assets which belong to a person

**personal banker** /,pɜ:s(ə)nəl 'bæŋkə/ *noun* a bank employee who looks after a client, and is the one whom the client contacts when there are problems

**personal call** /'pɜ:s(ə)n(ə)l kɔ:l/ *noun* **1.** a telephone call where you ask the operator to connect you with a particular person **2.** a telephone call not related to business ○ *Staff are not allowed to make personal calls during office hours.*

**personal computer** /,pɜ:s(ə)n(ə)l kəm'pjʊ:tə/ *noun* a small computer which can be used by one person in the home or office. Abbreviation **PC**

**personal customer** /,pɜ:s(ə)nəl 'kʌstəmə/ *noun* a private individual who has an account with a bank, as opposed to a business customer

**Personal Equity Plan** /,pɜ:s(ə)nəl 'ekwɪtɪ plæn/ *noun* an account held under a UK-government-backed scheme to encourage share-ownership and investment in industry, allowing individual taxpayers to invest a certain amount of money in shares each year, and not pay tax on either the income or the capital gains, provided that the shares are held for a certain period of time. Abbreviation **PEP**

COMMENT: There are several types of equity PEP: the single company PEP, where only shares in one company are allowed, and the general PEP, where shares in several companies can be held or other types of investment.

**Personal Identification Number** /,pɜ:s(ə)n(ə)l aɪdɪntɪfɪ'keɪʃ(ə)n ,nʌmbə/ *noun* a unique number allocated to the holder of a cash card or credit card, by which he or she can enter an automatic banking system, as for example to withdraw cash from a cash machine or to pay in a store. Abbreviation **PIN**

**personal income** /,pɜ:s(ə)n(ə)l 'ɪnkʌm/ *noun* the income received by an individual person before tax is paid

**Personal Investment Authority** /,pɜ:s(ə)n(ə)l ɪn'vestmənt ɔ:,θɔ:rtɪ/ *noun* a self-regulatory body which regulates the activities of financial advisers, insurance brokers and others who give financial advice or arrange financial services for small clients. Abbreviation **PIA**

**personalised** /'pɜ:s(ə)nəlaɪzɪd/, **personalized** *adjective* with the name or initials of a person printed on it ○ *She has a personalised briefcase.*

**personal loan** /'pɜ:s(ə)nəl ləʊn/ *noun* a loan to a person for household or other personal use, not for business use

**personal pension plan** /,pɜ:s(ə)n(ə)l 'penʃən plæn/ *noun* a pension plan which applies to one employee only, usually a self-employed person, not to a group. Abbreviation **PPP**

**personal property** /,pɜ:s(ə)n(ə)l 'prɒpəti/ *noun* things which belong to a person ○ *The fire caused considerable damage to personal property.*

**personal sector** /'pɜ:s(ə)nəl ,sektə/ *noun* the part of the investment market which is owned by private investors (as opposed to the corporate or institutional sector)

**personnel department** /,pɜ:s(ə)nəl dɪ,pɔ:tmənt/ *noun* same as **human resources department**

**personnel officer** /,pɜ:s(ə)nəl ,ɒfɪsə/ *noun* same as **human resources officer**

**person-to-person call** /,pɜ:s(ə)n tə 'pɜ:s(ə)n kɔ:l/ *noun* a telephone call where you ask the operator to connect you with a named person

**peseta** /pə'seɪtə/ *noun* a unit of currency used before the euro in Spain

(NOTE: Usually written **ptas** after a figure: **2,000ptas.**)

**peso** /'peɪsəʊ/ *noun* a unit of currency used in Mexico and many other countries such as Argentina, Bolivia, Chile, Colombia, Cuba, the Dominican Republic, the Philippines and Uruguay

**pessimism** /'pesɪmɪz(ə)m/ *noun* a state of mind in which you expect that everything will turn out badly ○ *There is considerable pessimism about job opportunities.*

**pessimistic** /,pesɪ'mɪstɪk/ *adjective* feeling sure that things will work out badly □ **he takes a pessimistic view of the exchange rate** he expects the exchange rate to fall

**peter out** /,pi:təʊ 'aʊt/ *verb* to come to an end gradually

'...economists believe the economy is picking up this quarter and will do better in the second half of the year, but most expect growth to peter out next year' [*Sunday Times*]

**Peter principle** /'pi:tə ,prɪnsɪp(ə)l/ *noun* a law, based on wide experience, that people are promoted until they occupy positions for which they are incompetent

**petrocurrency** /'petrəʊkʌrənsɪ/ *noun* a foreign currency which is earned by exporting oil

**petrodollar** /'petrəʊdɒlə/ *noun* a dollar earned by a country from exporting oil, then invested outside that country

**petroleum** /pə'trəʊliəm/ *noun* raw natural oil, found in the ground

**petroleum industry** /pə'trəʊliəm ,ɪndəstri/ *noun* an industry which uses petroleum to make other products (e.g. petrol or soap)

**petroleum products** /pə'trəʊliəm 'prɒdʌkts/ *plural noun* products (such as petrol, soap and paint) which are made from crude petroleum

**petroleum revenues** /pə'trəʊliəm ,revənju:z/ *plural noun* income from selling oil

**petty** /'peti/ *adjective* not important

**petty cash** /,peti 'kæʃ/ *noun* a small amount of money kept in an office to pay small debts

**petty cash book** /,peti 'kæʃ bʊk/ *noun* a book in which petty cash payments are noted. Abbreviation **PCB**

**petty cash box** /ˌpeti 'kæʃ bɒks/ *noun* a locked metal box in an office where the petty cash is kept

**petty expenses** /ˌpeti ɪk'spensɪz/ *plural noun* small sums of money spent

**PGP** *noun* a method of encrypting information so that only the intended recipient can read the message; often used to send credit card details via electronic mail. Full form **pretty good privacy**

**phase** /feɪz/ *noun* a period or part of something which takes place ○ *the first phase of the expansion programme*

**phase in** /ˌfeɪz 'ɪn/ *verb* to bring something in gradually ○ *The new invoicing system will be phased in over the next two months.*

'...the budget grants a tax exemption for \$500,000 in capital gains, phased in over the next six years' [*Toronto Star*]

**phase out** /ˌfeɪz 'aʊt/ *verb* to remove something gradually ○ *Smith Ltd will be phased out as a supplier of spare parts.*

**phoenix company** /'fiːnɪks ˌkʌmp(ə)ni/ *noun* a company formed by the directors of a company which has gone into receivership, which trades in the same way as the first company, and in most respects (except its name) seems to be exactly the same as the first company

'...the prosecution follows recent calls for a reform of insolvency legislation to prevent directors from leaving behind a trail of debt while continuing to trade in phoenix companies – businesses which fold only to rise again, often under a slightly different name in the hands of the same directors and management' [*Financial Times*]

**physical market** /ˌfɪzɪk(ə)l 'mɑːkɪt/ *noun* a commodity market where purchasers actually buy the commodities (as opposed to the futures market, where they buy and sell the right to purchase commodities at a future date)

**physical price** /ˌfɪzɪk(ə)l praɪs/ *noun* a current cash price for a commodity for immediate delivery

**physicals** /'fɪzɪk(ə)lz/ *plural noun* actual commodities which are sold on the current market (as opposed to futures)

**physical stock check** /ˌfɪzɪk(ə)l 'stɒk tʃek/ *noun* the task of counting actual items of stock (and then checking this figure against stock records)

**PIA** *abbreviation* Personal Investment Authority

**PIB** *abbreviation* permanent interest-bearing share

**pick** /pɪk/ *noun* a thing chosen ○ *the former research analyst never before talked to the press about his stock picks*  
**■ verb** to choose ○ *The board picked the finance director to succeed the retiring MD.* ○ *The Association has picked Paris for its next meeting.* □ **to pick stocks** to select which shares to buy

**picking** /'pɪkɪŋ/ *noun* ◇ **stockpicking**

**pick up** /ˌpɪk 'ʌp/ *verb* **1.** to get better or to improve ○ *Business or Trade is picking up.* **2.** to fetch something or someone in a vehicle ○ *The company sent a driver to pick him up at the airport.* ○ *We sent a courier to pick up the packet and deliver it to the designer.*

**piece rate** /'piːs reɪt/ *noun* a rate of pay calculated as an amount for each product produced or for each piece of work done and not as an amount for each hour worked ○ *to earn piece rates*

**piecework** /'piːswɜːk/ *noun* work for which employees are paid in accordance with the number of products produced or pieces of work done and not at an hourly rate

**pieceworker** /'piːswɜːkə/ *noun* a person who is employed at a piece rate

**pie chart** /'paɪ tʃɑːt/ *noun* a diagram where information is shown as a circle cut up into sections of different sizes

**piggybacking** /'pɪɡɪbækɪŋ/ *noun* *US* the practice of selling existing shares in a company, as well as new shares being offered for sale for the first time

**pilot** /'paɪlət/ *noun* a test project, undertaken to see whether something is likely to be successful or profitable

**PIN** *abbreviation* Personal Identification Number

**pink slip** /pɪŋk 'slɪp/ *noun* *US* an official letter of dismissal given to an employee (in place of a final interview)

**Pink 'Un** /'pɪŋk ən/ *noun* same as **Financial Times** (*informal*)

**pit** /pɪt/ *noun* *US* the area of a stock exchange or of a commodities exchange where dealers trade

**place** /plɛs/ *verb* to put □ **to place money in an account** to deposit money in an account □ **to place a block of shares** to find a buyer for a block of shares □ **to place a contract** to decide that a certain company shall have the contract to do work □ **to place something on file** to file something □ **to place an issue** to find buyers (usually a small number of investors) for all of a new issue of shares

**placement** /'pleɪsmənt/ *noun* **1.** the act of finding work for someone ○ *The bureau specialises in the placement of former executives.* **2.** US the act of finding buyers for an issue of new shares (NOTE: The UK term is **placing**.)

**placing** /'pleɪsɪŋ/ *noun* the act of finding a single buyer or a group of institutional buyers for a large number of shares in a new company or a company that is going public □ **the placing of a line of shares** finding a purchaser for a block of shares which was overhanging the market

**plaintiff** /'pleɪntɪf/ *noun* a person who starts an action against someone in the civil courts (NOTE: Since April 1999, this term has been replaced by **claimant**.)

**plain vanilla swap** /'pleɪn vənɪlə 'swɒp/ *noun* an interest rate swap, where a company with fixed interest borrowings may swap them for variable interest borrowings of another company

**plan** /plæn/ *noun* **1.** an idea of how something should be done, which has been decided on and organised in advance □ **the government's economic plans** the government's proposals for running the country's economy **2.** an organised way of doing something ○ *an investment plan* ○ *a pension plan* ○ *a savings plan* ■ *verb* to organise carefully how something should be done in the future □ **to plan for an increase in bank interest charges** to change a way of doing things because you think there will be an increase in bank interest charges □ **to plan investments** to propose how investments should be made

'...the benefits package is attractive and the compensation plan includes base, incentive and car allowance totalling \$50,000+' [*Globe and Mail (Toronto)*]

**planned economy** /'plænd ɪ-'kɒnəmi/ *noun* a system where the gov-

ernment plans all business activity, regulates supply, sets production targets and itemises work to be done. Also called **command economy**, **central planning**

**planner** /'plænə/ *noun* a person who plans □ **the government's economic planners** people who plan the future economy of the country for the government

**planning** /'plæniŋ/ *noun* the process of organising how something should be done in the future ○ *Setting up a new incentive scheme with insufficient planning could be a disaster.* ○ *The long-term planning or short-term planning of the project has been completed.*

'...buildings are closely regulated by planning restrictions' [*Investors Chronicle*]

**plastic money** /'plæstɪk 'mʌni/ *noun* credit cards and charge cards

**platinum** /'plætɪnəm/ *noun* a rare precious metal traded on bullion markets

**platinum card** /'plætɪnəm kɑ:d/ *noun* a special credit card for people with very large incomes

**play** /pleɪ/ *noun* □ **in play** likely to be the object of a takeover □ **company in play** company which is being targeted by several takeover bids

**Plc, PLC, plc** *abbreviation* public limited company

**pledge** /pledʒ/ *noun* an object given to a pawnbroker as security for money borrowed □ **to redeem a pledge** to pay back a loan and interest and so get back the security ■ *verb* □ **to pledge share certificates** to deposit share certificates with a lender as security for money borrowed (the title to the certificates is not transferred and the certificates are returned when the debt is repaid)

**pledgee** /'pledʒ'i:/ *noun* a person who receives an item as a pledge against a loan

**pledgor** /'pledʒ'ɔ:/ *noun* a person who pledges a piece of his or her property as security for a loan

**plenary meeting** /'pli:nəri 'mi:tɪŋ/, **plenary session** /'pli:nəri 'seʃn/ *noun* a meeting at a conference when all the delegates meet together

**plough back** /'plau 'bæk/ *verb* (NOTE: The US spelling is **plow back**.)

□ **to plough back profits into the company** to invest the profits in the business (and not pay them out as dividends to the shareholders) by using them to buy new equipment or to create new products

**plug** /plʌg/ *verb* to block or to stop ○ *The company is trying to plug the drain on cash reserves.* (NOTE: **plugging** – **plugged**)

**plummet** /'plʌmɪt/, **plunge** /plʌndʒ/ *verb* to fall sharply ○ *Share prices plummeted or plunged on the news of the devaluation.*

'...in the first six months of this year secondhand values of tankers have plummeted by 40%' [*Lloyd's List*]

'...crude oil output plunged during the past month' [*Wall Street Journal*]

**plus** *preposition* /plʌs/ added to ○ *Her salary plus commission comes to more than £45,000.* ○ *Production costs plus overheads are higher than revenue.* ■ **adverb** more than □ **houses valued at £100,000 plus** houses valued at over £100,000 ■ **adjective** /plʌs/ favourable, good and profitable ○ *A plus factor for the company is that the market is much larger than they had originally thought.* □ **the plus side of the account** the credit side of the account □ **on the plus side** this is a favourable point ○ *On the plus side, we must take into account the new product line.* ■ **noun** /plʌs/ **1.** a printed sign (+) showing an addition or increase ○ *At the end of the day the index showed a series of pluses, with very few minuses.* **2.** a good or favourable point ○ *To have achieved £1m in new sales in less than six months is certainly a plus for the sales team.* ○ *His marketing experience is a definite plus.*

**p.m.** /pi: 'em/ *adverb* in the afternoon or in the evening, after 12 o'clock midday ○ *The train leaves at 6.50 p.m.* ○ *If you phone New York after 6 p.m. the calls are at a cheaper rate.* (NOTE: The US spelling is **P.M.**)

**pocket** /'pɒkɪt/ *noun* □ **to be £25 in pocket** to have made a profit of £25 □ **to be £25 out of pocket** to have lost £25

**point** /pɔɪnt/ *noun* **1.** a place or position **2.** same as **decimal point** **3.** a unit for calculations □ **the dollar gained two points** the dollar increased in value against another currency by two hundredths of a cent □ **the exchange fell**

**ten points** the stock market index fell by ten units

'...sterling M3, the most closely watched measure, rose by 13% in the year to August – seven percentage points faster than the rate of inflation' [*Economist*]

'...banks refrained from quoting forward US/Hongkong dollar exchange rates as premiums of 100 points replaced discounts of up to 50 points' [*South China Morning Post*]

**point of sale** /,pɔɪnt əv 'seɪl/ *noun* a place where a product is sold, e.g. a shop. Abbreviation **POS**

**point-of-sale material** /,pɔɪnt əv 'seɪl məʊtəriəl/ *noun* display material to advertise a product where it is being sold, e.g. posters or dump bins. Abbreviation **POS material**

**point of sale terminal** /,pɔɪnt əv 'seɪl ˌtɜːmɪn(ə)l/ *noun* an electronic cash terminal at a pay desk which records transactions and stock movements automatically when an item is bought. Abbreviation **POS terminal**

**poison pill** /,pɔɪz(ə)n 'pɪl/ *noun* an action taken by a company to make itself less attractive to a potential takeover bid

COMMENT: In some cases, the officers of a company will vote themselves extremely high redundancy payments if a takeover is successful; or a company will borrow large amounts of money and give it away to the shareholders as dividends, so that the company has an unacceptably high level of borrowing.

**polarisation** /,pɒləraɪ'zeɪʃ(ə)n/, **polarization** *noun* a provision of the Financial Services Act by which a financial adviser must either be tied to one financial product provider, or completely independent

**police record** /pəˌliːs 'rekɔːd/ *noun* a note of previous crimes for which someone has been convicted ○ *He did not say that he had a police record.*

**policy** /'pɒlɪsi/ *noun* **1.** a course of action or set of principles determining the general way of doing something ○ *a company's trading policy* ○ *The country's economic policy seems to lack any direction.* ○ *We have a policy of only hiring qualified staff.* ○ *Our policy is to submit all contracts to the legal department.* □ **company policy** the company's agreed plan of action or the company's way of doing things ○ *What is the com-*

*pany policy on credit?* ○ *It is against company policy to give more than thirty days' credit.* **2.** a contract for insurance □ **to take out a policy** to sign the contract for an insurance and start paying the premiums ○ *She took out a life insurance policy or a house insurance policy.*

**policyholder** /'pɒləɪsɪ ˌhəʊldə/ *noun* a person who is insured by an insurance company

**pool** /pu:l/ *noun* **1.** an unused supply ○ *a pool of unemployed labour or of expertise* **2.** *US* a group of mortgages and other collateral used to back a loan ■ **verb** □ **to pool resources** to put all resources together so as to be more powerful or profitable □ **to pool interests** to exchange shares between companies when a merger takes place

**poor** /pɔ:/ *adjective* **1.** without much money ○ *The company tries to help the poorest members of staff with loans.* ○ *It is one of the poorest countries in the world.* **2.** not very good ○ *poor quality* ○ *poor service* ○ *poor performance by office staff* ○ *poor organisation of working methods*

**poorly** /'pɔ:lɪ/ *adverb* badly ○ *The offices are poorly laid out.* ○ *The plan was poorly presented.* □ **poorly-paid staff** staff with low wages

**population** /ˌpɒpjʊˈleɪʃ(ə)n/ *noun* **1.** all the people living in a particular country or area ○ *Paris has a population of over three million.* ○ *Population statistics show a rise in the 18–25 age group.* ○ *Population trends have to be taken into account when drawing up economic plans.* ○ *The working population of the country is getting older.* **2.** the group of items or people in a survey or study

**population forecast** /ˌpɒpjʊˈleɪʃ(ə)n ˌfɔ:kɑ:st/ *noun* a calculation of how many people will be living in a country or in a town at some point in the future

**pork bellies** /'pɔ:k ˌbelɪz/ *plural noun* meat from the underside of pig carcasses used to make bacon, traded as futures on some American exchanges

**portability** /ˌpɔ:tə'bɪlɪti/ *noun* the fact of being able to be moved around

**portable** /'pɔ:təb(ə)l/ *adjective* which can be carried ○ *a portable computer* ■ *noun* □ **a portable** a computer or type-

writer which can be carried ○ *He keys all his orders on his portable and then emails them to the office.*

**portable pension** /ˌpɔ:təb(ə)l 'penʃən/, **portable pension plan** /ˌpɔ:təb(ə)l 'penʃən plæn/ *noun* a pension entitlement which can be moved from one company to another without loss (as an employee changes jobs)

**portfolio** /pɔ:t'fəʊliəʊ/ *noun* **1.** □ **a portfolio of shares** all the shares owned by a single investor **2.** a folder containing a selection of samples ○ *The student brought a portfolio of designs to show the design department manager.*

**portfolio investments** /pɔ:t-ˌfəʊliəʊ ɪn'vestmənts/ *plural noun* investments in shares and government stocks (as opposed to investments in property, etc.)

**portfolio management** /pɔ:t-ˌfəʊliəʊ ˌmænɪdʒmənt/ *noun* the buying and selling shares to make profits for a single investor

**portfolio manager** /pɔ:t'fəʊliəʊ ˌmænɪdʒə/ *noun* a person who manages a share portfolio

**portfolio theory** /pɔ:t'fəʊliəʊ θɪəri/ *noun* a basis for managing a portfolio of investments (a mix of safe stocks and more risky ones)

**portfolio value** /pɔ:t'fəʊliəʊ ˌvælju:/ *noun* the value of someone's portfolio of investments

**POS, p.o.s.** *abbreviation* point of sale **position** /pə'zɪʃ(ə)n/ *noun* **1.** a situation or state of affairs □ **what is the cash position?** what is the state of the company's current account? □ **to cover a position** to have enough money to pay for a forward purchase **2.** the state of a person's current financial holding in a stock □ **to close a position** to arrange your affairs so that you no longer have any liability to pay (as by selling all your securities or when a purchaser of a futures contract takes on a sales contract for the same amount to offset the risk) □ **to take a bear position** to act on the assumption that the market will fall □ **to take a position in a share** to buy shares on your own account, expecting to sell them later at a profit

**positioning** /pə'zɪʃ(ə)nɪŋ/ *noun* the promotion of a product in a particular area of a market

**position of trust** /pəˌzɪʃ(ə)n əv 'trʌst/ *noun* a job in which a person is trusted to act correctly and honestly

**positive** /'pɒzɪtɪv/ *adjective* meaning 'yes' ○ *The board gave a positive reply.*

**positive carry** /,pɒzɪtɪv 'kæri/ *noun* a deal where the cost of the finance is less than the return

**positive cash flow** /,pɒzɪtɪv 'kæʃ fləʊ/ *noun* a situation where more money is coming into a company than is going out

**positive yield curve** /,pɒzɪtɪv 'jɪ:l d kɜ:v/ *noun* a situation where the yield on a short-term investment is less than that on a long-term investment

**POS material** /,pi: əʊ 'es mə,tɪəriəl/ *abbreviation* point-of-sale material

**possess** /pə'zes/ *verb* to own something ○ *The company possesses property in the centre of the town.* ○ *He lost all he possessed in the collapse of his company.* Compare **repossess**

**possession** /pə'zeʃ(ə)n/ *noun* the fact of owning or having something □ **the documents are in his possession** he is holding the documents

**possessions** /pə'zeʃ(ə)nz/ *plural noun* property, things owned ○ *They lost all their possessions in the fire.* Compare **repossession**

**post** /pəʊst/ *noun* a system of sending letters and parcels from one place to another ○ *to send an invoice by post* ○ *He put the letter in the post.* ○ *The cheque was lost in the post.* □ **to send a reply by return of post** to reply to a letter immediately ■ *verb* **1.** to send a letter or parcel by post **2.** to record or enter something □ **to post an entry** to transfer an entry to an account □ **to post up a ledger** to keep a ledger up to date **3.** □ **to post an increase** to let people know that an increase has taken place

'Toronto stocks closed at an all-time high, posting their fifth day of advances in heavy trading' [*Financial Times*]

**postal** /'pəʊst(ə)l/ *adjective* referring to the post

**postal account** /'pəʊst(ə)l ə,kəʊnt/ *noun* a bank account where all dealings are done by post, so reducing overhead costs and allowing a higher interest to be paid

**postal ballot** /'pəʊst(ə)l ,bælət/, **postal vote** /'pəʊst(ə)l vəʊt/ *noun* an election where the voters send their ballot papers by post

**postal charges** /'pəʊst(ə)l ,tʃɑ:dʒɪz/ *plural noun* money to be paid for sending letters or parcels by post ○ *Postal charges are going up by 10% in September.*

**postal order** /'pəʊst(ə)l ,ɔ:də/ *noun* a document bought at a post office, used as a method of paying small amounts of money by post

**post-balance sheet event** /pəʊst ,bæləns ʃi:t rɪ'vent/ *noun* something which happens after the date when the balance sheet is drawn up, and before the time when the balance sheet is officially approved by the directors, which affects a company's financial position

**postdate** /,pəʊst'deɪt/ *verb* to put a later date on a document ○ *He sent us a postdated cheque.* ○ *His cheque was postdated to June.*

**post-earnings-announcement drift** /pəʊst ,ɜ:nɪŋz ə'naʊnsmənt drɪft/ *noun* an unexplained downward movement of shares in companies following announcements that quarterly earnings have exceeded expectations

**posting** /'pəʊstɪŋ/ *noun* the action of entering transactions in accounts

**potential** /pə'tenʃəl/ *adjective* possible □ **potential customers** people who could be customers □ **potential market** a market which could be exploited ■ *noun* the possibility of becoming something □ **a share with a growth potential or with a potential for growth** a share which is likely to increase in value □ **a product with considerable sales potential** a product which is likely to have very large sales □ **to analyse the market potential** to examine the market to see how large it possibly is

'...career prospects are excellent for someone with growth potential' [*Australian Financial Review*]

'...for sale: established general cleaning business; has potential to be increased to over 1 million dollar turnover' [*Australian Financial Review*]

**pound** /paʊnd/ *noun* **1.** a measure of weight (= 0.45 kilos) ○ *to sell oranges by the pound* ○ *a pound of oranges* ○ *Oranges cost 50p a pound.* (NOTE: Usually written **lb** after a figure: **25lb**.)

Note also that the pound is now no longer officially used in the UK.) **2.** a unit of currency used in the UK and many other countries including Cyprus, Egypt, Lebanon, Malta, Sudan, Syria and, before the euro, Ireland

**poundage** /'paʊndɪdʒ/ *noun* a rate charged per pound in weight

**pound-cost averaging** /,paʊnd kɒst 'æv(ə)rɪdʒɪŋ/ *noun* the practice of buying securities at different times, but always spending the same amount of money

**pound sterling** /paʊnd 'stɜːlɪŋ/ *noun* the official term for the British currency

**power** /'paʊə/ *noun **1.** strength or ability □ **the power of a consumer group** ability of a group to influence the government or manufacturers **2.** a force or legal right □ **the full power of the law** the full force of the law when applied ○ *We will apply the full power of the law to get possession of our property again.* ○ *There was a power struggle in the boardroom, and the finance director had to resign.**

**power of appointment** /,paʊər əv ə'pɔɪntmənt/ *noun* the power of a trustee to dispose of interests in property to another person

**power of attorney** /,paʊər əv ə-'tɜːni/ *noun* a legal document which gives someone the right to act on someone's behalf in legal matters

**p.p.** *abbreviation* per procuracionem ■ *verb* □ **to p.p. a letter** to sign a letter on behalf of someone ○ *Her assistant p.p.'d the letter while the manager was at lunch.*

**PPP** *abbreviation* personal pension plan

**practice** /'præktɪs/ *noun* a way of doing things, a custom or habit ○ *His practice was to arrive at work at 7.30 and start counting the cash.* □ **restrictive practices** ways of working which make people less free (such as when trade unions stop workers from doing certain jobs, or stores do not allow customers a free choice of product)

...the EC demanded international arbitration over the pricing practices of the provincial boards' [*Globe and Mail (Toronto)*]

**preannouncement** /,pri:ə-'naʊnsmənt/ *noun* an announcement of

something earlier than the date on which it should normally be announced

**precautionary measure** /prɪ-'kɔːʃ(ə)n(ə)rɪ ,meɪʒə/ *noun* an action taken to prevent something unwanted taking place

**precious metals** /,prɛʃəs 'met(ə)lz/ *plural noun* very valuable metals, such as gold and platinum

**predator** /'predətə/ *noun* an individual (or company) who spends most of the time looking for companies to purchase cheaply

**predict** /prɪ'dɪkt/ *verb* to say that something will happen in the future

**predictability** /prɪ,dɪktə'bɪlɪti/ *noun* the ability to be predicted

**pre-empt** /prɪ:'empt/ *verb* to stop something happening or stop someone doing something by taking action quickly before anyone else can ○ *They staged a management buyout to pre-empt a takeover bid.*

**pre-emption right** /prɪ:'empʃən raɪt/ *noun* the right of an existing shareholder to be first to buy a new stock issue

**pre-emptive** /prɪ:'emptɪv/ *adjective* which is done before anyone else takes action in order to stop something happening □ **pre-emptive strike against a takeover bid** rapid action taken to prevent a takeover bid

**preference** /'pref(ə)rəns/ *noun* **1.** a thing which someone prefers ○ *the customers' preference for small corner shops* **2.** a thing which has an advantage over something else

**preference shareholder** /,prɛf(ə)rəns 'ʃeəhəʊldə/ *noun* an owner of preference shares

**preference shares** /'pref(ə)rəns 'ʃeəz/ *plural noun* shares (often with no voting rights) which receive their dividend before all other shares and are repaid first (at face value) if the company goes into liquidation (NOTE: The US term is **preferred stock**.)

COMMENT: Preference shares, because they have less risk than ordinary shares, normally carry no voting rights.

**preferential** /,prɛfə'renʃəl/ *adjective* showing that something is preferred more than another



**preferential creditor** /,prefə-  
ˌrenʃ(ə)l 'kredɪtə/, **preferred creditor**  
/prɪˌfɜːd 'kredɪtə/ *noun* a creditor who  
must be paid first if a company is in  
liquidation

**preferred shares** /prɪˌfɜːd 'ʃeəz/,  
**preferred stock** /prɪˌfɜːd 'stɒk/ *plural*  
*noun* same as **preference shares**

**pre-financing** /prɪˌfaɪnænsɪŋ/ *noun*  
financing in advance

**prelim** /'prɪːlɪm/ *noun* same as **pre-**  
**liminary announcement** (*informal*)

**preliminary** /prɪˌlɪmɪn(ə)rɪ/ *adjective*  
early, happening before anything else

'...preliminary indications of the level of  
business investment and activity during the  
March quarter will be available this week'  
[*Australian Financial Review*]

**preliminary announcement** /prɪ-  
ˌlɪmɪn(ə)rɪ əˈnaʊnsmənt/ *noun* an  
announcement of a company's full-year  
results, given out to the press before the  
detailed annual report is released

**preliminary prospectus** /prɪ-  
ˌlɪmɪn(ə)rɪ prɪˈspektəs/ *noun* same as  
**pathfinder prospectus**

**pre-market trading** /prɪː ˌmɑːkɪt  
ˈtreɪdɪŋ/ *noun* trading that takes place  
before a Stock Exchange officially  
opens in the morning

**premium** *noun* /'prɪːmiəm/ **1.** a regu-  
lar payment made to an insurance com-  
pany for the protection provided by an  
insurance policy **2.** an amount to be paid  
to a landlord or a tenant for the right to  
take over a lease ○ *flat to let with a pre-*  
*mium of £10,000* ○ *annual rent: £8,500,*  
*premium: £25,000* **3.** an extra sum of  
money in addition to a normal charge,  
wage, price or other amount **4.** a gift,  
discount or other incentive to encourage  
someone to buy ■ *adjective* **1.** of very  
high quality **2.** very high

'...greenmail, the practice of buying back stock  
at a premium from an acquirer who threatens a  
takeover' [*Duns Business Month*]

'...responsibilities include the production of  
premium quality business reports' [*Times*]

**premium bond** /'prɪːmiəm bɒnd/  
*noun* a government bond, part of the  
National Savings scheme, which pays  
no interest, but gives the owner the  
chance to win a weekly or monthly prize

**premium income** /,prɪːmiəm  
'ɪnkʌm/ *noun* income which an insur-

ance company derives from premiums  
paid by insured persons

**premium offer** /'prɪːmiəm ˌɔfə/  
*noun* a free gift offered to attract more  
customers

**prepaid** /prɪˌpeɪd/ *adjective* paid in  
advance

**prepaid reply card** /,prɪˌpeɪd rɪ-  
ˈplai kɑːd/ *noun* a stamped addressed  
card which is sent to someone so that  
they can reply without paying the  
postage

**prepay** /prɪˌpeɪ/ *verb* to pay some-  
thing in advance (NOTE: **prepaying** –  
**prepaid**)

**prepayment** /prɪˌpeɪmənt/ *noun* **1.**  
a payment in advance, or the act of pay-  
ing in advance □ **to ask for prepay-**  
**ment of a fee** to ask for the fee to be  
paid before the work is done **2. US** the  
repayment of the principal of a loan be-  
fore it is due

**prepayment penalty** /prɪˌpeɪmənt  
ˌpen(ə)lti/ *noun* *US* a charge levied on  
someone who repays a loan (such as a  
mortgage) before it is due

**present** *adjective* /ˈprez(ə)nt/ **1.** hap-  
pening now ○ *The shares are too expen-*  
*sive at their present price.* ○ *What is the*  
*present address of the company?* **2.** be-  
ing there when something happens ○  
*Only six directors were present at the*  
*board meeting.* ■ *verb* /prɪˈzent/ to  
bring or send and show a document □ **to**  
**present a bill for acceptance** to present  
a bill for payment by the person who has  
accepted it □ **to present a bill for pay-**  
**ment** to send a bill to be paid

**presentation** /,prez(ə)nˈteɪʃ(ə)n/  
*noun* the showing of a document □  
**cheque payable on presentation** a  
cheque which will be paid when it is  
presented □ **free admission on presen-**  
**tation of this card** you do not pay to go  
in if you show this card

**presentment** /prɪˈzentmənt/ *noun*  
*US* same as **presentation**

**present value** /,prez(ə)nt 'væljuː/  
*noun* **1.** the value something has now ○  
*In 1984 the pound was worth five times*  
*its present value.* **2.** the value now of a  
specified sum of money to be received  
in the future, if invested at current inter-  
est rates. Abbreviation **PV**

COMMENT: The present value of a future  
sum of money is found by discounting that

future sum, and can be used to decide how much money to invest now at current interest rates in order to receive the sum you want to have in a given number of years' time.

**press** /pres/ *noun* newspapers and magazines ○ *We plan to give the product a lot of press publicity.* ○ *There was no mention of the new product in the press.*

**press conference** /'pres,kɒnf(ə)rəns/ *noun* a meeting where newspaper and TV reporters are invited to hear news of something such as a new product or a takeover bid

**press coverage** /'pres,kʌv(ə)rɪdʒ/ *noun* reports about something in newspapers, and magazines and other media ○ *The company had good press coverage for the launch of its new model.*

**press cutting** /'pres,kʌtɪŋ/ *noun* a piece cut out of a newspaper or magazine which refers to an item which you find interesting ○ *We have kept a file of press cuttings about the new car.*

**pressing** /'presɪŋ/ *adjective* urgent □ **pressing engagements** meetings which have to be attended □ **pressing bills** bills which have to be paid

**press recommendation** /'pres,rekəmen,deɪf(ə)n/ *noun* a share which has been tipped as a good buy in the financial column of a newspaper

**press release** /'pres rɪ,lɪs/ *noun* a sheet giving news about something which is sent to newspapers and TV and radio stations so that they can use the information ○ *The company sent out a press release about the launch of the new car.*

**pressure** /'preʃə/ *noun* something which forces you to do something □ **he was under considerable financial pressure** he was forced to act because he owed money □ **to put pressure on someone to do something** to try to force someone to do something ○ *The group tried to put pressure on the government to act.* ○ *The banks put pressure on the company to reduce its borrowings.* □ **working under high pressure** working with customers asking for supplies urgently or with a manager telling you to work faster □ **the pound has come under pressure on the foreign exchanges** many people

have been trying to sell pounds, and this has brought down its exchange rate ○ *The group tried to put pressure on the government to act.* ○ *The banks put pressure on the company to reduce its borrowings.*

**pressure group** /'preʃəgru:p/ *noun* a group of people who try to influence the government, the local town council or some other organisation

**pre-tax** /'pri:tæks/, **pretax** *adjective* before tax has been deducted or paid

'...the company's goals are a growth in sales of up to 40 per cent, a rise in pre-tax earnings of nearly 35 per cent and a rise in after-tax earnings of more than 25 per cent' [Citizen (Ottawa)]

'EC regulations which came into effect in July insist that customers can buy cars anywhere in the EC at the local pre-tax price' [Financial Times]

**pretax profit** /,pri:tæks 'prɒfɪt/ *noun* the amount of profit a company makes before taxes are deducted ○ *The dividend paid is equivalent to one quarter of the pretax profit.* Also called **profit before tax**, **profit on ordinary activities before tax**

**pretax profit margin** /,pri:tæks 'prɒfɪt 'mɑ:dʒɪn/ *noun* the pretax profit shown as a percentage of turnover in a profit and loss account

**previous** /'prɪvɪəs/ *adjective* which happens earlier or which existed before ○ *List all previous positions with the salaries earned.*

**previous balance** /,prɪvɪəs 'bæləns/ *noun* a balance in an account at the end of the accounting period before the current one

**prey** /preɪ/ *noun* company which is being attacked by another (the 'predator') in a takeover bid

**price** /praɪs/ *noun* money which has to be paid to buy something □ **asking price** price which the seller is hoping to be paid for the item when it is sold □ **competitive price** a low price aimed to compete with a rival product □ **to sell goods off at half price** to sell goods at half the price at which they were being sold before □ **cars in the £18–19,000 price range** cars of different makes, selling for between £18,000 and £19,000 □ **price ex warehouse** the price for a product which is to be collected from the manufacturer's or agent's warehouse and so does not include de-

livery □ **to increase in price** to become more expensive ○ *Petrol has increased in price or the price of petrol has increased.* □ **to increase prices, to raise prices** to make items more expensive □ **we will try to meet your price** we will try to offer a price which is acceptable to you □ **to cut prices** to reduce prices suddenly □ **to lower prices, to reduce prices** to make items cheaper ■ *verb* to give a price to a product ○ *We have two used cars for sale, both priced at £5,000.* □ **competitively priced** sold at a low price which competes with that of similar goods from other companies □ **the company has priced itself out of the market** the company has raised its prices so high that its products do not sell

'...the average price per kilogram for this season has been 300c' [*Australian Financial Review*]

'European manufacturers rely heavily on imported raw materials which are mostly priced in dollars' [*Duns Business Month*]

'...after years of relying on low wages for their competitive edge, Spanish companies are finding that rising costs and the strength of the peseta are pricing them out of the market' [*Wall Street Journal*]

'...that British goods will price themselves back into world markets is doubtful as long as sterling labour costs continue to rise' [*Sunday Times*]

**price/book ratio** /,praɪs 'bʊk ,reɪʃəʊ/ *noun* a ratio of the price of a stock to its book value

**price ceiling** /'praɪs ,si:lɪŋ/ *noun* the highest price which can be reached

**price change** /'praɪs tʃeɪndʒ/ *noun* an amount by which the price of a share moves during a day's trading

**price controls** /'praɪs kən'trəʊlz/ *plural noun* legal measures to prevent prices rising too fast

**price cutting** /'praɪs ,kʌtɪŋ/ *noun* a sudden lowering of prices

**price-cutting war** /'praɪs ,kʌtɪŋ wɔ:/ *noun* same as **price war**

**price differential** /'praɪs dɪfə-,renʃəl/ *noun* the difference in price between products in a range

**price/earnings ratio** /,praɪs 'ɜ:nɪŋz ,reɪʃəʊ/ *noun* a ratio between the current market price of a share and the earnings per share (the current dividend it produces), calculated by dividing the market price by the earnings per share ○

*these shares sell at a P/E ratio of 7* Also called **P/E ratio**. Abbreviation **PER** (NOTE: The US term is **price/earnings multiple**.)

COMMENT: The P/E ratio is an indication of the way investors think a company will perform in the future, as a high market price suggests that investors expect earnings to grow and this gives a high P/E figure; a low P/E figure implies that investors feel that earnings are not likely to rise.

**price ex factory** /,praɪs eks 'fækt(ə)ri/, **price ex works** /,praɪs eks 'wɜ:ks/ *noun* a price not including transport from the maker's factory

**price fixing** /'praɪs ,fɪksɪŋ/ *noun* an illegal agreement between companies to charge the same price for competing products

**price label** /'praɪs ,leɪb(ə)l/ *noun* a label which shows a price

**price list** /'praɪs lɪst/ *noun* a sheet giving prices of goods for sale

**price movement** /'praɪs ,mʊ:vmənt/ *noun* a change in the prices of shares or commodities

**price range** /'praɪs reɪndʒ/ *noun* a series of prices for similar products from different suppliers

**price-sensitive** /'praɪs 'sensətɪv/ *adjective* referring to a product for which demand will change significantly if its price is increased or decreased

**price tag** /'praɪs tæg/ *noun* **1.** a label attached to an item being sold that shows its price **2.** the value of a person or thing ○ *The takeover bid put a \$2m price tag on the company.*

**price war** /'praɪs wɔ:/ *noun* a competition between companies to get a larger market share by cutting prices. Also called **price-cutting war**

**pricing** /'praɪsɪŋ/ *noun* the act of giving a price to a product

**pricing model** /'praɪsɪŋ ,mɒd(ə)l/ *noun* a computerised system for calculating a price, based on costs, anticipated margins, etc.

**pricing policy** /'praɪsɪŋ ,pɒlɪsi/ *noun* a company's policy in giving prices to its products ○ *Our pricing policy aims at producing a 35% gross margin.*

**primary** /'praɪməri/ *adjective* **1.** basic **2.** first, most important

'...farmers are convinced that primary industry no longer has the capacity to meet new capital taxes or charges on farm inputs' [Australian Financial Review]

**primary account number** /,praɪməri ə'kaʊnt nʌmbə/ *noun* a series of figures on a credit card, which are the number of the issuing bank and the personal number of the account. Abbreviation **PAN**

**primary commodities** /,praɪməri kə'mɒdɪtɪz/ *plural noun* farm produce grown in large quantities, such as corn, rice or cotton

**primary dealer** /,praɪməri 'di:lə/ *noun* a marketmaker dealing in government stocks

**primary industry** /,praɪməri 'ɪndəstri/ *noun* an industry dealing with basic raw materials such as coal, wood or farm produce

**primary market** /,praɪməri 'mɑ:kɪt/ *noun* a market where new securities or bonds are issued. Also called **new issue market**

**primary products** /,praɪməri 'prɒdʌkts/ *plural noun* products which are basic raw materials, e.g. wood, milk or fish

**prime** /praɪm/ *adjective* **1.** most important **2.** basic ■ *noun* same as **prime rate**

**prime bills** /,praɪm 'bɪlz/ *plural noun* bills of exchange which do not involve any risk

**prime cost** /,praɪm 'kɒst/ *noun* the cost involved in producing a product, excluding overheads

**prime rate** /'praɪm reɪt/ *noun* *US* the best rate of interest at which an American bank lends to its customers

'...the base lending rate, or prime rate, is the rate at which banks lend to their top corporate borrowers' [Wall Street Journal]

COMMENT: Not the same as the British bank base rate, which is only a notional rate, as all bank loans in the UK are at a certain percentage point above the base rate.

**prime sites** /,praɪm 'saɪts/ *plural noun* the most valuable commercial sites (i.e. in main shopping streets) as opposed to secondary sites

**prime time** /'praɪm taɪm/ *noun* the most expensive advertising time for TV

commercials ○ *We are putting out a series of prime-time commercials.*

**priming** /'praɪmɪŋ/ *noun* ◇ **pump priming**

**principal** /'prɪnsɪp(ə)l/ *noun* **1.** a person or company that is represented by an agent ○ *The agent has come to London to see his principals.* **2.** a person acting for himself, such as a marketmaker buying securities on his own account **3.** money invested or borrowed on which interest is paid ○ *to repay principal and interest* ○ *We try to repay part of principal each month.* (NOTE: Do not confuse with **principle**.) ■ *adjective* most important ○ *The principal shareholders asked for a meeting.* ○ *The country's principal products are paper and wood.* ○ *The company's principal asset is its design staff.*

'...the company was set up with funds totalling NorKr 145m with the principal aim of making capital gains on the secondhand market' [Lloyd's List]

**principle** /'prɪnsɪp(ə)l/ *noun* a basic point or general rule □ **in principle** in agreement with a general rule □ **agreement in principle** agreement with the basic conditions of a proposal

**prior** /'praɪə/ *adjective* earlier □ **prior agreement** an agreement which was reached earlier □ **without prior knowledge** without knowing before

**prior-charge capital** /,praɪə 'tʃɑ:dʒ, kæpɪt(ə)l/ *noun* a capital in the form of preference shares, which ranks before other capital in terms of distributions of profits and repayment when a company goes into liquidation

**priority** /praɪ'brɪti/ *noun* □ **to have priority** to have the right to be first □ **to have priority over or to take priority over something** to be more important than something ○ *Reducing overheads takes priority over increasing turnover.* ○ *Debenture holders have priority over ordinary shareholders.* □ **to give something top priority** to make something the most important item

**privacy** /'prɪvəsi/ *noun* a method of ensuring that a person's personal or credit card payment details cannot be intercepted and read when transferred over the Internet

**private** /'praɪvət/ *adjective* belonging to a single person or to individual people, not to a company or the state □ **a**

letter marked 'private and confidential' a letter which must not be opened by anyone other than the person it is addressed to

'...in the private sector the total number of new house starts was 3 per cent higher than in the corresponding period last year, while public sector starts were 23 per cent lower' [*Financial Times*]

'...management had offered to take the company private through a leveraged buyout for \$825 million' [*Fortune*]

**private banking** /ˌpraɪvət ˈbæŋkɪŋ/ *noun* a special banking services offered to very rich people

**private client stockbroker** /ˌpraɪvət ˌklaɪənt ˈstɒkbroʊkə/ *noun* a stockbroker who deals on behalf of private investors

**private enterprise** /ˌpraɪvət ˈentəpraɪz/ *noun* businesses which are owned privately, not nationalised ○ *The project is completely funded by private enterprise.*

**private income** /ˌpraɪvət ˈɪŋkʌm/ *noun* income from dividends, interest or rent which is not part of a salary

**private investor** /ˌpraɪvət ɪnˈvestə/ *noun* an ordinary person with money to invest

**private limited company** /ˌpraɪvət ˌlɪmɪtɪd ˈkʌmp(ə)ni/ *noun* **1.** a company with a small number of shareholders, whose shares are not traded on the Stock Exchange **2.** a subsidiary company whose shares are not listed on the Stock Exchange, while those of its parent company are (NOTE: [all senses] shortened to **Ltd**)

**private means** /ˌpraɪvət ˈmi:nz/ *plural noun* income from dividends, interest or rent which is not part of someone's salary

**private ownership** /ˌpraɪvət ˈəʊnəʃɪp/ *noun* a situation where a company is owned by private shareholders

**private placing** /ˌpraɪvət ˈpleɪsɪŋ/, **private placement** /ˌpraɪvət ˈpleɪsmənt/ *noun* the act of placing a new issue of shares with a group of selected financial institutions

**private property** /ˌpraɪvət ˈprɒpəti/ *noun* property which belongs to a private person, not to the public

**private sector** /ˌpraɪvət ˌsektə/ *noun* all companies which are owned by private shareholders, not by the state ○ *The expansion is completely funded by the private sector.* ○ *Salaries in the private sector have increased faster than in the public sector.*

**privatisation** /ˌpraɪvətəɪˈzeɪʃ(ə)n/, **privatization** *noun* the process of selling a nationalised industry to private owners

**privatise** /ˌpraɪvətəɪz/, **privatize** *verb* to sell a nationalised industry to private owners

**pro** /prəʊ/ *preposition* for

**probate** /ˈprəʊbeɪt/ *noun* legal acceptance that a document, especially a will, is valid □ **the executor was granted probate or obtained a grant of probate** the executor was told officially that the will was valid

**probate court** /ˈprəʊbeɪt kɔ:t/ *noun* a court which examines wills to see if they are valid

**procedure** /prəˈsi:dʒə/ *noun* a way in which something is done ○ *The inquiry found that the company had not followed the approved procedures.* ○ *The management complained that the unions did not follow the proper procedure.* □ **this procedure is very irregular** this is not the proper way to do something □ **accounting procedures** set ways of doing the accounts of a company

'...this was a serious breach of disciplinary procedure and the dismissal was unfair' [*Personnel Management*]

**proceed** /prəˈsi:d/ *verb* to go on, to continue ○ *The negotiations are proceeding slowly.* □ **to proceed against someone** to start a legal action against someone □ **to proceed with something** to go on doing something ○ *Shall we proceed with the committee meeting?*

**proceedings** /prəˈsi:dɪŋz/ *plural noun* □ **to institute proceedings against someone** to start a legal action against someone

**proceeds** /ˈprəʊsi:dz/ *plural noun* money received from selling something □ **the proceeds of a sale** money received from a sale after deducting expenses ○ *He sold his shop and invested the proceeds in a computer repair business.*

**process** /'prəʊses/ *noun* □ **decision-making processes** ways in which decisions are reached ■ *verb* **1.** □ **to process figures** to sort out information to make it easily understood ○ *The sales figures are being processed by our accounts department.* ○ *The data is being processed by our computer.* **2.** to deal with something in the usual routine way ○ *It usually takes at least two weeks to process an insurance claim.* ○ *Orders are processed in our warehouse.*

**processing** /'prəʊsesɪŋ/ *noun* **1.** the act of sorting information ○ *the processing of information or of statistics by a computer* **2.** □ **the processing of a claim for insurance** putting a claim for insurance through the usual office routine in the insurance company

**produce** *noun* /'prɒdju:s/ products from farms and gardens, especially fruit and vegetables ○ *home produce* ○ *agricultural produce* ○ *farm produce* ■ *verb* /'prɒ'dju:z/ **1.** to bring something out and show it ○ *He produced documents to prove his claim.* ○ *The negotiators produced a new set of figures.* ○ *The customs officer asked him to produce the relevant documents.* **2.** to make or manufacture something ○ *The factory produces cars or engines.* □ **to mass produce** to make large quantities of a product **3.** to give an interest ○ *investments which produce about 10% per annum*

**product** /'prɒdʌkt/ *noun* **1.** something which is made or manufactured **2.** a manufactured item for sale

**product advertising** /'prɒdʌkt ,ædvətaɪzɪŋ/ *noun* the advertising of a particular named product, not the company which makes it

**product analysis** /,prɒdʌkt ə-'næləsɪs/ *noun* an examination of each separate product in a company's range to find out why it sells, who buys it, etc.

**product design** /'prɒdʌkt dɪ'zaɪn/ *noun* the design of consumer products

**product development** /,prɒdʌkt dɪ'veləp'mənt/ *noun* the process of improving an existing product line to meet the needs of the market

**product engineer** /,prɒdʌkt ,endʒɪ'nɪə/ *noun* an engineer in charge of the equipment for making a product

**production** /prə'dʌkʃən/ *noun* **1.** the act of showing something □ **on production** of when something is shown ○ *The case will be released by customs on production of the relevant documents.* ○ *Goods can be exchanged only on production of the sales slip.* **2.** the work of making or manufacturing of goods for sale ○ *We are hoping to speed up production by installing new machinery.* ○ *Higher production is rewarded with higher pay.*

**production cost** /prə'dʌkʃən kɒst/ *noun* the cost of making a product

**production department** /prə-'dʌkʃən dɪ'pɑ:t'mənt/ *noun* the section of a company which deals with the making of the company's products

**production line** /prə'dʌkʃən laɪn/ *noun* a system of making a product, where each item such as a car moves slowly through the factory with new sections added to it as it goes along ○ *He works on the production line.* ○ *She is a production-line worker.*

**production manager** /prə'dʌkʃən ,mænɪdʒə/ *noun* the person in charge of the production department

**production target** /prə'dʌkʃən ,tɑ:ɡɪt/ *noun* the amount of units a factory is expected to produce

**production unit** /prə'dʌkʃən ,ju:nɪt/ *noun* a separate small group of workers producing a product

**productive** /prə'dʌktɪv/ *adjective* which produces, especially which produces something useful □ **productive discussions** useful discussions which lead to an agreement or decision

**productive capital** /prə'dʌktɪv 'kæpɪt(ə)l/ *noun* capital which is invested to give interest

**productivity** /,prɒdʌk'tɪvɪti/ *noun* the rate of output per employee or per machine in a factory ○ *Bonus payments are linked to productivity.* ○ *The company is aiming to increase productivity.* ○ *Productivity has fallen or risen since the company was taken over.*

'...though there has been productivity growth, the absolute productivity gap between many British firms and their foreign rivals remains' [Sunday Times]

**productivity agreement** /,prɒdʌk'tɪvɪti ə'ɡri:mənt/ *noun* an agreement to pay a productivity bonus

**productivity bonus** /,prɒdʌk'tɪvɪti ˌbʌʊnəs/ *noun* an extra payment made to employees because of increased production per employee

**productivity drive** /,prɒdʌk'tɪvɪti draɪv/ *noun* an extra effort to increase productivity

**product management** /,prɒdʌkt 'mænɪdʒmənt/ *noun* the process of directing the making and selling of a product as an independent item

**product mix** /'prɒdʌkt mɪks/ *noun* a range of different products which a company has for sale

**profession** /prə'feɪʃ(ə)n/ *noun* **1.** an occupation for which official qualifications are needed and which is often made a lifelong career ○ *The managing director is an accountant by profession.* ○ *HR management is now more widely recognised as a profession.* **2.** a group of specialised workers ○ *the accounting profession* ○ *the legal profession*

'...one of the key advantages of an accountancy qualification is its worldwide marketability. Other professions are not so lucky: lawyers, for example, are much more limited in where they can work' [Accountancy]

**professional** /prə'feɪʃ(ə)n(ə)l/ *adjective* **1.** referring to one of the professions ○ *The accountant sent in his bill for professional services.* ○ *We had to ask our lawyer for professional advice on the contract.* ○ *The professional institute awards diplomas.* □ **professional man, professional woman** a man or woman who works in one of the professions (such as a lawyer, doctor or accountant) **2.** doing work for money ○ *a professional tennis player* □ **he is a professional troubleshooter** he makes his living by helping companies to sort out their problems

**professional qualification** /prə'feɪʃ(ə)n(ə)l kwɒlɪfɪ'keɪʃ(ə)n/ *noun* a document which shows that someone has successfully finished a course of study which allows him or her to work in one of the professions

**profit** /'prɒfɪt/ *noun* money gained from a sale which is more than the money spent on making the item sold or on providing the service offered □ **to take your profit** to sell shares at a higher price than was paid for them, and so realise the profit, rather than to keep them as an investment □ **to show a**

**profit** to make a profit and state it in the company accounts ○ *We are showing a small profit for the first quarter.* □ **to make a profit** to have more money as a result of a deal □ **to move into profit** to start to make a profit ○ *The company is breaking even now, and expects to move into profit within the next two months.* □ **to sell at a profit** to sell at a price which gives you a profit □ **healthy profit** quite a large profit

'...because capital gains are not taxed and money taken out in profits and dividends is taxed, owners of businesses will be using accountants and tax experts to find loopholes in the law' [Toronto Star]

'...the bank transferred \$5 million to general reserve compared with \$10 million the previous year which made the consolidated profit and loss account look healthier' [Hongkong Standard]

**profitability** /,prɒfɪtə'bɪləti/ *noun* **1.** the ability to make a profit ○ *We doubt the profitability of the project.* **2.** the amount of profit made as a percentage of costs

**profitable** /'prɒfɪtəb(ə)l/ *adjective* which makes a profit ○ *She runs a very profitable employment agency.*

**profitably** /'prɒfɪtəbli/ *adverb* making a profit ○ *The aim of every company must be to trade profitably.*

**profit after tax** /,prɒfɪt ɑ:ftə 'tæks/ *noun* same as **net profit**

**profit and loss account** /,prɒfɪt ən 'lɒs ə,kaʊnt/ *noun* the accounts for a company showing expenditure and income over a period of time, usually one calendar year, balanced to show a final profit or loss. Also called **P&L account** (NOTE: The US term is **profit and loss statement** or **income statement**.)

**profit before tax** /,prɒfɪt bɪfɔ: 'tæks/ *noun* same as **pretax profit**

**profit centre** /'prɒfɪt ˌsentə/ *noun* a person, unit or department within an organisation which is considered separately for the purposes of calculating a profit ○ *We count the kitchen equipment division as a single profit centre.*

**profiteer** /,prɒfɪ'tɪə/ *noun* a person who makes too much profit, especially when goods are rationed or in short supply

**profiteering** /,prɒfɪ'tɪəriŋ/ *noun* the practice of making too much profit

**profit-making** /'prɒfɪt ,meɪkɪŋ/ *adjective* which makes a profit ○ *The whole project was expected to be profit-making by 2001 but it still hasn't broken even.* ○ *It is hoped to make it into a profit-making concern.*

**profit margin** /'prɒfɪt ,mɑ:dʒɪn/ *noun* the percentage difference between sales income and the cost of sales

**profit on ordinary activities before tax** /,prɒfɪt ɒn ,ɔ:d(ə)n(ə)rɪ æk-,tɪvɪtɪz bɪ,fɔ: 'tæks/ *noun* same as **pretax profit**

**profit-sharing** /'prɒfɪt ʃeərɪŋ/ *noun* an arrangement where workers get a share of the profits of the company they work for ○ *The company runs a profit-sharing scheme.*

**profit squeeze** /'prɒfɪt skwi:z/ *noun* strict control of the amount of profits which companies can pay out as dividend

**profits tax** /'prɒfɪts tæks/ *noun* a tax to be paid on profits

**profit-taker** /'prɒfɪt ,teɪkə/ *noun* a person who sells an investment in order to realise a profit

**profit-taking** /'prɒfɪt ,teɪkɪŋ/ *noun* the act of selling investments to realise the profit, rather than keeping them ○ *Share prices fell under continued profit-taking.*

'...some profit-taking was seen yesterday as investors continued to lack fresh incentives to renew buying activity' [*Financial Times*]

**pro forma** /prəʊ 'fɔ:mə/ *adverb* 'for the sake of form' ■ *verb* to issue a pro forma invoice ○ *Can you pro forma this order?* ■ *noun* a document issued before all relevant details are known, usually followed by a final version

**pro forma invoice** /prəʊ 'fɔ:mə 'ɪnvɔɪs/, **pro forma** /prəʊ 'fɔ:mə/ *noun* an invoice sent to a buyer before the goods are sent, so that payment can be made or so that goods can be sent to a consignee who is not the buyer ○ *They sent us a pro forma invoice.* ○ *We only supply that account on pro forma.*

**program** /'prəʊgræm/ *noun* **1.** *US* same as **programme** **2.** a set of instructions that tell a computer to carry out specific tasks ■ *verb* to write a program for a computer □ **to program a computer** to install a program in a computer

○ *The computer is programmed to print labels.*

**programmable** /prəʊ'græməb(ə)/ *adjective* which can be programmed

**programme** /'prəʊgræm/ *noun* a plan of things which will be done ○ *to draw up a programme of investment or an investment programme* ○ *She is running the development programme or the research programme.* ○ *The training programme sends all managers for re-training every year.* ○ *We are initiating a new recruitment programme.* (NOTE: The US spelling is **program**.)

**programmed trading** /,prəʊgræmd 'treɪdɪŋ/ *noun* same as **program trading**

**programming engineer** /,prəʊ-,græmɪŋ ,endʒɪ'nɪə/ *noun* an engineer in charge of programming a computer system

**programming language** /'prəʊgræmɪŋ ,læŋgwɪdʒ/ *noun* a system of signs, letters and words used to instruct a computer

**program trader** /'prəʊgræm ,treɪdə/ *noun* a person who buys or sells according to a computer program

**program trading** /'prəʊgræm ,treɪdɪŋ/ *noun* the practice of buying and selling shares according to instructions given by a computer program (the computer is programmed to buy or sell when certain prices are reached or when a certain volume of sales on the market is reached)

**progress** *noun* /'prəʊgres/ the movement of work towards completion ○ *to report on the progress of the work or of the negotiations* □ **to make a progress report** to report how work is going □ **in progress** which is being done but is not finished ○ *negotiations in progress* ○ *work in progress* ■ *verb* /prəʊ'gres/ to move forward, to go ahead ○ *The contract is progressing through various departments.*

**progressive** /prə'gresɪv/ *adjective* which moves forward in stages

**progressive taxation** /prə'gresɪv tæk'seɪʃ(ə)n/ *noun* a taxation system where tax levels increase as the income is higher. Also called **graduated taxation**. Compare **regressive taxation**



**progress payment** /'prəʊgres ,peɪmənt/ *noun* a payment made as a particular stage of a contract is completed ○ *The fifth progress payment is due in March.*

**prohibitive** /prəʊ'hɪbɪtɪv/ *adjective* with a price so high that you cannot afford to pay it ○ *The cost of redesigning the product is prohibitive.*

**project** /'prɒdʒekt/ *noun* **1.** a plan ○ *He has drawn up a project for developing new markets in Europe.* **2.** a particular job of work which follows a plan ○ *We are just completing an engineering project in North Africa.* ○ *The company will start work on the project next month.*

**project analysis** /'prɒdʒekt ə-,nælə'sɪs/ *noun* the examination of all the costs or problems of a project before work on it is started

**projected** /prə'dʒektɪd/ *adjective* planned or expected □ **projected sales** a forecast of sales ○ *Projected sales in Europe next year should be over £1m.*

**project engineer** /,prɒdʒekt ,endʒɪ'nɪə/ *noun* an engineer in charge of a project

**projection** /prə'dʒekʃən/ *noun* a forecast of something which will happen in the future ○ *Projection of profits for the next three years.* ○ *The sales manager was asked to draw up sales projections for the next three years.*

**project manager** /,prɒdʒekt 'mænɪdʒə/ *noun* the manager in charge of a project

**promise** /'prɒmɪs/ *noun* an act of saying that you will do something □ **to keep a promise** to do what you said you would do ○ *He says he will pay next week, but he never keeps his promises.* □ **to go back on a promise** not to do what you said you would do ○ *The management went back on its promise to increase salaries across the board.* □ **a promise to pay** a promissory note ■ **verb** to say that you will do something ○ *They promised to pay the last instalment next week.* ○ *The personnel manager promised he would look into the grievances of the office staff.*

**promissory note** /'prɒmɪsəri ,nəʊt/ *noun* a document stating that someone promises to pay an amount of money on a specific date

**promote** /prə'məʊt/ *verb* **1.** to give someone a more important job or to move someone to a higher grade ○ *He was promoted from salesman to sales manager.* **2.** to advertise a product □ **to promote a new product** to increase the sales of a new product by a sales campaign, by TV commercials or free gifts, or by giving discounts **3.** □ **to promote a new company** to organise the setting up of a new company

**promotion** /prə'məʊʃ(ə)n/ *noun* **1.** the fact of being moved up to a more important job ○ *I ruined my chances of promotion when I argued with the managing director.* ○ *The job offers good promotion chances or promotion prospects.* □ **to earn promotion** to work hard and efficiently and so be promoted **2.** all means of conveying the message about a product or service to potential customers, e.g. publicity, a sales campaign, TV commercials or free gifts ○ *Our promotion budget has been doubled.* ○ *The promotion team has put forward plans for the launch.* ○ *We are offering free holidays in France as part of our special in-store promotion.* ○ *We are running a special promotion offering two for the price of one.* **3.** □ **promotion of a company** the setting up of a new company

**promotional** /prə'məʊʃ(ə)n(ə)l/ *adjective* used in an advertising campaign ○ *The admen are using balloons as promotional material.*

**promotional budget** /prə-,məʊʃ(ə)n(ə)l 'bʌdʒɪt/ *noun* a forecast of the cost of promoting a new product

**prompt** /prɒmpt/ *adjective* rapid or done immediately ○ *We got very prompt service at the complaints desk.* ○ *Thank you for your prompt reply to my letter.* □ **prompt payment** payment made rapidly □ **prompt supplier** a supplier who delivers orders rapidly

'...they keep shipping costs low and can take advantage of quantity discounts and other allowances for prompt payment' [*Duns Business Month*]

**prompt date** /'prɒmpt deɪt/ *noun* a date for delivery, stated on a futures contract

**prompt payer** /prɒmpt 'peɪə/ *noun* a company or person that pays bills rapidly

**proof** /pru:f/ *noun* evidence which shows that something is true

**-proof** /pru:f/ *suffix* which prevents something getting in or getting out or harming something ○ *a dustproof cover* ○ *an inflation-proof pension* ○ *a sound-proof studio*

**property** /'prɒpəti/ *noun* **1.** land and buildings ○ *Property taxes are higher in the inner city.* ○ *They are assessing damage to property or property damage after the storm.* ○ *The commercial property market is booming.* **2.** a building ○ *We have several properties for sale in the centre of the town.* **3.** things which a person or organisation owns

**property bond** /'prɒpəti bɒnd/ *noun* an investment in a fund invested in properties or in property companies

**property company** /'prɒpəti 'kʌmp(ə)ni/ *noun* a company which buys buildings to lease them

**property developer** /'prɒpəti dɪ'veləpə/ *noun* a person who buys old buildings or empty land and plans and builds new houses or factories for sale or rent

**property development** /'prɒpəti dɪ'veləpmənt/ *noun* the business of renovating old buildings or building new ones on their sites

**property portfolio** /'prɒpəti pɔ:t-ʃəʊliəʊ/ *noun* all the investment property which belongs to one person or company

**property shares** /'prɒpəti ʃeəz/ *plural noun* shares in property companies

**property tax** /'prɒpəti tæks/ *noun* a tax paid on building or land (such as the council tax in the UK)

**proportion** /prə'pɔ:ʃ(ə)n/ *noun* a part of a total ○ *A proportion of the pre-tax profit is set aside for contingencies.* ○ *Only a small proportion of our sales comes from retail shops.* □ **in proportion to** compared to something else, by an amount related to something else ○ *Profits went up in proportion to the fall in overhead costs.* ○ *Sales in Europe are small in proportion to those in the USA.*

**proportional** /prə'pɔ:ʃ(ə)n(ə)l/ *adjective* directly related ○ *The increase in profit is proportional to the reduction in overheads.*

**proportionately** /prə'pɔ:ʃ(ə)nətli/ *adverb* in a way that is directly related

**proprietary** /prə'praɪət(ə)ri/ *noun, adjective* (a product, e.g. a medicine) which is made and owned by a company

**proprietary company** /prə-'praɪət(ə)ri 'kʌmp(ə)ni/ *noun* US a company formed to invest in stock of other companies so as to control them. Abbreviation **pty** (NOTE: The UK term is **holding company**.)

**proprietary drug** /prə'praɪət(ə)ri 'drʌg/ *noun* a drug which is made by a particular company and marketed under a brand name

**pro rata** /prəʊ 'rɑ:tə/ *adjective, adverb* at a rate which varies according to the size or importance of something ○ *When part of the shipment was destroyed we received a pro rata payment.* ○ *The full-time pay is £500 a week and the part-timers are paid pro rata.* □ **dividends are paid pro rata** dividends are paid according to the number of shares held

**prospect** /'prɒspekt/ *noun* a chance or possibility that something will happen in the future □ **her job prospects are good** she is very likely to find a job

**prospective** /prə'spektɪv/ *adjective* which may happen in the future

**prospective dividend** /prə'spektɪv 'dɪvɪdend/ *noun* a dividend which a company expects to pay at the end of the current year

**prospective P/E ratio** /prə'spektɪv 'pi: 'i: ,reɪʃəʊ/ *noun* a P/E ratio expected in the future on the basis of forecast dividends

**prospectus** /prə'spektəs/ *noun* a document which gives information to attract buyers or customers ○ *The restaurant has people handing out prospectuses in the street.*

'...when the prospectus emerges, existing shareholders and any prospective new investors can find out more by calling the free share information line; they will be sent a leaflet. Non-shareholders who register in this way will receive a prospectus when it is published; existing shareholders will be sent one automatically' [*Financial Times*]

**prosperity** /prɒ'spɜ:ti/ *noun* the state of being rich □ **in times of prosperity** when people are rich

**prosperous** /'prɒsp(ə)rəs/ *adjective*  
rich ○ *a prosperous shopkeeper* ○ *a prosperous town*

**protect** /prə'tekt/ *verb* to defend something against harm ○ *The workers are protected from unfair dismissal by government legislation.* ○ *The cover is supposed to protect the machine from dust.* □ **to protect an industry by imposing tariff barriers** to stop a local industry from being hit by foreign competition by taxing foreign products when they are imported

**protection** /prə'tekʃən/ *noun* **1.** a defence against harm ○ *The legislation offers no protection to part-time workers.* ○ *The new equipment offers more protection against noise.* **2.** the imposing of tariffs to protect domestic producers from competition from imports

**protectionism** /prə'tekʃənɪz(ə)m/ *noun* the practice of protecting producers in the home country against foreign competitors by banning or taxing imports or by imposing import quotas

**protective** /prə'tektɪv/ *adjective* which protects

**protective tariff** /prə'tektɪv 'tærɪf/ *noun* a tariff which tries to ban imports to stop them competing with local products

**pro tem** /prəʊ 'tem/ *adverb* temporarily, for a time

**protest** *noun* /'prəʊtest/ **1.** a statement or action to show that you do not approve of something ○ *to make a protest against high prices* **2.** an official document which proves that a bill of exchange has not been paid ■ **verb** /prə'test/ □ **to protest a bill** to draw up a document to prove that a bill of exchange has not been paid

**provide** /prə'vaɪd/ *verb* **1.** to give or supply something **2.** □ **to provide for** to allow for something which may happen in the future ○ *The contract provides for an annual increase in charges.* ○ *£10,000 of expenses have been provided for in the budget.* **3.** to put money aside in accounts to cover expenditure or loss in the future ○ *£25,000 is provided against bad debts.*

**provident** /'prɒvɪd(ə)nt/ *adjective* providing benefits in case of illness, old

age or other cases of need ○ *a provident fund* ○ *a provident society*

**provision** /prə'vɪz(ə)n/ *noun* **1.** □ **to make provision for** to see that something is allowed for in the future **2.** a legal condition □ **we have made provision to this effect** we have put into the contract terms which will make this work **3.** an amount of money put aside in accounts for anticipated expenditure where the timing or amount of expenditure is uncertain ○ *The bank has made a £2m provision for bad debts or a \$5bn provision against Third World loans.*

'...landlords can create short lets of dwellings which will be free from the normal security of tenure provisions' [Times]

**provisional** /prə'vɪz(ə)n(ə)l/ *adjective* temporary, not final or permanent ○ *He was given a provisional posting to see* ○ *The sales department has been asked to make a provisional forecast of sales.* ○ *The provisional budget has been drawn up for each department.* ○ *They faxed their provisional acceptance of the contract.*

**provisionally** /prə'vɪz(ə)nəli/ *adverb* not finally ○ *The contract has been accepted provisionally.*

**proxy** /'prɒksi/ *noun* **1.** a document which gives someone the power to act on behalf of someone else ○ *to sign by proxy* **2.** a person who acts on behalf of someone else ○ *She asked the chairman to act as proxy for her.*

**proxy form** /'prɒksi fɔ:m/, **proxy card** /'prɒksi kɑ:d/ *noun* a form which a shareholders receive with their invitations to attend an AGM, and which they fill in if they want to appoint a proxy to vote for them on a resolution

**proxy statement** /'prɒksi 'steɪtmənt/ *noun* a document, filed with the SEC, outlining executive pay packages, option grants and other perks, and also giving details of dealings by executives in shares of the company

**proxy vote** /'prɒksi vɔ:t/ *noun* a vote made by proxy ○ *The proxy votes were all in favour of the board's recommendation.*

**prudent** /'pru:dənt/ *adjective* careful, not taking any risks

**prudential** /pru'denʃ(ə)l/ *adjective* which is careful, prudent

**prudential ratio** /pruːdenʃ(ə)l 'reɪʃiəʊ/ *noun* a ratio of capital to assets which a bank feels it is prudent to have, according to EU regulations

**prudent man rule** /,pruːd(ə)nt 'mæn ruːl/ *noun* a rule that trustees who make financial decisions on behalf of other people should act carefully (as a normal prudent person would)

**PSBR** *abbreviation* Public Sector Borrowing Requirement

**ptas** *abbreviation* pesetas

**Pte** *abbreviation* (in Singapore) private limited company

**Pty** *abbreviation* proprietary company

**Pty Ltd** *abbreviation* private limited company

**public** /'pʌblɪk/ *adjective* **1.** referring to all the people in general **2.** referring to the government or the state

**public expenditure** /,pʌblɪk ɪk-'spendɪtʃə/ *noun* money spent by the local or central government

**public finance** /,pʌblɪk 'faɪnæns/ *noun* the raising of money by governments (by taxes or borrowing) and the spending of it

**public funds** /,pʌblɪk 'fʌndz/ *plural noun* government money available for expenditure

**public holiday** /,pʌblɪk 'hɒlɪdeɪ/ *noun* a day when all employees are entitled to take a holiday

**publicity budget** /pʌ'blɪsɪti ,bʌdʒɪt/ *noun* money allowed for expenditure on publicity

**public limited company** /,pʌblɪk ,lɪmɪtɪd 'kʌmp(ə)ni/ *noun* a company whose shares can be bought on the Stock Exchange. Abbreviation **Plc**, **PLC**, **plc**. Also called **public company**

**public monopoly** /,pʌblɪk mə-'nɒpəli/ *noun* a situation where an organisation owned and run by the state (e.g. the Post Office) is the only supplier of a product or service

**public offering** /,pʌblɪk 'ɒf(ə)ɪrɪŋ/ *noun* an offering of new shares in a corporation for sale to the public as a way of launching the corporation on the Stock Exchange

**public ownership** /,pʌblɪk 'əʊnəʃɪp/ *noun* a situation where the

government owns a business, i.e. where an industry is nationalised

**public placing** /,pʌblɪk 'pleɪsɪŋ/, **public placement** /,pʌblɪk 'pleɪsmənt/ *noun* an act of offering a new issue of shares to certain investing institutions, though not to private investors in general

**public sector** /'pʌblɪk ,sektə/ *noun* nationalised industries and services ○ *a report on wage rises in the public sector* or *on public-sector wage settlements* Also called **government sector**

**Public Sector Borrowing Requirement** /,pʌblɪk ,sektə 'bɒrəʊɪŋ rɪ,kwaɪəmənt/ *noun* the amount of money which a government has to borrow to pay for its own spending. Abbreviation **PBSR**

**public spending** /,pʌblɪk 'spendɪŋ/ *noun* spending by the government or by local authorities

**public-to-private deal** /,pʌblɪk tə 'praɪvət diːl/ *noun* an arrangement by which a quoted company leaves the Stock Exchange and becomes a privately owned investment. ♦

**take-private**

**public utilities** /,pʌblɪk juː'tɪlɪtɪz/ *plural noun* companies (such as electricity, gas or transport companies) which provide a service used by the whole community

**pula** /'puːlə/ *noun* a unit of currency used in Botswana

**pull off** /,pʊl 'ɒf/ *verb* to succeed in negotiating a deal (*informal*)

**pull out** /,pʊl 'aʊt/ *verb* to stop being part of a deal or agreement ○ *Our Australian partners pulled out of the contract.*

**pump** /pʌmp/ *verb* to put something in by force ○ *Venture capitalists have been pumping money into the company to keep it afloat.*

'...in each of the years 1986 to 1989, Japan pumped a net sum of the order of \$100bn into foreign securities, notably into US government bonds' [*Financial Times Review*]

**pump priming** /'pʌmp ,praɪmɪŋ/ *noun* government investment in new projects which it hopes will benefit the economy

**punt** /pʌnt/ *noun* **1.** a former unit of currency in the Republic of Ireland **2.** a gamble, bet (*informal*) ○ *That stock is*

worth a punt. ○ *He took a punt on the exchange rate falling.* ■ **verb** to gamble or to bet (on something)

**punter** /'pʌntə/ **noun** **1.** a person who gambles or who hopes to make money on the Stock Exchange ○ *The share price shot up as punters rushed to buy.* **2.** a customer (informal) ○ *The product looks attractive but will the punters like it?*

'...if punters don't come in for their regular packet of cigarettes, then they are unlikely to make any impulse buys' [*The Grocer*]

**purchase** /'pɜ:tʃɪs/ **noun** a product or service which has been bought □ **to make a purchase** to buy something ■ **verb** to buy something □ **to purchase something for cash** to pay cash for something

**purchase acquisition** /,pɜ:tʃɪs ,ækwi'zɪʃ(ə)n/ **noun** same as **acquisition accounting**

**purchase book** /'pɜ:tʃɪs bʊk/ **noun** a book in which purchases are recorded

**purchase ledger** /'pɜ:tʃɪs ,ledʒə/ **noun** a book in which expenditure is noted

**purchase order** /'pɜ:tʃɪs ,ɔ:də/ **noun** an official order made out by a purchasing department for goods which a company wants to buy ○ *We cannot supply you without a purchase order number.*

**purchase price** /'pɜ:tʃɪs praɪs/ **noun** a price paid for something

**purchaser** /'pɜ:tʃɪsə/ **noun** a person or company that purchases ○ *The company has found a purchaser for its warehouse.* □ **the company is looking for a purchaser** the company is trying to find someone who will buy it

**purchase tax** /'pɜ:tʃɪs tæks/ **noun** a tax paid on things which are bought

**purchasing** /'pɜ:tʃɪsɪŋ/ **noun, adjective** buying

**purchasing department** /'pɜ:tʃɪsɪŋ dɪ,pɑ:tmənt/ **noun** the section of a company which deals with the buying of stock, raw materials, equipment, etc.

**purchasing manager** /'pɜ:tʃɪsɪŋ ,mænɪdʒə/ **noun** the head of a purchasing department

**purchasing officer** /'pɜ:tʃɪsɪŋ ,ɒfɪsə/ **noun** a person in a company or

organisation who is responsible for buying stock, raw materials, equipment, etc.

**purchasing power** /'pɜ:tʃɪsɪŋ ,paʊə/ **noun** the quantity of goods which can be bought by a particular group of people or with a particular sum of money ○ *the purchasing power of the school market* ○ *The purchasing power of the pound has fallen over the last five years.*

**purse** /pɜ:s/ **noun** a small, usually leather, bag for keeping money in

**push** /pʊʃ/ **verb** □ **to push a share** to try to persuade investors to buy a share (using forceful means)

**put** /put/ **verb** to place or to fix □ **the accounts put the stock value at £10,000** the accounts state that the value of the stock is £10,000 □ **to put a proposal to the vote** to ask a meeting to vote for or against a proposal □ **to put a proposal to the board** to ask the board to consider a suggestion

**put down** /,put 'daʊn/ **verb** **1.** to make a deposit ○ *to put down money on a house* **2.** to write an item in a ledger or an account book ○ *to put down a figure for expenses*

**put in** /,put 'ɪn/ **verb** □ **to put in a bid for something** to offer to buy something, usually in writing □ **to put in an estimate for something** to give someone a written calculation of the probable costs of carrying out a job □ **to put in a claim for damage** to ask an insurance company to pay for damage □ **the union put in a 6% wage claim** the union asked for a 6% increase in wages

**put into** /'put ɪntʊ/ **verb** □ **to put money into a business** to invest money in a business

**put on** /,put 'ɒn/ **verb** □ **to put an item on the agenda** to list an item for discussion at a meeting □ **to put an embargo on trade** to forbid trade

**put option** /put 'ɒpʃən/ **noun** an option to sell shares at a certain price (NOTE: The opposite is **call option**.)

**put out** /,put 'aʊt/ **verb** to send something out for other people to work on ○ *We are planning to put out most of the work to freelancers.* □ **to put work out to contract** to decide that work should be done by a company on a contract, rather than employ members of staff to do it

**put up** /,ɪpʊt 'ʌp/ *verb* **1.** □ **who put up the money for the shop?** who provided the investment money for the shop to start? □ **to put something up for sale** to advertise that something is for sale ○ *When he retired he decided to put his town flat up for sale.* **2.** to increase something, to make something higher ○ *The shop has put up all its prices by 5%.*

**PV** *abbreviation* present value

**pyramiding** /'pɪrəməɪdɪŋ/ *noun* **1.** the process of building up a major group by acquiring controlling interests in many different companies, each larger than the original company **2.** the illegal prac-

tice of using new investors' deposits to pay the interest on the deposits made by existing investors

**pyramid selling** /'pɪrəməɪd ,selɪŋ/ *noun* an illegal way of selling goods or investments to the public, where each selling agent pays for the franchise to sell the product or service, and sells that right on to other agents together with stock, so that in the end the person who makes most money is the original franchiser, and sub-agents or investors may lose all their investments

'...much of the population had committed their life savings to get-rich-quick pyramid investment schemes – where newcomers pay the original investors until the money runs out – which inevitably collapsed' [*Times*]

## Q

**qty** *abbreviation* quantity

**quadruplicate** /kwɒ'dru:plɪkət/  
*noun* □ **in quadruplicate** with the original and three copies ○ *The invoices are printed in quadruplicate.* ○ *The application form should be completed in quadruplicate.*

**qualification** /,kwɒlɪfɪ'keɪʃ(ə)n/  
*noun* a document or some other formal proof of the fact that someone has successfully completed a specialised course of study or has acquired a skill ○ *You must have the right qualifications for the job.* ○ *Job-hunting is difficult if you have no qualifications.*

'...personnel management is not an activity that can ever have just one set of qualifications as a requirement for entry into it' [Personnel Management]

**qualification of accounts** /,kwɒlɪfɪkeɪʃ(ə)n əv ə'kaʊnts/  
*noun* same as **auditors' qualification**

**qualified** /'kwɒlɪfaɪd/ *adjective* **1.** having passed special examinations in a subject ○ *She is a qualified accountant.* ○ *We have appointed a qualified designer to supervise the decorating of the new reception area.* □ **highly qualified** with very good results in examinations ○ *All our staff are highly qualified.* ○ *They employ twenty-six highly qualified engineers.* **2.** with some reservations or conditions ○ *qualified acceptance of a contract* ○ *The plan received qualified approval from the board.*

'...applicants will be professionally qualified and ideally have a degree in Commerce and postgraduate management qualifications' [Australian Financial Review]

**qualified accounts** /,kwɒlɪfaɪd ə'kaʊnts/  
*plural noun* accounts which have been noted by the auditors because they contain something with which the auditors do not agree

**qualify** /'kwɒlɪfaɪ/ *verb* □ **to qualify for** to be entitled to something ○ *The*

*company does not qualify for a government grant.* ○ *She qualifies for unemployment benefit.*

'...federal examiners will also determine which of the privately insured savings and loans qualify for federal insurance' [Wall Street Journal]

**qualifying distribution** /,kwɒlɪfaɪɪŋ ,dɪstrɪ'bju:ʃ(ə)n/  
*noun* a payment of a dividend to a shareholder, on which advance corporation tax is paid

**qualifying period** /'kwɒlɪfaɪɪŋ ,prɪərɪəd/  
*noun* a time which has to pass before something or someone qualifies for something, e.g. a grant or subsidy ○ *There is a six-month qualifying period before you can get a grant from the local authority.*

**qualifying ratio** /'kwɒlɪfaɪɪŋ ,reɪʃɪəʊ/  
*noun* a calculation of how much mortgage a borrower can afford, by comparing his monthly incoming against his monthly outgoings

**qualifying service** /'kwɒlɪfaɪɪŋ ,sɜ:vɪs/  
*noun* the period for which an employee must be employed by a company before becoming eligible to join a group pension scheme

**qualifying shares** /'kwɒlɪfaɪɪŋ ʃeəz/  
*plural noun* the number of shares which you need to earn to get a bonus issue or to be a director of the company, etc.

**quality control** /'kwɒlɪti kən'trəʊl/  
*noun* the process of making sure that the quality of a product is good

**quant funds** /'kwɒnt fʌndz/  
*plural noun* same as **quantitative funds**

**quantifiable** /'kwɒntɪfaɪəb(ə)l/  
*adjective* which can be quantified ○ *The effect of the change in the discount structure is not quantifiable.*

**quantify** /'kwɒntɪfaɪ/ *verb* □ **to quantify the effect of something to**

show the effect of something in figures  
 ○ *It is impossible to quantify the effect of the new legislation on our turnover.*

**quantitative** /'kwɒntətɪv/ *adjective* referring to quantity

'...the collection of consumer behaviour data in the book covers both qualitative and quantitative techniques' [*Quarterly Review of Marketing*]

**quantitative funds** /'kwɒntətɪv fʌndz/ *plural noun* funds which invest according to the instructions given by a computer model

**quantity** /'kwɒntɪti/ *noun* an amount, especially a large amount

**quantity discount** /,kwɒntɪti 'dɪskaʊnt/ *noun* a discount given to people who buy large quantities

**quantity purchase** /'kwɒntɪti ˌpɜ:tʃɪs/ *noun* a large quantity of goods bought at one time ○ *The company offers a discount for quantity purchase.*

**quantum meruit** /,kwɒntəm 'meruɪt/ *phrase* a Latin phrase meaning 'as much as has been earned'

**quarter** /'kwɔ:tə/ *noun* **1.** one of four equal parts (25%) ○ *He paid only a quarter of the list price.* □ **a quarter of an hour** 15 minutes **2.** a period of three months ○ *The instalments are payable at the end of each quarter.* **3.** US a 25 cent coin (*informal*)

'...corporate profits for the first quarter showed a 4 per cent drop from last year's final three months' [*Financial Times*]

'...economists believe the economy is picking up this quarter and will do better still in the second half of the year' [*Sunday Times*]

**quarter day** /'kwɔ:tə deɪ/ *noun* a day at the end of a quarter, when rents, fees etc. should be paid

COMMENT: In England, the quarter days are 25th March (Lady Day), 24th June (Midsummer Day), 29th September (Michaelmas Day) and 25th December (Christmas Day).

**quarterly** /'kwɔ:təli/ *adjective, adverb* happening once every three months  
 ○ *There is a quarterly charge for electricity.* ○ *The bank sends us a quarterly statement.* ○ *We agreed to pay the rent quarterly or on a quarterly basis.* ■ *noun* the results of a corporation, produced each quarter

**quartile** /'kwɔ:təɪl/ *noun* one of a series of three figures below which 25%, 50% or 75% of the total falls

**quasi-** /kweɪzə/ *prefix* almost or which seems like ○ *a quasi-official body*

**quasi-loan** /'kweɪzə ləʊn/ *noun* an agreement between two parties where one agrees to pay the other's debts, provided that the second party agrees to reimburse the first at some later date

**quasi-public corporation** /,kweɪzə ˌpʌblɪk ˌkɔ:pə'reɪʃ(ə)n/ *noun* a US institution which is privately owned, but which serves a public function (such as the Federal National Mortgage Association)

**quetzal** /'kɛts(ə)l/ *noun* a unit of currency used in Guatemala

**queue** /kju:/ *noun* **1.** a line of people waiting one behind the other ○ *to form a queue* or *to join a queue* ○ *Queues formed at the doors of the bank when the news spread about its possible collapse.* **2.** a series of documents (such as orders or application forms) which are dealt with in order □ **his order went to the end of the queue** his order was dealt with last □ **mortgage queue** a list of people waiting for mortgages ■ *verb* to form a line one after the other for something ○ *When food was rationed, people had to queue for bread.* ○ *We queued for hours to get tickets.* ○ *A list of companies queueing to be launched on the Stock Exchange.* ○ *The candidates queued outside the interviewing room.*

**quick** /kwɪk/ *adjective* fast, not taking much time ○ *The company made a quick recovery.* ○ *He is looking for a quick return on his investments.* ○ *We are hoping for a quick sale.*

**quick assets** /kwɪk 'æsets/ *plural noun* cash, or bills which can easily be changed into cash

**quick ratio** /kwɪk 'reɪʃiəʊ/ *noun* same as **liquidity ratio**

**quid pro quo** /kwɪd prəʊ 'kwɔ:/ *noun* money paid or an action carried out in return for something ○ *He agreed to repay the loan early, and as a quid pro quo the bank released the collateral.*

**quiet** /'kwaɪət/ *adjective* calm, not excited ○ *The market is very quiet.* ○ *Currency exchanges were quieter after the government's statement on exchange rates.*



**quitclaim** /'kwɪtkleɪm/ *noun* a release of someone from any claim that might exist against him or her or that he or she might have on something

**quorum** /'kwɔːrəm/ *noun* a minimum number of people who have to be present at a meeting to make it valid □ **to have a quorum** to have enough people present for a meeting to go ahead ○ *Do we have a quorum?*

COMMENT: If there is a quorum at a meeting, the meeting is said to be 'quorate'; if there aren't enough people present to make a quorum, the meeting is 'inquorate'.

**quota** /'kwɔʊtə/ *noun* a limited amount of something which is allowed to be produced, imported, etc.

'Canada agreed to a new duty-free quota of 600,000 tonnes a year' [*Globe and Mail (Toronto)*]

**quota system** /'kwɔʊtə ,sɪstəm/ *noun* **1.** a system where imports or supplies are regulated by fixed maximum amounts **2.** an arrangement for distribution which allows each distributor only a certain number of items

**quotation** /kwɔʊt'eɪʃ(ə)n/ *noun* **1.** an estimate of how much something will cost ○ *They sent in their quotation for the job.* ○ *Our quotation was much lower than all the others.* ○ *We accepted the lowest quotation.* **2.** □ **the company is going for a quotation on the Stock Exchange** the company has applied to the Stock Exchange to have its shares listed ○ *We are seeking a stock market quotation.*

**quote** /kwɔʊt/ *verb* **1.** to repeat words or a reference number used by someone

else ○ *He quoted figures from the annual report.* ○ *In reply please quote this number.* ○ *When making a complaint please quote the batch number printed on the box.* ○ *She replied, quoting the number of the account.* **2.** to estimate what a cost or price is likely to be ○ *to quote a price for supplying stationery* ○ *Their prices are always quoted in dollars.* ○ *He quoted me a price of £1,026.* ○ *Can you quote for supplying 20,000 envelopes?* ■ *noun* an estimate of how much something will cost (*informal*) ○ *to give someone a quote for supplying computers* ○ *We have asked for quotes for refitting the shop.* ○ *His quote was the lowest of three.* ○ *We accepted the lowest quote.*

'...banks operating on the foreign exchange market refrained from quoting forward US/Hongkong dollar exchange rates' [*South China Morning Post*]

**quoted company** /,kwɔʊtɪd 'kʌmp(ə)nɪ/ *noun* a company whose shares can be bought or sold on the Stock Exchange

**quote-driven system** /'kwɔʊt ,drɪv(ə)n ,sɪstəm/ *noun* a system of working a stock market, where marketmakers quote a price for a stock (as opposed to an order-driven system)

**quoted shares** /,kwɔʊtɪd 'ʃeəz/ *plural noun* shares which can be bought or sold on the Stock Exchange

**qwerty keyboard** /'kwɜːtɪ ,ki:bɔːd/ *noun* an English language keyboard, where the first letters of the top row are Q-W-E-R-T-Y ○ *The computer has a normal qwerty keyboard.*

## R

**racket** /'ræktɪ/ *noun* an illegal deal which makes a lot of money ○ *He runs a cut-price ticket racket.*

**racketeer** /,ræktɪ'tiə/ *noun* a person who runs a racket

**racketeering** /,ræktɪ'tiəriŋ/ *noun* US the crime of carrying on an illegal business to make money

'...he was charged with 98 counts of racketeering and securities fraud and went on to serve two years in jail. He was banned for life from the securities industry' [*Times*]

**rack rent** /'ræk rent/ *noun* a very high rent

**raid** /reɪd/ *noun* a sudden attack

**raid alarm** /'reɪd ə,lɑ:m/ *noun* an automatic alarm in a bank which goes off when a robbery is taking place

**raider** /'reɪdə/ *noun* a person or company which buys a stake in another company before making a hostile takeover bid. Also called **corporate raider**

'...bear raiding involves trying to depress a target company's share price by heavy selling of its shares, spreading adverse rumours or a combination of the two. As an added refinement, the raiders may sell short. The aim is to push down the price so that the raiders can buy back the shares they sold at a lower price' [*Guardian*]

**raise** /reɪz/ *noun* US an increase in salary ○ *He asked the boss for a raise.* ○ *She is pleased – she has had her raise.* ○ *She got her raise last month.* (NOTE: The UK term is **rise**.) ■ **verb** 1. □ **to raise an invoice** to write out or print out an invoice □ **to raise a cheque** to write out a cheque, either by hand or by machine 2. to increase or to make higher ○ *The government has raised the tax levels.* ○ *Air fares will be raised on June 1st.* ○ *The company raised its dividend by 10%.* ○ *When the company raised its prices, it lost half of its share of the market.* ○ *The organisation will raise wages if inflation gets worse.* ○ *This increase*

*in production will raise the standard of living in the area.* 3. to obtain money or to organise a loan ○ *The company is trying to raise the capital to fund its expansion programme.* ○ *The government raises more money by indirect taxation than by direct.* ○ *Where will he raise the money from to start up his business?*

'...the company said yesterday that its recent share issue has been oversubscribed, raising A\$225.5m' [*Financial Times*]

'...investment trusts can raise capital, but this has to be done as a company does, by a rights issue of equity' [*Investors Chronicle*]

'...over the past few weeks, companies raising new loans from international banks have been forced to pay more' [*Financial Times*]

**raised check** /,reɪzd 'tʃek/ *noun* a cheque where the amount has been increased by hand illegally

**rake in** /,reɪk 'ɪn/ *verb* to gather something together □ **to rake in cash, to rake it in** to make a lot of money

**rake-off** /'reɪk ɒf/ *noun* a person's share of profits from a deal, especially if obtained illegally ○ *The group gets a rake-off on all the company's sales.* ○ *He got a £100,000 rake-off for introducing the new business.* (NOTE: The plural is **rake-offs**.)

**rally** /'ræli/ *noun* a rise in price when the trend has been downwards ○ *Shares staged a rally on the Stock Exchange.* ○ *After a brief rally shares fell back to a new low.* ■ **verb** to rise in price, when the trend has been downwards ○ *Shares rallied on the news of the latest government figures.*

'...when Japan rallied, it had no difficulty in surpassing its previous all-time high, and this really stretched the price-earnings ratios into the stratosphere' [*Money Observer*]

'...bad news for the US economy ultimately may have been the cause of a late rally in stock prices yesterday' [*Wall Street Journal*]

**ramp** /ræmp/ *noun* an act of buying shares in order to force up the price (as

when a company buys its own shares illegally during a takeover bid)

**rand** /rænd/ *noun* a unit of currency used in South Africa

**R&D** *abbreviation* research and development

**random** /'rændəm/ *adjective* done without making any special selection

**random check** /,rændəm 'tʃek/ *noun* a check on items taken from a group without any special selection

**random error** /,rændəm 'erə/ *noun* a computer error for which there is no special reason

**random sample** /,rændəm 'sɑ:mpl/ *noun* a sample taken without any selection

**random sampling** /,rændəm 'sɑ:mplɪŋ/ *noun* the action of choosing of samples for testing without any special selection

**random walk** /,rændəm 'wɔ:k/ *noun*

**1.** a sampling technique which allows for random selection within specific limits set up by a non-random technique

**2.** a movement which cannot be predicted (used to describe movements in share prices which cannot be forecast)

**range** /reɪndʒ/ *noun* a scale of items from a low point to a high one □ **range of prices** the difference between the highest and lowest price for a share or bond over a period of time

**range forward** /reɪndʒ 'fɔ:wəd/ *noun* a forward currency contract which includes an option to purchase currency futures and so has the effect of limiting potential exchange losses

**rank** /ræŋk/ *noun* a position in a company or an organisation, especially one which shows how important someone is relative to others ○ *All managers are of equal rank.* ○ *Promotion means moving up from a lower rank.* □ **in rank order** in order according to position of importance ■ **verb** **1.** to classify in order of importance ○ *Candidates are ranked in order of their test results.* **2.** to be in a certain position ○ *The non-voting shares rank equally with the voting shares.* ○ *Deferred ordinary shares do not rank for dividend.*

**rata** /'rɑ:tə/ ◊ **pro rata**

**rate** /reɪt/ *noun* **1.** the money charged for time worked or work completed **2.**

an amount of money paid, e.g. as interest or dividend (shown as a percentage)

**3.** the value of one currency against another ○ *What is today's rate or the current rate for the dollar?* □ **to calculate costs on a fixed exchange rate** to calculate costs on an exchange rate which does not change **4.** an amount, number or speed compared with something else ○ *the rate of increase in redundancies* ○ *The rate of absenteeism or The absenteeism rate always increases in fine weather.*

'...state-owned banks cut their prime rate a percentage point to 11%' [*Wall Street Journal*]

'...the unions had argued that public sector pay rates had slipped behind rates applying in private sector employment' [*Australian Financial Review*]

'...royalties have been levied at a rate of 12.5% of full production' [*Lloyd's List*]

'...the minister is not happy that banks are paying low interest on current accounts of less than 10 per cent, but are charging rates of between 60 and 71 per cent on loans' [*Business in Africa*]

**rateable value** /,reɪtəb(ə)l 'vælju:/ *noun* a value of a property as a basis for calculating local taxes

**rate of exchange** /,reɪt əv ɪks-'tʃeɪndʒ/ *noun* same as **exchange rate** ○ *The current rate of exchange is \$1.60 to the pound.*

**rate of inflation** /,reɪt əv ɪn-'fleɪʃ(ə)n/ *noun* the percentage increase in prices over a twelve-month period

**rate of interest** /,reɪt əv 'ɪntrəst/ *noun* same as **interest rate**

**rate of production** /,reɪt əv prə-'dʌkʃən/ *noun* the speed at which items are made. Also called **production rate**

**rate of return** /,reɪt əv rɪ'tʃɜ:n/ *noun* the amount of interest or dividend which comes from an investment, shown as a percentage of the money invested

**rate of sales** /,reɪt əv 'seɪlz/ *noun* the speed at which units are sold

**rate of unemployment** /,reɪt əv ʌ'nɒm'plɔ:mənt/ *noun* same as **unemployment rate**

**rates** *plural noun* local UK taxes formerly levied on property in the UK and now replaced by the council tax

**rating** /'reɪtɪŋ/ *noun* **1.** the act of giving something a value, or the value given **2.** the valuing of property for local taxes. ♦ **ratings**

**rating agency** /'reɪtɪŋ ˌeɪdʒənsi/ *noun* an organisation which gives a rating to companies or other organisations issuing bonds

**rating officer** /'reɪtɪŋ ˌɒfɪsəl/ *noun* an official in a local authority who decides the rateable value of a commercial property

**ratings** /'reɪtɪŋz/ *plural noun* the estimated number of people who watch TV programmes ○ *The show is high in the ratings, which means it will attract good publicity.*

**ratio** /'reɪʃiəʊ/ *noun* a proportion or quantity of something compared to something else ○ *the ratio of successes to failures* ○ *Our product outsells theirs by a ratio of two to one.* ○ *With less manual work available, the ratio of workers to managers is decreasing.*

**ratio analysis** /'reɪʃiəʊ əˌnæləsɪs/ *noun* a method of analysing the performance of a company by showing the figures in its accounts as ratios and comparing them with those of other companies

**raw** /rɔː/ *adjective* in the original state or not processed

'...it makes sense for them to produce goods for sale back home in the US from plants in Britain where raw materials are relatively cheap'  
[Duns Business Month]

**raw data** /rɔː 'deɪtə/ *noun* data as it is put into a computer, without being analysed

**raw materials** /rɔː mə'tɪəriəlz/ *plural noun* basic materials which have to be treated or processed in some way before they can be used, e.g. wood, iron ore or crude petroleum

**RCPC** *abbreviation* regional check processing center

**R/D** *abbreviation* refer to drawer

**RDG** *abbreviation* regional development grant

**re-** /riː/ *prefix* again

**reach** /ri:tʃ/ *verb* to get to something □ **to reach an accommodation with creditors** to agree terms for settlement with creditors

**react** /ri'ækt/ *verb* □ **to react to** to do or to say something in reply to what someone has done or said ○ *Shares reacted sharply to the fall in the exchange*

*rate.* ○ *How will the chairman react when we tell him the news?*

**reaction** /ri'ækʃən/ *noun* a change or action in reply to something said or done ○ *the reaction of the shares to the news of the takeover bid* ○ *His immediate reaction was to make half the workforce redundant.*

**read** /ri:d/ *verb* to look at printed words and understand them ○ *The terms and conditions are printed in very small letters so that they are difficult to read.* ○ *Has the managing director read your report on sales in India?* □ **can the computer read this information?** can the computer take in this information and understand it or analyse it?

**readable** /'ri:dəb(ə)l/ *adjective* which can be read □ **the data has to be presented in computer-readable form** in a form which a computer can read

**reader/sorter** /,ri:də 'sɔ:təl/ *noun* a machine in a bank which reads cheques and sorts them automatically

**readjust** /,ri:ə'dʒʌst/ *verb* to adjust something again or in a new way, or to change in response to new conditions ○ *to readjust prices to take account of the rise in the costs of raw materials* ○ *to readjust salary scales* ○ *Share prices readjusted quickly to the news of the devaluation.*

**readjustment** /,ri:ə'dʒʌstmənt/ *noun* an act of readjusting ○ *a readjustment in pricing* ○ *After the devaluation there was a period of readjustment in the exchange rates.*

**ready** /'redi/ *adjective* quick □ **these items find a ready sale in the Middle East** these items sell rapidly or easily in the Middle East

**ready cash** /,redi 'kæʃ/ *noun* money which is immediately available for payment

**ready money** /,redi 'mʌni/ *noun* cash or money which is immediately available

**real**<sup>1</sup> /riəl/ *adjective* (of prices or amounts) shown in terms of money adjusted for inflation □ **in real terms** actually or really ○ *Salaries have gone up by 3% but with inflation running at 5% that is a fall in real terms.*

'...real wages have been held down dramatically: they have risen as an annual rate of only 1% in the last two years' [Sunday Times]

'...sterling M3 rose by 13.5% in the year to August – seven percentage points faster than the rate of inflation and the biggest increase in real terms for years' [*Economist*]

'Japan's gross national product for the April-June quarter dropped 0.4% in real terms from the previous quarter' [*Nikkei Weekly*]

'...the Federal Reserve Board has eased interest rates in the past year, but they are still at historically high levels in real terms' [*Sunday Times*]

**real<sup>2</sup>** /reɪ'ɑ:l/ *noun* a unit of currency used in Brazil

**real earnings** /rɪəl 'z:ɪnɪŋz/ *plural noun* income which is available for spending after tax and other contributions have been deducted, corrected for inflation. Also called **real income**, **real wages**

**real estate** /'rɪəl ɪ,steɪt/ *noun* property in the form of land or buildings

'...on top of the cost of real estate, the investment in inventory and equipment to open a typical warehouse comes to around \$5 million' [*Duns Business Month*]

**real estate agent** /'rɪəl ɪ,steɪt ,eɪdʒənt/ *noun* *US* a person who sells property for customers

**real estate investment trust** /rɪəl ɪ,steɪt ɪn'vestmənt trʌst/ *noun* a public trust company which invests only in property. Abbreviation **REIT**

**real income** /rɪəl 'ɪnkʌm/ *noun* same as **real earnings**

**real interest rate** /rɪəl 'ɪntrəst reɪt/ *noun* an interest rate after taking inflation into account

**realisable assets** /,rɪələɪzəb(ə)l 'æsets/ *noun* assets which can be sold for money

**realisation** /,rɪələɪ'zeɪʃ(ə)n/, **realization** *noun* the act of making real □ **the realisation of a project** putting a project into action ○ *The plan moved a stage nearer realisation when the contracts were signed.*

**realisation of assets** /,rɪələɪ-'zeɪʃ(ə)n əv/ *noun* the act of selling of assets for money

**realise** /'rɪələɪz/, **realize** *verb* **1.** to make something become real □ **to realise a project or a plan** to put a project or a plan into action **2.** to sell for money ○ *The company was running out of cash, so the board decided to realise some property or assets.* ○ *The sale realised £100,000.*

**realised profit** /,rɪələɪzd 'prɒfɪt/ *noun* an actual profit made when something is sold (as opposed to paper profit)

**real money** /rɪəl 'mʌni/ *noun* cash used for settling debts (as opposed to cheques, drafts, etc.)

**real rate of return** /rɪəl ,reɪt əv rɪ-'tʃ:ɪn/ *noun* an actual rate of return, calculated after taking inflation into account

**real return after tax** /rɪəl rɪ,tʃ:ɪn ,ɑ:ftə 'tæks/ *noun* the return calculated after deducting tax and inflation

**real time** /'rɪəl taɪm/ *noun* the time when a computer is working on the processing of data while the event to which the data refers is actually taking place ○ *The website allows you to check share prices in real time or gives real time information on share prices.*

**real-time gross settlement system** /,rɪəl taɪm grəʊs 'set(ə)lmənt ,sɪstəm/ *noun* an international system for making computerised transfers of money. Abbreviation **RTGS system**

**real-time system** /'rɪəl taɪm ,sɪstəm/ *noun* a computer system where data is inputted directly into the computer which automatically processes it to produce information which can be used immediately

**realtor** /'rɪəltə/ *noun* *US* a person who sells real estate for customers

**realty** /'rɪəlti/ *noun* property or real estate

**real value** /rɪəl 'vælju:z/ *noun* a value of an investment which is kept the same (e.g. by index-linking)

**real wages** /rɪəl 'weɪdʒɪz/ *plural noun* same as **real earnings**

**reasonable** /'ri:z(ə)nəb(ə)l/ *adjective* **1.** sensible, or not annoyed ○ *The manager of the shop was very reasonable when I tried to explain that I had left my credit cards at home.* □ **no reasonable offer refused** we will accept any offer which is not extremely low **2.** moderate or not expensive ○ *The restaurant offers good food at reasonable prices.* ○ *The union has decided to put in a reasonable wage claim.*

**reassess** /,ri:ə'ses/ *verb* to assess again ○ *The manager was asked to reassess the department staff, after the as-*

assessments were badly done by the supervisors.

**reassessment** /rɪ:'sɛsmənt/ *noun* a new assessment

**reassurance** /rɪ:'ɜʊərəns/ *noun* the act of making someone feel less worried

**reassure** /rɪ:'ɜʊə/ *verb* 1. to make someone calm or less worried ○ *The markets were reassured by the government statement on import controls.* ○ *The manager tried to reassure her that she would not lose her job.* 2. to reassure, to spread the risk of an insurance by asking another insurance company to cover part of it and receive part of the premium

**rebate** /rɪ:'beɪt/ *noun* 1. a reduction in the amount of money to be paid ○ *We are offering a 10% rebate on selected goods.* 2. money returned to someone because they have paid too much ○ *She got a tax rebate at the end of the year.*

**rebound** /rɪ'baʊnd/ *verb* to go back up again quickly ○ *The market rebounded on the news of the government's decision.*

**recapitalisation** /rɪ:kæpɪt(ə)laɪ-'zeɪʃ(ə)n/, **recapitalization** *noun* a change in the capital structure of a company (as when new shares are issued), especially when undertaken to avoid the company going into liquidation

**recapitalize** /rɪ:kæpɪt(ə)laɪz/, **recapitalize** *verb* to change the capital structure of a company (as by issuing new shares), especially to avoid the company going into liquidation

**recd** *abbreviation* received

**receipt** /rɪ'si:t/ *noun* 1. a piece of paper showing that money has been paid or that something has been received ○ *Please produce your receipt if you want to exc* ○ *He kept the customs receipt to show that he had paid duty on the goods.* ○ *Keep the receipt for items purchased in case you need to change them later.* 2. the act of receiving something ○ *Goods will be supplied within thirty days of receipt of order.* ○ *Invoices are payable within thirty days of receipt.* ○ *On receipt of the notification, the company lodged an appeal.* □ **to acknowledge receipt of a letter** to write to say that you have received a letter ○ *We acknowledge receipt of your letter of the*

15th. ♦ **receipts** ■ *verb* to stamp or to sign a document to show that it has been received, or to stamp an invoice to show that it has been paid ○ *Receipted invoices are filed in the ring binder.*

**receipt book** /rɪ'si:t bʊk/ *noun* a book of blank receipts to be filled in when purchases are made

**receipts** /rɪ'si:ts/ *plural noun* money taken in sales ○ *to itemise receipts and expenditure* ○ *Receipts are down against the same period of last year.*

'...the public sector borrowing requirement is kept low by treating the receipts from selling public assets as a reduction in borrowing' [*Economist*]

'...gross wool receipts for the selling season to end June appear likely to top \$2 billion' [*Australian Financial Review*]

**receipts and payments basis** /rɪ-'si:ts ən 'peɪmənts ˌbeɪsɪs/ *noun* a method of preparing the accounts of a business, where receipts and payments are shown at the time when they are made (as opposed to showing debits or credits which are outstanding at the end of the accounting period; also called 'cash basis')

**receivable** /rɪ'si:vəb(ə)l/ *adjective* which can be received

**receivables** /rɪ'si:vəb(ə)lz/ *plural noun* money which is owed to a company

**receive** /rɪ'si:v/ *verb* to get something which is given or delivered to you ○ *We received the payment ten days ago.* ○ *The workers have not received any salary for six months.* ○ *The goods were received in good condition.* □ **'received with thanks'** words put on an invoice to show that a sum has been paid

**receiver** /rɪ'si:və/ *noun* 1. a person who receives something ○ *He signed as receiver of the shipment.* 2. same as **official receiver**

**receivership** /rɪ'si:vəʃɪp/ *noun* □ **the company went into receivership** the company was put into the hands of a receiver

'...it suggests a classic case for receivership. There appear to be good businesses to be sold to the right owner within a group that is terminally sick' [*Times*]

**receiving** /rɪ'si:vɪŋ/ *noun* an act of getting something which has been delivered

**receiving bank** /rɪ'si:vɪŋ bæŋk/ *noun* a bank which receives money via electronic transfer

**receiving clerk** /rɪ'si:vɪŋ klɑ:k/ *noun* an official who works in a receiving office

**receiving department** /rɪ'si:vɪŋ dɪ-,pɑ:t'mənt/ *noun* a section of a company which deals with incoming goods or payments

**receiving office** /rɪ'si:vɪŋ ,ɒfɪs/ *noun* an office where goods or payments are received

**receiving order** /rɪ'si:vɪŋ ɔ:də/ *noun* an order from a court appointing an official receiver to a company

**recession** /rɪ'seʃ(ə)n/ *noun* a period where there is a decline in trade or in the economy ○ *The recession has reduced profits in many companies.* ○ *Several firms have closed factories because of the recession.*

COMMENT: There are various ways of deciding if a recession is taking place: the usual one is when the GNP falls for three consecutive quarters.

**reciprocal** /rɪ'sɪprək(ə)l/ *adjective* done by one person, company or country to another one, which does the same thing in return ○ *We signed a reciprocal agreement or a reciprocal contract with a Russian company.*

**reciprocal holdings** /rɪ'sɪprək(ə)l 'həʊldɪŋz/ *plural noun* a situation where two companies own shares in each other to prevent takeover bids

**reciprocal trade** /rɪ'sɪprək(ə)l 'treɪd/ *noun* trade between two countries

**reciprocate** /rɪ'sɪprəkeɪt/ *verb* to do the same thing for someone as that person has done for you ○ *They offered us an exclusive agency for their cars and we reciprocated with an offer of the agency for our buses.*

'...in 1934 Congress authorized President Roosevelt to seek lower tariffs with any country willing to reciprocate' [*Duns Business Month*]

**reckon** /'rekən/ *verb* to calculate something ○ *to reckon the costs at £25,000* ○ *We reckon the loss to be over £1m.* ○ *They reckon the insurance costs to be too high.*

**reclamation** /,rekleɪ'meɪʃ(ə)n/ *noun* US the process of recovering money

owed by a bank or securities firm to a customer because of an error

**recognise** /'rekəɡnaɪz/, **recognize** *verb* □ *to recognise a union* to agree that a union can act on behalf of employees in a company ○ *Although more than half the staff had joined the union, the management refused to recognise it.*

**recognised agent** /,rekəɡnaɪzd 'eɪdʒənt/ *noun* an agent who is approved by the company for which they act

**recommended retail price** /,rekəmendɪd 'ri:teɪl praɪs/ *noun* the price at which a manufacturer suggests a product should be sold on the retail market, though this may be reduced by the retailer. Abbreviation **RRP**. Also called **administered price, manufacturer's recommended price**

**reconcile** /'rekənsaɪl/ *verb* to make two financial accounts or statements agree ○ *She is trying to reconcile one account with another or to reconcile the two accounts.*

**reconciliation** /,rekənsaɪli'eɪʃ(ə)n/, **reconcilement** /'rekənsaɪlmənt/ *noun* the act of making two accounts or statements agree

**reconciliation statement** /,rekənsaɪli'eɪʃ(ə)n 'steɪtmənt/ *noun* a statement which explains how two accounts can be made to agree

**record** *noun* /'rekɔ:d/ **1.** a report of something which has happened ○ *The chairman signed the minutes as a true record of the last meeting.* ○ *He has a very poor timekeeping record.* □ **for the record or to keep the record straight** in order that everyone knows what the real facts of the matter are ○ *For the record, I should like to say that these sales figures have not yet been checked by the sales department.* □ **on record** reported in a published document, e.g. in a newspaper ○ *The chairman is on record as saying that profits are set to rise.* □ **off the record** unofficially, in private ○ *He made some remarks off the record about the disastrous home sales figures.* **2.** a success which is better than anything before ○ *Last year was a record year for the company.* ○ *Our top sales rep has set a new record for sales per call.* □ **record sales, record losses, record profits** sales, losses or profits which are

higher than ever before □ **we broke our record for June** we sold more than we have ever sold before in June ○ *Sales last year equalled the record set in 1997.* ■ *verb* /rɪ'kɔ:d/ to note or report something ○ *The company has recorded another year of increased sales.*

**record book** /'rekɔ:d bʊk/ *noun* a book in which minutes of meetings are kept

**record-breaking** /'rekɔ:d ˌbreɪkɪŋ/ *adjective* better or worse than anything which has happened before ○ *We are proud of our record-breaking profits in 2000.*

**record date** /'rekɔ:d deɪt/ *noun* same as **date of record**

**recorded delivery** /rɪ'kɔ:dɪd dɪ-'lɪv(ə)rɪ/ *noun* a mail service where the letters are signed for by the person receiving them ○ *We sent the documents (by) recorded delivery.*

**recording** /rɪ'kɔ:dɪŋ/ *noun* the act of making a note of something ○ *the recording of an order or of a complaint*

**recording of a lien** /rɪ'kɔ:dɪŋ əv ə 'lɪ:ən/ *noun* a note in the public records showing a lien on a property (such as a mortgage)

**records** /'rekɔ:dz/ *plural noun* documents which give information ○ *The names of customers are kept in the company's records.* ○ *We find from our records that our invoice number 1234 has not been paid.*

**recoup** /rɪ'ku:p/ *verb* □ **to recoup your losses** to get back money which you thought you had lost

**recourse** /rɪ'kɔ:s/ *noun* a right of a lender to compel a borrower to repay money borrowed □ **to decide to have recourse to the courts to obtain money due** to decide in the end to sue someone to obtain money owed

**recover** /rɪ'kʌvə/ *verb* **1.** to get back something which has been lost ○ *to recover damages from the driver of the car* ○ *to start a court action to recover property* ○ *He never recovered his money.* ○ *The initial investment was never recovered.* **2.** to get better, to rise ○ *The market has not recovered from the rise in oil prices.* ○ *The stock market fell in the morning, but recovered during the afternoon.*

**recoverable** /rɪ'kʌv(ə)rəb(ə)l/ *adjective* which can be got back

**recoverable ACT** /rɪ'kʌv(ə)rəb(ə)l et sɪ: 'ti:/ *noun* advance corporation tax which can be set against corporation tax payable for the period

**recoverable amount** /rɪ'kʌv(ə)rəbəl ə'maʊnt/ *noun* the value of an asset, either the price it would fetch if sold, or its value to the company when used (whichever is the larger figure)

**recovery** /rɪ'kʌv(ə)rɪ/ *noun* **1.** the act of getting back something which has been lost ○ *to start an action for recovery of property* ○ *We are aiming for the complete recovery of the money invested.* **2.** a movement upwards of shares or of the economy ○ *signs of recovery after a slump* ○ *The economy staged a recovery.*

**recovery share** /rɪ'kʌv(ə)rɪ ʃeə/ *noun* a share which is likely to go up in value because the company's performance is improving

**rectify** /'rektɪfaɪ/ *verb* to correct something, to make something right ○ *to rectify an entry* (NOTE: **rectifies – rectifying – rectified**)

**recurrent** /rɪ'kʌrənt/ *adjective* which happens again and again ○ *a recurrent item of expenditure* ○ *There is a recurrent problem in supplying this part.*

**recurring** /rɪ'kɜ:ɪŋ/ *adjective* which happens again and again

**recurring payments** /rɪ'kɜ:ɪŋ 'peɪmənts/ *plural noun* payments, such as mortgage interest or payments on a hire purchase agreement, which are made each month

**recycle** /rɪ'saɪk(ə)l/ *verb* to use money in a different way (as by investing profits from industry in developing environmental resources)

**recycling** /rɪ'saɪkɪŋ/ *noun* the action of banks in putting deposits into a bank which is in difficulties, in order to keep it afloat

**red** /red/ *noun* □ **in the red** showing a debit or loss ○ *My bank account is in the red.* ○ *The company went into the red in 1998.* ○ *The company is out of the red for the first time since 1990.*

**Red Book** /'red bʊk/ *noun* a document published on Budget Day, with the



text of the Chancellor of the Exchequer's financial statement and budget

**Red chips** /'red tʃɪps/ *plural noun* good risk-free Chinese companies

**red clause credit** /,red kləʊz 'kredit/ *noun* a letter of credit authorising the holder to receive an advance payment, usually so that he can continue trading

**red day** /'red deɪ/ *noun* US a day which is not profitable (NOTE: The opposite is **green day**.)

**redeem** /rɪ'di:m/ *verb* **1.** to pay off a loan or a debt ○ *to redeem a mortgage* ○ *to redeem a debt* **2.** □ *to redeem a bond* to sell a bond for cash **3.** to exchange a voucher, coupon or stamp for a gift or a reduction in price

**redeemable** /rɪ'di:məb(ə)/ *adjective* referring to a bond which can be sold for cash

**redeemable government stock** /rɪ,dɪ:məb(ə)l ,gʌv(ə)mənt 'stɒk/ *noun* stock which can be redeemed for cash at some time in the future (in the UK, only the War Loan is irredeemable)

**redeemable preference share** /rɪ,dɪ:məb(ə)l 'pref(ə)rəns ʃeə/ *noun* a preference share which must be bought back by the company at a certain date and for a certain price

**redeemable security** /rɪ,dɪ:məb(ə)l sɪ'kjʊərɪti/ *noun* a security which can be redeemed at its face value at a certain date in the future

**redemption** /rɪ'dempʃən/ *noun* **1.** the repayment of a loan □ **redemption before due date** paying back a loan before the date when repayment is due **2.** the repayment of a debt ○ *redemption of a mortgage*

**redemption date** /rɪ'dempʃən deɪ/ *noun* a date on which a loan or debt is due to be repaid

**redemption value** /rɪ'dempʃən ,vælju:/ *noun* a value of a security when redeemed

**redemption yield** /rɪ'dempʃən jɪ:ld/ *noun* a yield on a security including interest and its redemption value

**red herring** /red 'herɪŋ/ *noun* US a preliminary prospectus, the first prospectus for a new share issue, produced to see the market reaction to the proposed issue, but without giving a price

for the new shares (similar to the British 'pathfinder prospectus'; called this because the first page has a notice printed in red which states that it is not a full offer)

**rediscount** /rɪ:'dɪskaʊnt/ *verb* to discount a bill of exchange which has already been discounted by a commercial bank

**redistribute** /,rɪ:dɪ'strɪbjʊ:t/ *verb* to move items, work or money to different areas or people ○ *The government aims to redistribute wealth by taxing the rich and giving grants to the poor.* ○ *The orders have been redistributed among the company's factories.*

**redistribution of risk** /,rɪ:dɪ'strɪbjʊ:ʃən əv 'rɪsk/ *noun* the process of spreading the risk of an investment or of an insurance among various insurers

**redistribution of wealth** /,rɪ:dɪ'strɪbjʊ:ʃən əv 'welθ/ *noun* the process of sharing wealth among the whole population

**redlining** /'redlaɪnɪŋ/ *noun* the illegal practice of discriminating against prospective borrowers because of the area of the town in which they live

**red tape** /red 'teɪp/ *noun* official paperwork which takes a long time to complete ○ *The start of the new project has been held up by extra checks and government red tape.*

**reduce** /rɪ'dju:z/ *verb* **1.** to make something smaller or lower ○ *We must reduce expenditure if we want to stay in business.* ○ *They have reduced prices in all departments.* ○ *We were expecting the government to reduce taxes not to increase them.* ○ *We have made some staff redundant to reduce overmanning.* ○ *The company reduced output because of a fall in demand.* ○ *The government's policy is to reduce inflation to 5%.* □ **to reduce staff** to make employees redundant in order to have a smaller number of staff **2.** to lower the price of something ○ *Carpets have been reduced from £100 to £50.*

**reduced** /rɪ'dju:st/ *adjective* lower ○ *Reduced prices have increased unit sales.* ○ *Prices have fallen due to a reduced demand for the goods.*

**reduced rate** /rɪ,dju:st 'reɪt/ *noun* a specially cheap charge

**reducing balance method** /rɪˌdjuːsɪŋ ˈbæləns ˌmeθəd/ *noun* a method of depreciating assets, where the asset is depreciated at a constant percentage of its cost each year

**reduction** /rɪˈdʌkʃən/ *noun* an act of making something smaller or less ○ *Reduction in demand has led to the cancellation of several new projects.* ○ *The company was forced to make reductions in its advertising budget.* ○ *Price reductions have had no effect on our sales.* ○ *Working only part-time will mean a significant reduction in take-home pay.*

**redundancy** /rɪˈdʌndənsi/ *noun* the dismissal of a person whose job no longer needs to be done

**redundancy payment** /rɪˈdʌndənsi ˌpeɪmənt/ *noun* a payment made to a worker to compensate for losing his or her job

**redundancy rebate** /rɪˈdʌndənsi ˌriːbeɪt/ *noun* a payment made to a company to compensate for redundancy payments made

**redundant** /rɪˈdʌndənt/ *adjective* 1. more than is needed, useless ○ *a redundant clause in a contract* ○ *The new legislation has made clause 6 redundant.* ○ *Retraining can help workers whose old skills have become redundant.* 2. □ **to make someone redundant** to dismiss an employee who is not needed any more

**redundant staff** /rɪˈdʌndənt ˈstɑːf/ *noun* staff who have lost their jobs because they are not needed any more

**re-export** *noun* /rɪˈɛkspɔːt/ the exporting of goods which have been imported ○ *The port is a centre for the re-export trade.* ○ *We import wool for re-export.* ○ *The value of re-exports has increased.* ■ **verb** /rɪˈɛkˈspɔːt/ to export something which has been imported

**re-exportation** /rɪˈɛkspɔːˈteɪʃ(ə)n/ *noun* the exporting of goods which have been imported

**ref** *abbreviation* reference

**refer** /rɪˈfɜː/ *verb* □ **‘refer to drawer’ (R/D)** words written on a cheque which a bank refuses to pay and returns it to the person who wrote it □ **the bank referred the cheque to drawer** the bank returned the cheque to person who

wrote it because there was not enough money in the account to pay it

**reference** /ˈref(ə)rəns/ *noun* 1. the process of mentioning or dealing with something ○ *with reference to your letter of May 25th* 2. a series of numbers or letters which make it possible to find a document which has been filed ○ *our reference: PC/MS 1234* ○ *Thank you for your letter (reference 1234).* ○ *Please quote this reference in all correspondence.* 3. a written report on someone’s character or ability ○ *to write someone a reference* ○ *to give someone a reference* ○ *to ask applicants to supply references* □ **to ask a company for trade references or for bank references** to ask for reports from traders or a bank on the company’s financial status and reputation

**refinance** /rɪˈfaɪnəns/ *verb* to extend a loan by exchanging it for a new one (normally done when the terms of the new loan are better)

**refinancing** /rɪˈfaɪnənsɪŋ/ *noun* □ **refinancing of a loan** the act of taking out a new loan to pay back a previous loan

‘...the refinancing consisted of a two-for-five rights issue, which took place in September this year, to offer 55.8m shares at 2p and raise about £925,000 net of expenses’ [Accountancy]

**reflate** /rɪˈfleɪt/ *verb* □ **to reflate the economy** to stimulate the economy by increasing the money supply or by reducing taxes, often leading to increased inflation ○ *The government’s attempts to reflate the economy were not successful.*

**reflation** /rɪˈfleɪʃ(ə)n/ *noun* an act of stimulating the economy by increasing the money supply or by reducing taxes

**reflationary measures** /rɪˌfleɪʃ(ə)n(ə)rɪ ˈmeʃəz/ *plural noun* actions which are likely to stimulate the economy

**refund** *noun* /ˈrɪːfʌnd/ money paid back ○ *The shoes don’t fit – I’m going to ask for a refund.* ○ *She got a refund after complaining to the manager.* ■ **verb** /rɪˈfʌnd/ to pay back money ○ *to refund the cost of postage* ○ *All money will be refunded if the goods are not satisfactory.*

**refundable** /rɪˈfʌndəb(ə)l/ *adjective* which can be paid back ○ *We ask for a refundable deposit of £20.* ○ *The en-*

*trance fee is refundable if you purchase £5 worth of goods.*

**refunding** /ri:'fʌndɪŋ/ *noun* the process, on the part of a government, of funding a debt again, by issuing new stock to replace stock which is about to mature

**region** /'ri:dʒən/ *noun* a large area of a country ○ *Her territory consists of all the eastern region of the country.*

**regional** /'ri:dʒ(ə)nəl/ *adjective* referring to a region

**regional bank** /'ri:dʒ(ə)nəl bæŋk/ *noun* a bank which services one part of the country

**regional check processing center** /,ri:dʒ(ə)nəl tʃek 'prəʊsesɪŋ ,sentə/ *noun* US a Federal Reserve clearing centre which clears cheques from banks within a certain area. Abbreviation **RCPC**

**regional development grant** /,ri:dʒ(ə)nəl dɪ'veləpmənt grɑ:nt/ *noun* a grant given to encourage a business to establish itself in a certain part of the country. Abbreviation **RDG**

**regional planning** /,ri:dʒ(ə)nəl 'plænɪŋ/ *noun* the work of planning the industrial development of a region

**regional stock exchange** /,ri:dʒ(ə)nəl 'stɒk ɪks,tʃeɪndʒ/ *noun* a stock exchange which is not in the main finance centre (e.g. not in New York or London)

**register** /'redʒɪstə/ *noun* an official list ○ *to enter something in a register* ○ *to keep a register up to date* ○ *people on the register of electors* ■ **verb** 1. *to write something in an official list* ○ *to register a fall in the numbers of unemployed teenagers* ○ *You must register the trademark* i ○ *To register a company you must pay a fee to Companies House.* ○ *When a property is sold, the sale is registered at the Land Registry.* 2. *to send a letter by registered post* ○ *I registered the letter, because it contained some money.*

**registered** /'redʒɪstəd/ *adjective* which has been noted on an official list ○ *a registered share transaction*

**registered cheque** /,redʒɪstəd 'tʃek/ *noun* a cheque written on a bank account on behalf of a client who does not have a bank account

**registered company** /,redʒɪstəd 'kʌmp(ə)nɪ/ *noun* company which has been officially set up and registered with the Registrar of Companies

**registered letter** /,redʒɪstəd 'letə/, **registered parcel** /,redʒɪstəd 'pɑ:s(ə)/ *noun* a letter or parcel which is noted by the post office before it is sent, so that the sender can claim compensation if it is lost

**registered office** /,redʒɪstəd 'ɒfɪs/ *noun* the office address of a company which is officially registered with the Companies' Registrar

**registered security** /,redʒɪstəɪd sɪ-'kjuərəti/ *noun* a security (such as a share in a quoted company) which is registered with Companies House and whose holder is listed in the company's share register

**register of directors** /,redʒɪstə əv daɪ'rektəz/ *noun* an official list of the directors of a company which has to be sent to the Registrar of Companies

**register of interests in shares** /,redʒɪstə əv ,ɪntrəsts ɪn 'ʃeəz/ *noun* a list kept by a company of those shareholders who own more than 3% of its shares

**registrar** /,redʒɪ'strɑ:/ *noun* a person who keeps official records

**Registrar of Companies** /,redʒɪ'strɑ: əv 'kʌmp(ə)nɪz/ *noun* a government official whose duty is to ensure that companies are properly registered, and that, when registered, they file accounts and other information correctly

**registration** /,redʒɪ'streɪf(ə)n/ *noun* the act of having something noted on an official list ○ *the registration of a trademark* or *of a share transaction*

**registration fee** /,redʒɪ'streɪf(ə)n fi:/ *noun* 1. money paid to have something registered 2. money paid to attend a conference

**registration number** /,redʒɪ-'streɪf(ə)n ,nʌmbə/ *noun* an official number, e.g. the number of a car

**registration statement** /,redʒɪ-'streɪf(ə)n ,steɪtmənt/ *noun* a document which gives information about a company when it is registered and listed on a stock exchange (NOTE: The UK term is **listing particulars**.)

**regression analysis** /rɪ'ɡreʃ(ə)n ə-  
ˌnæləʊsɪs/, **regression model** /rɪ-  
ˌɡreʃ(ə)n ˌmɒd(ə)l/ *noun* a method of  
discovering the ratio of one dependent  
variable and one or more independent  
variables, so as to give a value to the de-  
pendent variable

**regressive taxation** /rɪˌɡresɪv tæk-  
ˈseɪʃ(ə)n/ *noun* a system of taxation in  
which tax gets progressively less as in-  
come rises. Compare **progressive**  
**taxation**

**regular** /ˈregjʊlə/ *adjective* which  
happens or comes at the same time each  
day, each week, each month or each  
year ○ *His regular train is the 12.45.* ○  
*The regular flight to Athens leaves at*  
*06.00.*

**regular income** /ˌregjʊlə ˈɪnkʌm/  
*noun* an income which comes in every  
week or month ○ *She works freelance*  
*so she does not have a regular income.*

**regulate** /ˈregjuleɪt/ *verb* **1.** to adjust  
something so that it works well or is  
correct **2.** to change or maintain some-  
thing by law □ **prices are regulated by**  
**supply and demand** prices are in-  
creased or lowered according to supply  
and demand □ **government-regulated**  
**price** a price which is imposed by the  
government

**regulated consumer credit**  
**agreement** /ˌregjuleɪtɪd kənˌsju:mə  
ˈkredit əˌɡri:mənt/ *verb* a credit agree-  
ment according to the Consumer Credit  
Act

**regulation** /ˌregjʊˈleɪʃ(ə)n/ *noun* **1.** a  
law or rule ○ *the new government regu-*  
*lations on housing standards* ○ *Fire*  
*regulations or Safety regulations were*  
*not observed at the restaurant.* ○ *Regu-*  
*lations concerning imports and exports*  
*are set out in this leaflet.* **2.** the process  
of making sure that something will work  
well or correctly ○ *government regula-*  
*tion of trading practices*

‘EC regulations which came into effect in July  
insist that customers can buy cars anywhere in  
the EC at the local pre-tax price’  
[*Financial Times*]

‘...a unit trust is established under the  
regulations of the Department of Trade, with a  
trustee, a management company and a stock of  
units’ [*Investors Chronicle*]

‘...fear of audit regulation, as much as financial  
pressures, is a major factor behind the increasing  
number of small accountancy firms deciding to

sell their practices or merge with another firm’  
[*Accountancy*]

**regulation agency** /ˌregjʊˈleɪʃ(ə)n  
ˌeɪdʒənsɪ/ *noun* an organisation which  
sees that members of an industry follow  
government regulations

**Regulation Q** /ˌregjʊleɪʃ(ə)n ˈkjuː/  
*noun* *US* a federal regulation which lim-  
its the amount of interest banks can pay  
on deposits

**Regulation S-X** /ˌregjʊleɪʃ(ə)n es  
ˈeks/ *noun* the rule of the US Securities  
and Exchange Commission which regu-  
lates annual reports from companies

**regulator** /ˈregjuleɪtə/ *noun* a person  
whose job it is to see that regulations are  
followed

‘...the regulators have sought to protect  
investors and other market participants from  
the impact of a firm collapsing’ [*Banking*  
*Technology*]

**regulatory** /ˈregjʊlət(ə)rɪ/ *adjective*  
which applies regulations

**regulatory powers** /ˈregjʊlət(ə)rɪ  
ˈpaʊəz/ *noun* powers to enforce govern-  
ment regulations

**reimburse** /ˌriːmˈbɜːs/ *verb* □ **to re-**  
**imburse someone their expenses** to  
pay someone back for money which  
they have spent ○ *You will be reim-*  
*bursed for your expenses* or *Your ex-*  
*penses will be reimbursed.*

**reimbursement** /ˌriːmˈbɜːsmənt/  
*noun* the act of paying back money ○  
*reimbursement of expenses*

**reinstatement** /ˌriːmˈsteɪtmənt/  
*noun* the act of giving a borrower back  
his or her former credit status after he or  
she has paid off outstanding debts

**reinsurance** /ˌriːmˈfʊərəns/ *noun*  
insurance where a second insurer (the  
reinsurer) agrees to cover part of the risk  
insured by the first insurer

**reinsure** /ˌriːmˈfʊə/ *verb* to spread  
the risk of an insurance, by asking an-  
other insurance company to cover part  
of it and receive part of the premium

**reinsurer** /ˌriːmˈfʊərə/ *noun* an in-  
surance company which accepts to in-  
sure part of the risk for another insurer

**reintermediation** /riˌɪntəmiːdi-  
ˈeɪʃ(ə)n/ *noun* the act of withdrawing  
funds from investments such as shares  
or bonds and transferring them into cash  
deposits in banks (NOTE: The opposite  
is **disintermediation.**)

**reinvest** /ˌriːɪn'vest/ *verb* to invest money again ○ *He sold his shares and reinvested the money in government stocks.*

**reinvestment** /ˌriːɪn'vestmənt/ *noun* **1.** the act of investing money again in the same securities **2.** the act of investing a company's earnings in its own business by using them to create new products for sale

'...many large US corporations offer shareholders the option of reinvesting their cash dividend payments in additional company stock at a discount to the market price. But to some big securities firms these discount reinvestment programs are an opportunity to turn a quick profit' [*Wall Street Journal*]

**REIT** *abbreviation* US real estate investment trust. ▶ **equity REIT, mortgage REIT**

**reject** *noun* /rɪ'dʒekt/, *adjective* (something) which has been thrown out because it is not of the usual standard ○ *sale of rejects* or *of reject items* ○ *to sell off reject stock* ■ *verb* /rɪ'dʒekt/ to refuse to accept something, or to say that something is not satisfactory ○ *The union rejected the management's proposals.* □ **the company rejected the takeover bid** the directors recommended that the shareholders should not accept the bid

**rejection** /rɪ'dʒekʃən/ *noun* a refusal to accept something, such as a refusal to give a customer credit ○ *The rejection of the company's offer meant that the negotiations had to start again.* ○ *After the union's rejection of the offer, management came back with new redundancy terms.* ○ *The board recommended rejection of the bid.*

**related** /rɪ'leɪtɪd/ *adjective* connected or linked ○ *related items on the agenda*

**related company** /rɪ'leɪtɪd 'kʌmp(ə)ni/ *noun* a company in which another company makes a long-term capital investment in order to gain control or influence

**relative strength index** /ˌrelətɪv streŋθ ɪn'deks/ *noun* an indicator used to compare the current price of an instrument or market to the price at a previous period. It identifies when a share is overbought or oversold. Abbreviation **RSI**

**relative value funds** /ˌrelətɪv 'væljuː fʌndz/ *plural noun* hedge

funds not related to general market movements, but which try to find opportunities to arbitrage temporary slight changes in the relative values of particular financial assets

**release** /rɪ'liːs/ *noun* **1.** the act of setting someone free or of making something or someone no longer subject to an obligation or restriction ○ *release from a contract* ○ *the release of goods from customs* ○ *He was offered early release so that he could take up his new job.* **2.** the act of making something public, or a public announcement **3.** the act of putting something on the market, or something put on the market ■ *verb* **1.** to free something or someone ○ *to release goods from customs* ○ *to release someone from a debt* ○ *Customs released the goods against payment of a fine.* **2.** to make something public ○ *The company released information about the new mine in Australia.* ○ *The government has refused to release figures for the number of unemployed women.* **3.** to put something on the market ○ *They released several new CDs this month.* □ **to release dues** to send off orders which had been piling up while a product was out of stock

'...pressure to ease monetary policy mounted yesterday with the release of a set of pessimistic economic statistics' [*Financial Times*]

'...the national accounts for the March quarter released by the Australian Bureau of Statistics showed a real increase in GDP' [*Australian Financial Review*]

**release note** /rɪ'liːs nəʊt/ *noun* a note from a bank to say that a bill of exchange has been paid

**relevant** /'reləv(ə)nt/ *adjective* which has to do with what is being discussed or the current situation ○ *Which is the relevant government department?* ○ *Can you give me the relevant papers?* ○ *The new assistant does not have any relevant experience.*

**relief** /rɪ'liːf/ *noun* help

**reminder** /rɪ'maɪndə/ *noun* a letter to remind a customer that he or she has not paid an invoice ○ *to send someone a reminder*

**remission of taxes** /rɪ,mɪʃ(ə)n əv 'tæksɪz/ *noun* a refund of taxes which have been overpaid

**remit** /rɪ'mɪt/ *verb* to send money ○ *to remit by cheque* (NOTE: **remitting** – **remitted**)

**remittance** /rɪ'mɪt(ə)ns/ *noun* money which is sent (e.g. to pay back a debt or to pay an invoice) ○ *Please send remittances to the treasurer.* ○ *The family lives on a weekly remittance from their father in the USA.*

**remittance advice** /rɪ'mɪt(ə)ns əd-  
vɪs/, **remittance slip** /rɪ'mɪt(ə)ns  
slɪp/ *noun* an advice note sent with pay-  
ment, showing why it is being made (i.e.  
quoting the invoice number or a refer-  
ence number)

**remitting bank** /rɪ'mɪtɪŋ bæŋk/ *verb*  
a bank into which a person has depos-  
ited a cheque, and which has the duty to  
collect the money from the account of  
the writer of the cheque

**remunerate** /rɪ'mju:nəreɪt/ *verb* to  
pay someone for doing something ○ *The  
company refused to remunerate them  
for their services.*

**remuneration** /rɪ'mju:nə'reɪʃ(ə)n/  
*noun* payment for services ○ *The job is  
interesting but the remuneration is low.*  
○ *She receives a small remuneration of  
£400 a month.* ○ *No one will work hard  
for such poor remuneration.*

COMMENT: Remuneration can take sev-  
eral forms: e.g. a regular monthly salary  
cheque, a cheque or cash payment for  
hours worked or for work completed.

**remunerative** /rɪ'mju:nərətɪv/ *ad-  
jective* referring to a job which pays  
well ○ *She is in a highly remunerative  
job.*

**render** /'rendə/ *verb* □ **to render an  
account** to send in an account ○ *Please  
find enclosed payment per account  
rendered.*

**renege** /rɪ'neɪg, rɪ'ni:g/ *verb* □ **to re-  
nege on a promise** not to do something  
which you had promised to do (*formal*)  
○ *I was furious when he reneged on the  
deal.*

**renegotiate** /,rɪ:nɪ'gəʊʃɪət/ *verb* to  
negotiate something again ○ *The com-  
pany was forced to renegotiate the  
terms of the loan.*

**renew** /rɪ'nju:/ *verb* to continue some-  
thing for a further period of time ○ *We  
have asked the bank to renew the bill of  
exchange.* ○ *The tenant wants to renew  
his lease.* ○ *His contract was renewed*

*for a further three years.* □ **to renew a  
subscription** to pay a subscription for  
another year □ **to renew an insurance  
policy** to pay the premium for another  
year's insurance

**renewal** /rɪ'nju:əl/ *noun* the act of re-  
newing ○ *renewal of a lease* or *of a sub-  
scription* or *of a bill* ○ *renewal of a  
contract* ○ *His contract is up for re-  
newal* ○ *When is the renewal date of the  
bill?* □ **to be up for renewal** to be due  
to be renewed ○ *His contract is up for  
renewal in January.* ○ *The lease is up  
for renewal next month.*

**renewal notice** /rɪ'nju:əl nəʊtɪs/  
*noun* a note sent by an insurance com-  
pany asking the insured person to renew  
the insurance

**renewal premium** /rɪ'nju:əl  
,prɪ:mɪəm/ *noun* a premium to be paid  
to renew an insurance

**renminbi** /'renmɪnbi:/ *noun* a unit of  
currency used in China

**rent** /rent/ *noun* money paid to use an  
office, house or factory for a period of  
time □ **the flat is let at an economic  
rent** at a rent which covers all costs to  
the landlord □ **nominal rent** a very  
small rent ■ **verb** 1. to pay money to  
hire an office, house, factory or piece of  
equipment for a period of time ○ *to rent  
an office* or *a car* ○ *He rents an office in  
the centre of town.* ○ *They were driving  
a rented car when they were stopped by  
the police.* 2. □ **to rent (out)** to own a  
car, office, etc., and let someone use it  
for money ○ *We rented part of the  
building to an American company.*

**rental** /'rent(ə)/ *noun* money paid to  
use an office, house, factory, car, piece  
of equipment, etc., for a period of time  
○ *The car rental bill comes to over  
£1000 a quarter.*

'...top quality office furniture: short or  
long-term rental 50% cheaper than any other  
rental company' [*Australian Financial Review*]

'...until the vast acres of empty office space  
start to fill up with rent-paying tenants, rentals  
will continue to fall and so will values. Despite  
the very sluggish economic recovery under way,  
it is still difficult to see where the new tenants  
will come from' [*Australian Financial Review*]

**rental value** /'rent(ə)l vælju:/ *noun*  
a full value of the rent for a property if it  
were charged at the current market rate  
(i.e. calculated between rent reviews)

**rent control** /'rent kən, trəʊl/ *noun* government regulation of rents

**rente** *noun* the French word for a government annuity

**rent review** /'rent rɪ, vju:/ *noun* an increase in rents which is carried out during the term of a lease (most leases allow for rents to be reviewed every three or five years)

**rent tribunal** /'rent traɪ, bjʊ:n(ə)/ *noun* a court which can decide if a rent is too high or low

**renunciation** /rɪ, nʌnsi'eɪʃ(ə)n/ *noun* an act of giving up ownership of shares

**reorder** /rɪ:'ɔ:də/ *noun* a further order for something which has been ordered before ○ *The product has only been on the market ten days and we are already getting reorders.* ■ *verb* to place a new order for something ○ *We must reorder these items because stock is getting low.*

**reorder interval** /rɪ:'ɔ:də ,ɪntəv(ə)/ *noun* a period of time before a new order for a stock item is placed

**reorder level** /rɪ:'ɔ:də ,lev(ə)/ *noun* a minimum amount of an item which a company holds in stock, such that, when stock falls to this amount, the item must be reordered

**reorganisation** /rɪ,'ɔ:gənaɪ-'zeɪʃ(ə)n/, **reorganization** *noun* the process of organising a company in a different way (as in the USA, when a bankrupt company applies to be treated under Chapter 11 to be protected from its creditors while it is being reorganised)

**reorganise** /rɪ:'ɔ:gənaɪz/, **reorganize** *verb* to organise something in a new way ○ *We have reorganised all our reps' territories.*

**repatriation** /rɪ,pætri'eɪʃ(ə)n/ *noun* the return of foreign investments to the home country of their owner

**repay** /rɪ'peɪ/ *verb* to pay something back, or to pay back money to someone ○ *to repay money owed* ○ *The company had to cut back on expenditure in order to repay its debts.* □ **he repaid me in full** he paid me back all the money he owed me

**repayable** /rɪ'peɪəb(ə)/ *adjective* which can be paid back ○ *loan which is repayable over ten years*

**repayment** /rɪ'peɪmənt/ *noun* the act of paying money back or money which is paid back ○ *The loan is due for repayment next year.* □ **he fell behind with his mortgage repayments** he was late in paying back the instalments on his mortgage

**repayment mortgage** /rɪ'peɪmənt ,mɔ:ɡɪdʒ/ *noun* a mortgage where the borrower pays back both interest and capital over the period of the mortgage (as opposed to an endowment mortgage, where only the interest is repaid, and an insurance is taken out to repay the capital at the end of the term of the mortgage)

**replacement cost accounting** /rɪ-,pleɪsmənt kɒst ə'kaʊntɪŋ/ *noun* a method of accounting in which assets are valued at the amount it would cost to replace them, rather than at the original cost. Also called **current cost accounting**. Compare **historical cost accounting**

**replacement cost depreciation** /rɪ,pleɪsmənt kɒst dɪ,pri:ʃi'eɪʃ(ə)n/ *noun* depreciation based on the actual cost of replacing the asset in the current year

**replacement price** /rɪ'pleɪsmənt praɪs/ *noun* a price at which the replacement for an asset would have to be bought

**replacement value** /rɪ'pleɪsmənt ,vælju:/ *noun* the value of something for insurance purposes if it were to be replaced ○ *The computer is insured at its replacement value.*

**reply coupon** /rɪ'plai ,ku:pən/ *noun* a form attached to a coupon ad which has to be filled in and returned to the advertiser

**repo** /rɪ:pəʊ/ *noun* same as **repurchase agreement** (*informal*) (NOTE: The plural is **repos.**)

**report** /rɪ'pɔ:t/ *noun* 1. a statement describing what has happened or describing a state of affairs ○ *to make a report* or *to present a report* or *to send in a report* on market opportunities in the Far East ○ *The accountants are drafting a report on salary scales.* ○ *The sales manager reads all the reports from the sales team.* ○ *The chairman has received a report from the insurance company.* □ **the treasurer's report** a

document from the honorary treasurer of a society to explain the financial state of the society to its members **2.** an official document from a government committee ○ *The government has issued a report on the credit problems of exporters.* ○ *They reported for work at the usual time.* ■ **verb 1.** to make a statement describing something ○ {+ ○ *The salesforce reported an increased demand for the product.* ○ *He reported the damage to the insurance company.* ○ *We asked the bank to report on his financial status.* **2.** □ **to report to someone** to be responsible to or to be under someone ○ *She reports direct to the managing director.* ○ *The salesforce reports to the sales director.* **3.** to publish the results of a company for a period and declare the dividend

‘...a draft report on changes in the international monetary system’ [*Wall Street Journal*]

‘...responsibilities include the production of premium quality business reports’ [*Times*]

‘...the research director will manage a team of business analysts monitoring and reporting on the latest development in retail distribution’ [*Times*]

‘...the successful candidate will report to the area director for profit responsibility for sales of leading brands’ [*Times*]

**reporting season** /rɪ'pɔ:tɪŋ ,si:z(ə)n/ *noun* a period when many large companies declare their dividends

**repossess** /rɪ:pə'zeɪs/ *verb* to take back an item which someone is buying under a hire-purchase agreement, or a property which someone is buying under a mortgage, because the purchaser cannot continue the payments

**repossession** /rɪ:pə'zeɪʃ(ə)n/ *noun* an act of repossessing ○ *Repossessions are increasing as people find it difficult to meet mortgage repayments.*

**represent** /,reprɪ'zent/ *verb 1.* to work for a company, showing goods or services to possible buyers ○ *He represents an American car firm in Europe.* ○ *Our French distributor represents several other competing firms.* **2.** to act on behalf of someone ○ *He sent his solicitor and accountant to represent him at the meeting.* ○ *Three managers represent the workforce in discussions with the directors.*

**re-present** /rɪ: pri'zent/ *verb* to present something again ○ *He*

*re-presented the cheque two weeks later to try to get payment from the bank.*

**representation** /,reprɪzən'teɪʃ(ə)n/ *noun 1.* the right to sell goods for a company, or a person or organisation that sells goods on behalf of a company ○ *We offered them exclusive representation in Europe.* ○ *They have no representation in the USA.* **2.** the fact of having someone to act on your behalf ○ *The minority shareholders want representation on the board.* ○ *The ordinary shop floor workers want representation on the committee.*

**representative** /,reprɪ'zentətɪv/ *adjective* which is an example of what all others are like ○ *We displayed a representative selection of our product range.* ○ *The sample chosen was not representative of the whole batch.* ■ *noun 1.* a company which works for another company, selling their goods ○ *We have appointed Smith & Co our exclusive representatives in Europe.* **2.** a person who acts on someone's behalf ○ *He sent his solicitor and accountant to act as his representatives at the meeting.* ○ *The board refused to meet the representatives of the workforce.*

**reprice** /rɪ:'praɪs/ *verb* to change the price on an item (usually, to increase its price)

**repudiate** /rɪ'pjʊ:diət/ *verb* to refuse to accept something

**repurchase** /rɪ:'pɜ:tʃɪs/ *verb* to buy something again, especially something which you have recently bought and then sold

**repurchase agreement** /rɪ:'pɜ:tʃɪs ə,ɡri:mənt/ *noun* an agreement, where a bank agrees to buy something and sell it back later (in effect, giving a cash loan to the seller; this is used especially to raise short-term finance)

**require** /rɪ'kwaɪə/ *verb 1.* to ask for or to demand something ○ *to require a full explanation of expenditure* ○ *The law requires you to submit all income to the tax authorities.* **2.** to need something ○ *The document requires careful study.* ○ *Writing the program requires a specialist knowledge of computers.*

**requirement** /rɪ'kwaɪəmənt/ *noun 1.* something which someone wants or needs ○ *We hope the items will meet the customer's requirements.* ○ *If you will*



*supply us with a list of your requirements, we shall see if we can meet them.*  
**2.** something which is necessary to enable something to be done ○ *Are computing skills a requirement for this job?*

**requisition** /ˌrekwɪˈzɪʃ(ə)n/ *noun* an official order for something ○ *What is the reference number of your latest requisition?* ■ *verb* to put in an official order for something or to ask for supplies to be sent ○ *We have requisitioned three trucks to move the stock.*

**rerate** /rɪˈreɪt/ *verb* to change the rating of a share on the Stock Exchange (either upwards or downwards)

**rerating** /rɪˈreɪtɪŋ/ *noun* the act of changing the value of a share on the Stock Exchange, either upwards or downwards

**resale** /rɪˈseɪl/ *noun* the selling of goods which have been bought ○ *to purchase something for resale* ○ *The contract forbids resale of the goods to the USA.*

**resale price maintenance** /rɪˈseɪl ˈpraɪs ˌmeɪntənəns/ *noun* a system in which the price for an item is fixed by the manufacturer and the retailer is not allowed to sell it at a lower price. Abbreviation **RPM**

**reschedule** /rɪˈʃedju:l/ *verb* to arrange new credit terms for the repayment of a loan ○ *Third World countries which are unable to keep up the interest payments on their loans from western banks have asked for their loans to be rescheduled.*

**rescind** /rɪˈsɪnd/ *verb* to annul or to cancel something ○ *to rescind a contract or an agreement*

**rescission** /rɪˈsɪʒ(ə)n/ *noun* an act of rescinding a contract

**rescue** /ˈreskjʊ:/ *noun* the act of saving someone or something from danger ■ *verb* to save someone or something from danger ○ *The company nearly collapsed, but was rescued by the banks.*

**rescue operation** /ˈreskjʊ: ɒpəˌreɪʃ(ə)n/ *noun* an arrangement by a group of people to save a company from collapse ○ *The banks planned a rescue operation for the company.*

**research** /rɪˈsɜ:tʃ/ *noun* the process of trying to find out facts or information ■ *verb* to study or try to find out infor-

mation about something ○ *They are researching the market for their new product.*

**research and development** /rɪˌsɜ:tʃ ən dɪˈveləpmənt/ *noun* **1.** scientific investigation which leads to making new products or improving existing products ○ *The company spends millions on research and development.* Abbreviation **R&D** **2.** activities that are designed to produce new knowledge and ideas and to develop ways in which these can be commercially exploited by a business (NOTE: Research and development activities are often grouped together to form a separate division or department within an organisation.)

COMMENT: Research costs can be divided into (a) applied research, which is the cost of research leading to a specific aim, and (b) basic, or pure, research, which is research carried out without a specific aim in mind: these costs are written off in the year in which they are incurred. Development costs are the costs of making the commercial products based on the research.

**research and development expenditure** /rɪˌsɜ:tʃ ən dɪˈveləpmənt ɪkˌspendɪtʃə/ *noun* money spent on R & D

**research department** /rɪˌsɜ:tʃ dɪˌpɑ:tmənt/ *noun* **1.** the section of a company which carries out research **2.** the section of a broker's office which does research into companies

**researcher** /rɪˌsɜ:tʃə/ *noun* a person who carries out research ○ *Government statistics are a useful source of information for the desk researcher.*

**resell** /rɪˈsel/ *verb* to sell something which has just been bought ○ *The car was sold in June and the buyer resold it to an dealer two months later.* (NOTE: **reselling – resold**)

**reseller** /rɪˈselə/ *noun* somebody in the marketing chain who buys to sell to somebody else such as wholesalers, distributors, and retailers

**reserve** /rɪˈzɜ:v/ *noun* money from profits not paid as dividend but kept back by a company in case it is needed for a special purpose □ **reserve for bad debts** money kept by a company to cover debts which may not be paid

COMMENT: The accumulated profits retained by a company usually form its most important reserve.

**reserve currency** /rɪ'zɜ:v ,kʌrənsi/ *noun* a strong currency used in international finance, held by other countries to support their own weaker currencies

**reserved market** /rɪ,zɜ:v d 'mɑ:kɪt/ *noun* a market in which producers agree not to sell more than a specific amount in order to control competition

**reserve fund** /rɪ'zɜ:v fʌnd/ *noun* profits in a business which have not been paid out as dividend but have been ploughed back into the business

**reserve price** /rɪ'zɜ:v praɪs/ *noun* the lowest price which a seller will accept, e.g. at an auction or when selling securities through a broker ○ *The painting was withdrawn when it failed to reach its reserve price.*

**reserve requirement** /rɪ'zɜ:v rɪ- ,kwaɪəmənt/ *noun* US the amount of reserves which an American bank has to hold on deposit with a Federal Reserve Bank

**reserves** /rɪ'zɜ:vz/ *plural noun* **1.** supplies kept in case of need ○ *Our reserves of fuel fell during the winter.* ○ *The country's reserves of gas or gas reserves are very large.* **2.** money from profits not paid as dividend, but kept back by a company in case it is needed for a special purpose

**residence** /'rezɪd(ə)ns/ *noun* **1.** a house or flat where someone lives ○ *He has a country residence where he spends his weekends.* **2.** the fact of living or operating officially in a country

**residence permit** /'rezɪd(ə)ns ,pɜ:mɪt/ *noun* an official document allowing a foreigner to live in a country ○ *He has applied for a residence permit.* ○ *She was granted a residence permit for one year or a one-year residence permit.*

**resident** /'rezɪd(ə)nt/ *noun, adjective* (a person or company) considered to be living or operating in a country for official or tax purposes ○ *The company is resident in France.*

**residential property** /,rezɪdɪnʃ(ə)l 'prɒpəti/ *noun* houses or flats owned or occupied by individual residents

**residual** /rɪ'zɪdjuəl/ *adjective* remaining after everything else has gone

**residual value** /rɪ,zɪdjuəl 'vælju:/ *noun* a value of an asset after it has been depreciated in the company's accounts

**residue** /'rezɪdju:/ *noun* money left over ○ *After paying various bequests the residue of his estate was split between his children.*

**resist** /rɪ'zɪst/ *verb* to fight against something, not to give in to something ○ *The chairman resisted all attempts to make him resign.* ○ *The company is resisting the takeover bid.*

**resistance** /rɪ'zɪstəns/ *noun* opposition felt or shown by people to something ○ *There was a lot of resistance from the team to the new plan.* ○ *The chairman's proposal met with strong resistance from the banks.*

**resistance level** /rɪ'zɪst(ə)ns ,lev(ə)l/ *noun* a price or index level which investors feel marks a boundary which they are reluctant to cross, since beyond that boundary the price would be too high or too low

COMMENT: Resistance levels on the Stock Exchange relate to 'sentiment'; if a share is selling at \$2.95, and does not rise, it may be that investors see the price of \$3.00 as a point above which they feel the share is overvalued; if the price 'breaks through' the \$3.00 barrier, then it may continue to rise rapidly, as the resistance level has been broken. The same applies in reverse: if the pound/dollar exchange rate is \$1.65, and the pound becomes weaker, the resistance level of \$1.60, when broken, may be the sign of a further slide in the pound's value.

**resolution** /,rezə'lu:ʃ(ə)n/ *noun* a decision to be reached at a meeting □ **to put a resolution to a meeting** to ask a meeting to vote on a proposal ○ *The meeting carried or adopted a resolution to go on strike.* ○ *The meeting rejected the resolution or The resolution was defeated by ten votes to twenty.* ○ *A resolution was passed to raise salaries by six per cent.*

COMMENT: There are three types of resolution which can be put to an AGM: the 'ordinary resolution', usually referring to some general procedural matter, and which requires a simple majority of votes; and the 'extraordinary resolution' and 'special resolution', such as a resolution to change a company's articles of association in some way, both of which need

75% of the votes before they can be carried.

**resolve** /rɪ'zɒlv/ *verb* to decide to do something ○ *The meeting resolved that a dividend should not be paid.* ○ *The meeting resolved that a strike ballot should be held.*

**resources** /rɪ'sɔ:sɪz/ *plural noun* **1.** a supply of something **2.** the money available for doing something

**restitution** /,rɛstɪ'tʃu:f(ə)n/ *noun* **1.** the act of giving back property ○ *The court ordered the restitution of assets to the company.* **2.** compensation or payment for damage or loss

**restraint** /rɪ'streɪnt/ *noun* control

**restraint of trade** /rɪ'streɪnt əv 'treɪd/ *noun* **1.** a situation where employees are not allowed to use their knowledge in another company on changing jobs **2.** an attempt by companies to fix prices, create monopolies or reduce competition, which could affect free trade

**restrict** /rɪ'strɪkt/ *verb* to limit something or to impose controls on something ○ *to restrict credit* ○ *to restrict the flow of trade* or *to restrict imports* ○ *We are restricted to twenty staff by the size of our offices.* □ **to sell into a restricted market** to sell goods into a market where the supplier has agreed to limit sales to avoid competition

**restricted market** /rɪ'strɪktɪd 'mɑ:kɪt/ *noun* same as **reserved market**

**restriction** /rɪ'strɪkʃən/ *noun* a limit or control ○ *import restrictions* or *restrictions on imports* □ **to impose restrictions on imports or credit** to start limiting imports or credit □ **to lift credit restrictions or import restrictions** to allow credit to be given freely or imports to enter the country freely

**restrictive** /rɪ'strɪktɪv/ *adjective* which limits

**restrictive covenant** /rɪ'strɪktɪv 'kʌvənənt/ *noun* a clause in a contract which prevents someone from doing something

**restrictive endorsement** /rɪ-,strɪktɪv ɪn'dɔ:smənt/ *noun* an endorsement on a bill of exchange which restricts the use which can be made of it by the person it is endorsed to

**restrictive trade practices** /rɪ-,strɪktɪv 'treɪd ,præktɪsɪz/, **restrictive practices** /rɪ'strɪktɪv 'præktɪsɪz/ *plural noun* **1.** an arrangement between companies to fix prices or to share the market in order to restrict trade **2.** ways of working which make people less free (such as trade unions stopping workers from doing certain jobs or companies not allowing customers a free choice of product) ○ *Restrictive practices in industry mean that employers will not be able to afford to take on more labour.*

**restructure** /rɪ:'strʌktʃə/ *verb* to reorganise the financial basis of a company

**restructuring** /rɪ:'strʌktʃərɪŋ/ *noun* the process of reorganising the financial basis of a company □ **the restructuring of an economy** reorganising the basic ways in which an economy is set up

**result** /rɪ'zʌlt/ *noun* **1.** a profit or loss account for a company at the end of a trading period ○ *The company's results for last year were an improvement on those of the previous year.* **2.** something which happens because of something else ○ *What was the result of the price investigation?* ○ *The company doubled its sales force with the result that the sales rose by 26%.* □ **the expansion programme has produced results** has produced increased sales □ **payment by results** being paid for profits or increased sales ■ *verb* □ **to result from** to happen because of ○ *We have to fill several vacancies resulting from the recent internal promotions*

'...the company has received the backing of a number of oil companies who are willing to pay for the results of the survey' [*Lloyd's List*]

'...some profit-taking was noted, but underlying sentiment remained firm in a steady stream of strong corporate results' [*Financial Times*]

**retail** /'ri:teɪl/ *noun* the sale of small quantities of goods to the general public □ **the goods in stock have a retail value of £1m** the value of the goods if sold to the public is £1m, before discounts and other factors are taken into account ■ *adverb* □ **he buys wholesale and sells retail** he buys goods in bulk at a wholesale discount and sells in small quantities to the public ■ *verb* **1.** □ **to retail goods** to sell goods direct to the public **2.** to sell for a price □ **these items retail at or for £2.50** the retail price of these items is £2.50

**retail bank** /'ri:teɪl bæŋk/ *noun* a bank which provides normal banking services for customers (in the UK, this is done by the main high street banks)

**retail banking** /'ri:teɪl ,bæŋkɪŋ/ *noun* the provision of normal banking services for customers by the main high street banks (as opposed to wholesale banking)

**retail dealer** /'ri:teɪl ,di:lə/ *noun* a person who sells to the general public

**retail deposit** /'ri:teɪl dɪ,pɒzɪt/ *noun* a deposit placed by an individual with a bank

**retailer** /'ri:teɪlə/ *noun* a person who runs a retail business, selling goods direct to the public

**retailer number** /'ri:teɪlə ,nʌmbə/ *noun* the number of the retailer, printed at the top of the report slip when depositing credit card payments

**retail fund** /'ri:teɪl fʌnd/ *noun* a fund sold direct to private investors

**retailing** /'ri:teɪlɪŋ/ *noun* the selling of full-price goods to the public ○ *From car retailing the company branched out into car leasing.*

**retail investor** /'ri:teɪl ɪn,vestə/ *noun* a private investor, as opposed to institutional investors

**retail outlet** /'ri:teɪl ,aʊt(ə)let/ *noun* a shop which sells to the general public

**retail price** /'ri:teɪl ,praɪs/ *noun* the price at which the retailer sells to the final customer

**retail price index** /,ri:teɪl 'praɪs 'ɪndeks/, **retail prices index** /,ri:teɪl 'praɪsɪz ,ɪndeks/ *noun* an index which shows how prices of consumer goods have increased or decreased over a period of time. Abbreviation **RPI**

COMMENT: In the UK, the RPI is calculated on a group of essential goods and services; it includes both VAT and mortgage interest; the US equivalent is the Consumer Price Index.

**retail service provider** /,ri:teɪl 'sɜ:vɪs prəʊ,vɑɪdə/, **retail house** /'ri:teɪl haʊs/ *noun* a large stock-broking company dealing directly with private retail investors. Abbreviation **RSP**

**retain** /rɪ'teɪn/ *verb* **1.** to keep something or someone ○ *measures to retain experienced staff* ○ *Out of the profits,*

*the company has retained £50,000 as provision against bad debts.* **2.** □ **to retain a lawyer to act for a company** to agree with a lawyer that he or she will act for you (and pay him or her a fee in advance)

**retained earnings** /rɪ'teɪnd 'ɜ:nɪŋz/, **retained income** /rɪ'teɪnd 'ɪnkʌm/, **retained profit** /rɪ'teɪnd 'prɒfɪt/ *plural noun* an amount of profit after tax which a company does not pay out as dividend to the shareholders, but which is kept to be used for the further development of the business. Also called **retentions**

**retainer** /rɪ'teɪnə/ *noun* money paid in advance to someone so that they will work for you, and not for someone else ○ *We pay them a retainer of £1,000.*

**retention** /rɪ'tenʃən/ *noun* the act of keeping the loyalty of existing customers, as opposed to acquisition, which is the act of acquiring new customers (both can be aims of advertising campaigns)

'...a systematic approach to human resource planning can play a significant part in reducing recruitment and retention problems' [Personnel Management]

**retentions** /rɪ'tenʃənz/ *plural noun* same as **retained earnings**

**retiral** /rɪ'taɪərəl/ *noun* *US* same as **retirement**

**retire** /rɪ'taɪə/ *verb* **1.** to stop work and take a pension ○ *She retired with a £15,000 pension.* ○ *The founder of the company retired at the age of 85.* ○ *The shop is owned by a retired policeman.* **2.** to make an employee stop work and take a pension ○ *They decided to retire all staff over 50.* **3.** to come to the end of an elected term of office ○ *The treasurer retires from the council after six years.* ○ *Two retiring directors offer themselves for re-election.*

**retirement** /rɪ'taɪəmənt/ *noun* **1.** the act of retiring from work ○ *I am looking forward to my retirement.* ○ *Older staff are planning what they will do in retirement.* □ **to take early retirement** to retire from work before the usual age **2.** the period when a person is retired

**retirement age** /rɪ'taɪəmənt eɪdʒ/ *noun* the age at which people retire (in the UK usually 65 for men and 60, but soon to become 65 for women)

**retirement pension** /rɪ'taɪəmənt ,penʃən/ *noun* a state pension given to a man who is over 65 or and woman who is over 60

**retrenchment** /rɪ'trentʃmənt/ *noun* a reduction of expenditure or of new plans ○ *The company is in for a period of retrenchment.*

**retroactive** /,retʀəʊ'æktɪv/ *adjective* which takes effect from a time in the past ○ *The union is asking for a retroactive pay rise.* ○ *They got a pay rise retroactive to last January.*

'The salary increases, retroactive from April of the current year, reflect the marginal rise in private sector salaries' [*Nikkei Weekly*]

**retroactively** /,retʀəʊ'æktɪvli/ *adverb* going back to a time in the past

**return** /rɪ'tʃ:ɪn/ *noun* **1.** a profit or income from money invested ○ *We are buying technology shares because they bring in a quick return.* ○ *What is the gross return on this line?* **2.** an official statement or form that has to be sent in to the authorities □ **to fill in a VAT return** to complete the form showing VAT receipts and expenditure ■ **verb** **1.** to send back ○ *to return unsold stock to the wholesaler* ○ *to return a letter to sender* **2.** to make a statement ○ *to return income of £15,000 to the tax authorities*

'...with interest rates running well above inflation, investors want something that offers a return for their money' [*Business Week*]

'Section 363 of the Companies Act 1985 requires companies to deliver an annual return to the Companies Registration Office. Failure to do so before the end of the period of 28 days after the company's return date could lead to directors and other officers in default being fined up to £2000' [*Accountancy*]

**return date** /rɪ'tʃ:ɪn deɪt/ *noun* a date by which a company's annual return has to be made to the Registrar of Companies

**return on capital employed** /rɪ'tʃ:ɪn ɒn 'kæpɪt(ə)l ɪm'plɔɪd/, **return on assets** /rɪ'tʃ:ɪn ɒn 'æsets/, **return on equity** /rɪ'tʃ:ɪn ɒn 'ekwɪti/ *noun* a profit shown as a percentage of the capital or money invested in a business. Abbreviation **ROCE, ROA, ROE**

**return on investment** /rɪ'tʃ:ɪn ɒn ɪn'vestmənt/ *noun* interest or dividends shown as a percentage of the money invested. Abbreviation **ROI**

**returns** /rɪ'tʃ:ɪnz/ *plural noun* **1.** profits or income from investment ○ *The company is looking for quick returns on its investment.* **2.** unsold goods, especially books, newspapers or magazines, sent back to the supplier

**revaluation** /rɪ:vælju'eɪʃən/ *noun* **1.** an act of revaluing ○ *The balance sheet takes into account the revaluation of the company's properties.* **2.** the increasing of the value of a currency ○ *The revaluation of the dollar against the euro.*

**revalue** /rɪ:vælju:/ *verb* to value something again (usually setting a higher value on it than before) ○ *The company's properties have been revalued.* ○ *The dollar has been revalued against all world currencies.*

**revenue** /'revənju:/ *noun* **1.** money received ○ *revenue from advertising or advertising revenue* ○ *Oil revenues have risen with the rise in the dollar.* **2.** money received by a government in tax

**revenue account** /'revənju: ə ,kaʊnt/ *noun* an accounting system which records the revenue and expenditure incurred by a company during its normal business

**revenue accounts** /'revənju: ə ,kaʊnts/ *plural noun* accounts of a business which record money received as sales, commission, etc.

**revenue expenditure** /,revə,nju: ɪk'spendɪtʃə/ *noun* expenditure on purchasing stock (but not on capital items) which is then sold during the current accounting period

**revenue officer** /'revənju: ,ɒfɪsə/ *noun* a person working in the government tax offices

**revenue reserves** /'revənju: rɪ ,zɜ:vz/ *plural noun* retained earnings which are shown in the company's balance sheet as part of the shareholders' funds. Also called **company reserves**

**reversal** /rɪ'vɜ:s(ə)l/ *noun* **1.** a change from being profitable to unprofitable ○ *The company suffered a reversal in the Far East.* **2.** a sudden change in a share price (either a rise or a fall) ○ *In the event of a market reversal buyers are rare.*

**reverse** /rɪ'vɜ:s/ *adjective* opposite or in the opposite direction ■ *verb* to change a decision to the opposite ○ *The*

*committee reversed its decision on import quotas.*

'...the trade balance sank \$17 billion, reversing last fall's brief improvement' [*Fortune*]

**reverse bid** /rɪˈvɜːs 'bɪd/ *noun* a bid made by a company which is the target of a takeover bid for the company which is trying to take it over

**reverse mortgage** /rɪˈvɜːs 'mɔːɡɪdʒ/ *noun* an arrangement where the owner of a property mortgages it to receive a regular income from the mortgage lender (and not vice versa), based on the equity value of the property

**reverse takeover** /rɪˈvɜːs 'teɪkəʊvə/ *noun* a takeover where the company which has been taken over ends up owning the company which has taken it over. The acquiring company's shareholders give up their shares in exchange for shares in the target company.

**reversing entry** /rɪˈvɜːsɪŋ ˌentri/ *noun* an entry in a set of accounts which reverses an entry in the preceding accounts

**reversion** /rɪˈvɜːʃ(ə)n/ *noun* a return of property to an original owner □ **he has the reversion of the estate** he will receive the estate when the present lease ends

**reversionary** /rɪˈvɜːʃ(ə)n(ə)ri/ *adjective* referring to property which passes to another owner on the death of the present one

**reversionary annuity** /rɪˈvɜːʃ(ə)n(ə)ri ə'njuːɪti/ *noun* an annuity paid to someone on the death of another person

**reversionary bonus** /rɪˈvɜːʃ(ə)n(ə)ri 'bɒnəs/ *noun* an annual bonus on a life assurance policy, declared by the insurer

**review** /rɪˈvjuː/ *noun* a general examination ○ *to conduct a review of distributors* □ **she had a salary review last April** her salary was examined (and increased) in April ○ *The company has decided to review freelance payments in the light of the rising cost of living.* ■ *verb* to examine something generally □ **to review salaries** to look at all salaries in a company to decide on increases ○ *His salary will be reviewed at the end of the year.* □ **to review discounts** to look at discounts offered to decide whether to change them

**revise** /rɪˈvaɪz/ *verb* to change something which has been calculated or planned ○ *Sales forecasts are revised annually.* ○ *The chairman is revising his speech to the AGM.*

**revocable** /ˈrevəkəb(ə)/ *adjective* which can be revoked

**revocable trust** /ˌrevəkəb(ə)l 'trʌst/ *noun* a trust which can be changed or revoked

**revocation** /ˌrevəʊ'keɪʃ(ə)n/ *noun* an action of cancelling something which has previously been agreed ○ *the revocation of the bank's licence by the central bank*

**revoke** /rɪˈvəʊk/ *verb* to cancel something ○ *to revoke a decision or a clause in an agreement* ○ *The quota on luxury items has been revoked.*

**revolving credit** /rɪˌvɒlvɪŋ 'kredit/ *noun* a system where someone can borrow money at any time up to an agreed amount, and continue to borrow while still paying off the original loan. Also called **open-ended credit**

**rial** /rɪˈɑːl/ *noun* a unit of currency used in Iran and other Middle Eastern countries, such as Oman and North Yemen. ▶

**riyal**

**-rich** /rɪtʃ/ *suffix* meaning 'which contains or has a large amount of something'

**rider** /'raɪdə/ *noun* an additional clause ○ *to add a rider to a contract*

**RIE** *abbreviation* recognised investment exchange

**riel** /'riəl/ *noun* a unit of currency used in Cambodia

**rig** /rɪg/ *verb* to arrange illegally or dishonestly for a result to be changed ○ *They tried to rig the election of officers.* □ **to rig the market** to make share prices go up or down so as to make a profit

**right** /raɪt/ *adjective* not left ○ *The credits are on the right side of the page.* ■ *noun* a legal entitlement to something ○ *There is no automatic right of renewal to this contract.* ○ *She has a right to the property.* ○ *He has no right to the patent.* ○ *The staff have a right to know how the company is doing.*

**rightful claimant** /ˌraɪtɪf(ə)l 'kleɪmənt/ *noun* a person who has a legal claim to something (NOTE: this term

has now replaced **plaintiff**. The other side in a case is the **defendant**)

**right-hand** /ˌraɪt ˈhænd/ *adjective* belonging to the right side ○ *The credit side is the right-hand column in the accounts.* ○ *He keeps the address list in the right-hand drawer of his desk.*

**right-hand man** /ˌraɪt hænd ˌmæn/ *noun* a man who is the main assistant to someone

**right of way** /ˌraɪt əv ˈweɪ/ *noun* a legal title to go across someone's property

**rights issue** /ˈraɪts ˌɪʃuː/ *noun* an arrangement which gives shareholders the right to buy more shares at a lower price (NOTE: The US term is **rights offering**.)

**right to strike** /ˌraɪt tə ˈstraɪk/ *noun* a legal right of workers to stop working if they have a good reason for it

**ring** /rɪŋ/ *noun* **1.** a group of people who try to fix prices so as not to compete with each other and still make a large profit **2.** a trading floor on a commodity exchange

**ring binder** /ˈrɪŋ ˌbaɪndə/ *noun* a file with a stiff cover with rings in it which fit into special holes made in sheets of paper

**ring fence** /ˈrɪŋ fens/ *verb* **1.** to separate valuable assets or profitable businesses from others in a group which are unprofitable and may make the whole group collapse **2.** to identify money from certain sources and only use it in certain areas ○ *The grant has been ring-fenced for use in local authority education projects only.* ♦

**hypothecation**

**ringgit** /ˈrɪŋɡɪt/ *noun* a unit of currency used in Malaysia (also called the 'Malaysian dollar')

**rise** /raɪz/ *noun* **1.** an increase ○ *A rise in the price of raw materials.* ○ *Oil price rises brought about a recession in world trade.* ○ *There has been a rise in sales of 10% or Sales show a rise of 10%.* ○ *Salaries are increasing to keep up with the rises in the cost of living.* ○ *The recent rise in interest rates has made mortgages dearer.* **2.** an increase in pay ○ *She asked her boss for a rise.* ○ *He had a 6% rise in January.* (NOTE: The US term is **raise**.) ■ *verb* to move upwards or to become higher ○ *Prices*

*or Salaries are rising faster than inflation.* ○ *Interest rates have risen to 15%.* ○ *Salaries are rising faster than inflation.* (NOTE: **rising – rose – risen**)

'...the index of industrial production sank 0.2 per cent for the latest month after rising 0.3 per cent in March' [*Financial Times*]

'...the stock rose to over \$20 a share, higher than the \$18 bid' [*Fortune*]

'...customers' deposit and current accounts also rose to \$655.31 million at the end of December' [*Hongkong Standard*]

'...the government reported that production in the nation's factories and mines rose 0.2% in September' [*Sunday Times*]

**rising screen** /ˌraɪzɪŋ ˈskriːn/ *noun* a panel which moves upwards to protect a cashier in a bank against robbers

**risk** /rɪsk/ *noun* **1.** possible harm or a chance of danger □ **to run a risk** to be likely to suffer harm □ **to take a risk** to do something which may make you lose money or suffer harm **2.** □ **at owner's risk** a situation where goods shipped or stored are insured by the owner, not by the transport company or the storage company ○ *Goods left here are at owner's risk.* ○ *The shipment was sent at owner's risk.* **3.** insured or damage against which you are insured **4.** □ **he is a good or bad risk** it is not likely or it is very likely that the insurance company will have to pay out against claims where he is concerned

'...remember, risk isn't volatility. Risk is the chance that a company's earnings power will erode – either because of a change in the industry or a change in the business that will make the company significantly less profitable in the long term' [*Fortune*]

**risk-adjusted** /rɪsk əˈdʒʌstɪd/ *adjective* calculated after taking risk into account

**risk arbitrage** /ˌrɪsk ˈɑːbɪtrɑːʒ/ *noun* the business of buying shares in companies which are likely to be taken over and so rise in price

**risk arbitrageur** /rɪsk ˌɑːbɪtrɑːˈʒɜː/ *noun* a person whose business is risk arbitrage

**risk asset ratio** /ˌrɪsk ˌæset ˈreɪʃiəv/ *noun* a proportion of a bank's capital which is in risk assets

**risk assets** /rɪsk ˈæsets/ *plural noun* assets of a bank which are in securities or bonds which may fall in value

**risk-averse** /ˌrɪsk əˈvɜːs/ *adjective* not wanting to take risks

**risk-based** /'rɪsk beɪst/ *adjective* calculated against a risk

**risk-based capital** /,rɪsk beɪst 'kæpɪt(ə)/ *noun* an internationally approved system of calculating a bank's capital value by assessing the risk attached to its assets (cash deposits and gold, for example, have no risk, while loans to Third World countries have a high risk)

**risk capital** /'rɪsk ,kæpɪt(ə)/ *noun* same as **venture capital**

**risk-free** /,rɪsk 'fri:z/, **riskless** /'rɪskləs/ *adjective* with no risk involved ○ a *risk-free investment*

'...there is no risk-free way of taking regular income from your money higher than the rate of inflation and still preserving its value' [*Guardian*]

'...many small investors have also preferred to put their spare cash with risk-free investments such as building societies rather than take chances on the stock market. The returns on a host of risk-free investments have been well into double figures' [*Money Observer*]

**riskiness** /'rɪskɪnəs/ *noun* the fact of being risky

**risk management** /'rɪsk ,mænidʒmənt/ *noun* the work of managing a company's exposure to risk from its credit terms or exposure to interest rate or exchange rate fluctuations

**risk premium** /'rɪsk ,prɪ:miəm/ *noun* an extra payment (increased dividend or higher than usual profits) for taking risks

**risk-weighted assets** /,rɪsk ,weɪtɪd 'æsets/ *plural noun* assets which include off-balance sheet items for insurance purposes

**risky** /'rɪski/ *adjective* dangerous or which may cause harm ○ *We lost all our money in some risky ventures in South America.*

'...while the bank has scaled back some of its more risky trading operations, it has retained its status as a top-rate advisory house' [*Times*]

**rival** /'raɪv(ə)/ *noun* a person or company that competes in the same market ○ a *rival company* ○ *to undercut a rival*

**riyal** /ri'aɪ:l/ *noun* a unit of currency used in Saudi Arabia, Qatar and Yemen

**ROA** *abbreviation* return on assets

**robber** /'rɒbə/ *noun* a person who carries out a robbery

**robbery** /'rɒbəri/ *noun* the offence of stealing something from someone using force, or threatening to use force

**robust** /rəʊ'bʌst/ *adjective* strong, able to survive in difficult circumstances

**robustness** /rəʊ'bʌstnəs/ *noun* the fact of being strong □ **financial robustness** the fact of being in a strong position financially

**ROCE** *abbreviation* return on capital employed

**rock** /rɒk/ *noun* □ **the company is on the rocks** the company is in great financial difficulties

**rock bottom** /rɒk 'bɒtəm/ *noun* □ **sales have reached rock bottom** sales have reached the lowest point possible

'...investment companies took the view that secondhand prices had reached rock bottom and that levels could only go up' [*Lloyd's List*]

**rocket** /'rɒkɪt/ *verb* to rise fast ○ *Investors are rushing to cash in on rocketing share prices.* ○ *Prices have rocketed on the commodity markets.*

**ROE** *abbreviation* return on equity

**ROI** *abbreviation* return on investment

**roll** /rɒl/ *noun* something which has been turned over and over to wrap round itself ○ *The desk calculator uses a roll of paper.* ○ *We need to order some more rolls of fax paper.* ■ *verb* to make something go forward by turning it over or pushing it on wheels ○ *They rolled the computer into position.*

**rolled-up coupons** /,rəʊld ʌp 'ku:pənz/ *plural noun* interest coupons on securities, which are not paid out, but added to the capital value of the security

**rolling account** /'rɒlɪŋ ə,kʌunt/ *noun* a system where there are no fixed account days, but stock exchange transactions are paid at a fixed period after each transaction has taken place (as opposed to the British system, where an account day is fixed each month)

**rolling budget** /,rɒlɪŋ 'bʌdʒɪt/ *noun* a budget which moves forward on a regular basis (such as a budget covering a twelve-month period, which moves forward each month or quarter)

**rolling plan** /,rɒlɪŋ 'plæn/ *noun* a plan which runs for a period of time and is updated regularly for the same period



**rolling settlement** /'rəʊlɪŋ 'set(ə)lmənt/ *noun* US same as rolling account

**roll over** /,rəʊl 'əʊvə/ *verb* □ **to roll over a credit** to make credit available over a continuing period □ **to roll over a debt** to allow a debt to stand after the repayment date

'...at the IMF in Washington, officials are worried that Japanese and US banks might decline to roll over the principal of loans made in the 1980s to Southeast Asian and other developing countries' [*Far Eastern Economic Review*]

**rollover** /'rəʊləʊvə/ *noun* an extension of credit or of the period of a loan, though not necessarily on the same terms as previously

**rollover credit** /,rəʊləʊvə 'kredit/ *noun* credit in the form of a medium-term loan, covered by a series of short-term loans

**rollover mortgage** /,rəʊləʊvə 'mɔ:ɡɪdʒ/ *noun* a short-term mortgage which is renegotiated with different terms every five years or so

**roll up** /,rəʊl 'ʌp/ *verb* to extend a loan, by adding the interest due to be paid to the capital

**Romalpa clause** *noun* a clause in a contract, whereby the seller provides that title to the goods does not pass to the buyer until the buyer has paid for them

COMMENT: Called after the case of *Aluminium Industrie Vaassen BV v Romalpa Ltd.*

**rotation** /rəʊ'teɪf(ə)n/ *noun* the act of taking turns □ **to fill the post of chairman by rotation** to let each member of the group act as chairman for a period then give the post to another member □ **two directors retire by rotation** two directors retire because they have been directors longer than any others, but can offer themselves for re-election

**Roth account** /'rɒθ ə,kəʊnt/, **Roth IRA** /'rɒθ ,aɪrə/ *noun* an individual retirement account in which earnings can be withdrawn tax free at age 59½ provided that they have been invested in the account for more than five years

**rouble** /'ru:b(ə)l/ *noun* a unit of currency used in Russia and Belarus (NOTE: The US spelling is **ruble**.)

**rough** /rʌf/ *adjective* approximate, not very accurate

**rough calculation** /,rʌf ,kælkjʊ-'leɪf(ə)n/ *noun* a way of working out a mathematical problem approximately, or the approximate result arrived at ○ *I made some rough calculations on the back of an envelope.*

**rough draft** /rʌf 'drɑ:ft/ *noun* a plan of a document which may have changes made to it before it is complete

**rough estimate** /rʌf 'estɪmət/ *noun* a very approximate calculation

**rough out** /,rʌf 'aʊt/ *verb* to make a draft or a general design of something, which may be changed later ○ *The finance director roughed out a plan of investment.*

**round** /raʊnd/ *adjective* □ **in round figures** not totally accurate, but correct to the nearest 10 or 100 ■ *verb* to make a fractional figure a full figure, by increasing or decreasing it ○ *Some figures have been rounded to the nearest cent.*

**round down** /,raʊnd 'daʊn/ *verb* to decrease a fractional figure to the nearest full figure

**round-tripping** /'raʊnd ,trɪpɪŋ/ *noun* 1. the practice of borrowing at one rate of interest and lending the same money short-term at a higher rate (used to borrow on overdraft, when short-term deposit rates are higher) 2. US the practice of buying securities and then selling them quickly

**round up** /,raʊnd 'ʌp/ *verb* to increase a fractional figure to the nearest full figure ○ *to round up the figures to the nearest pound*

'...each cheque can be made out for the local equivalent of £100 rounded up to a convenient figure' [*Sunday Times*]

**routing** /'ru:ɪŋ/ ◊ **check routing symbol**

**royalty** /'rɔɪəlti/ *noun* money paid to an inventor, writer or the owner of land for the right to use their property, usually a specific percentage of sales, or a specific amount per sale ○ *The country will benefit from rising oil royalties.* ○ *He is still receiving substantial royalties from his invention.*

**RPB** *abbreviation* recognised professional body

**RPI** *abbreviation* retail price index

**RPM** *abbreviation* resale price maintenance

**RRP** *abbreviation* recommended retail price

**RSP** *abbreviation* retail service provider

**RTGS** *abbreviation* real-time gross settlement

**rubber check** /ˌrʌbə 'tʃek/ *noun* *US* a cheque which cannot be cashed because the person writing it does not have enough money in the account to pay it (NOTE: The UK term is **bouncing cheque**.)

**rubber stamp** /ˌrʌbə 'stæmp/ *noun* a stamp with rubber letters or figures on it to put the date or a note on a document ○ *He stamped the invoice with the rubber stamp 'Paid'.* ■ *verb* to agree to something without discussing it ○ *The board simply rubber stamped the agreement.*

**rule** /ru:l/ *noun* a statement that directs how people should behave ○ *It is a company rule that smoking is not allowed in the offices.* ○ *The rules of the organisation are explained during the induction sessions.* □ **as a rule** usually ○ *As a rule, we do not give discounts over 20%.* ■ *verb* **1.** to give an official decision ○ *The commission of inquiry ruled that the company was in breach of contract.* ○ *The judge ruled that the documents had to be deposited with the court.* **2.** to be in force or to be current ○ *Prices which are ruling at the moment.* ○ *The current ruling agreement is being redrafted.*

**rulebook** /'ru:lbu:k/ *noun* a book which lists the rules by which the members of a union or self-regulatory organisation must operate

**rule of 72** /ˌru:l əv 'sev(ə)nti 'tu:/ *noun* a calculation that an investment will double in value at compound interest after a period shown as 72 divided by the interest percentage (so interest at 10% compound will double the capital invested in 7.2 years)

**ruling** /'ru:lɪŋ/ *adjective* in operation at the moment, current ○ *We will invoice at ruling prices.* ■ *noun* a decision ○ *The inquiry gave a ruling on the case.* ○ *According to the ruling of the court, the contract was illegal.*

**run** *noun* /rʌn/ **1.** a period of time during which a machine is working □ **a cheque run** a series of cheques processed through a computer **2.** a rush to buy something ○ *The Post Office reported a run on the new stamps.* □ **a run on the bank** a rush by customers to take deposits out of a bank which they think may close down □ **a run on the pound** a rush to sell pounds and buy other currencies ■ *verb* /rʌn/ to manage or to organise something ○ *She runs a mail-order business from home.* ○ *They run a staff sports club.* ○ *He is running a multimillion-pound company.* ■ **1.** to be in a particular state or to be taking place in a particular way ○ *The meeting was running late.* **2.** to continue or to last ○ *The lease runs for twenty years.* ○ *The lease has only six months to run.* (NOTE: **running – ran – has run**)

'...applications for mortgages are running at a high level' [*Times*]

'...with interest rates running well above inflation, investors want something that offers a return for their money' [*Business Week*]

**runaway inflation** /ˌrʌnəweɪ ɪn-'fleɪʃ(ə)n/ *noun* very rapid inflation, which is almost impossible to reduce

**run down** /ˌrʌn 'daʊn/ *verb* **1.** to reduce a quantity gradually ○ *We decided to run down stocks or to let stocks run down at the end of the financial year.* **2.** to slow down the business activities of a company before it is going to be closed ○ *The company is being run down.*

**run into** /ˌrʌn 'ɪntə/ *verb* **1.** □ **to run into debt** to start to have debts **2.** to amount to ○ *Costs have run into thousands of pounds.* □ **he has an income running into five figures** he earns more than £10,000

**running costs** /'rʌnɪŋ kɒsts/ *plural noun* money spent on the day-to-day cost of keeping a business going

**running total** /'rʌnɪŋ 'təʊt(ə)l/ *noun* the total carried from one column of figures to the next

**running yield** /'rʌnɪŋ jɪ:ld/ *noun* a yield on fixed interest securities, where the interest is shown as a percentage of the price paid

**run to settlement** /ˌrʌn tə 'set(ə)lmənt/ *noun* a futures sale which runs until the actual commodity is delivered

**run up** /ˌrʌŋ ˈʌp/ *verb* to make debts or costs go up quickly ○ *He quickly ran up a bill for £250.*

**rupee** /ruːˈpiː/ *noun* a unit of currency used in India, Mauritius, Nepal, Pakistan and Sri Lanka (NOTE: Written **Rs** before the figure: **Rs. 250**)

**rupiah** /ruːˈpiə/ *noun* a unit of currency used in Indonesia

**Russell index** /ˈrʌs(ə)l ˌɪndeks/ *noun* any of various indices published by the Russell Company in Tacoma, Washington

COMMENT: The Russell 3000 Index lists the 3000 largest companies (almost all the companies whose shares are traded in the USA); this index is subdivided into two, the Russell 1000 Index lists the 1000 largest companies in the 3000 Index, and the Russell 2000 Index lists the remainder. There are other indices.

## S

**SA** *abbreviation* société anonyme or sociedad anónima

**s.a.e.** *abbreviation* a stamped addressed envelope ○ *Send your application form to the personnel officer, with an s.a.e. for reply.*

**safe** /seɪf/ *noun* a heavy metal box which cannot be opened easily, in which valuable documents and money can be kept ○ *Put the documents in the safe.* ○ *We keep the petty cash in the safe.* ■ *adjective* out of danger □ **keep the documents in a safe place** in a place where they cannot be stolen or destroyed

**safe deposit** /'seɪf dɪˌpɒzɪt/ *noun* a bank safe where you can leave jewellery or documents

**safe deposit box** /seɪf dɪˌpɒzɪt bɒks/ *noun* a small box which you can rent to keep jewellery or documents in a bank's safe

**safeguard** /'seɪfgɑːd/ *verb* to protect something or someone ○ *The duty of the directors is to safeguard the interests of the shareholders.* ■ *noun* something that provides protection

**safe investment** /seɪf ɪnˈvestmənt/ *noun* something, e.g. a share, which is not likely to fall in value

**safe keeping** /seɪf 'kiːpɪŋ/ *noun* the fact of being looked after carefully ○ *We put the documents into the bank for safe keeping.*

**safety** /'seɪfti/ *noun* 1. the fact of being free from danger or risk □ **to take safety precautions or safety measures** to act to make sure something is safe 2. □ **for safety** to make something safe, to be safe ○ *to take a copy of the disk for safety* ○ *Put the documents in the cupboard for safety.*

**safety margin** /'seɪfti ˌmɑːdʒɪn/ *noun* a time or space allowed to make sure that something can be done safely

**safety regulations** /'seɪfti ˌregjʊˌleɪʃ(ə)nz/ *plural noun* rules to make a place of work safe for the employees

**SAIF** *abbreviation* savings association insurance fund

**salami fraud** /sə'leɪˌmi frɔːd/ *noun* a fraud where a very small amount of money is removed from each transaction and put into a suspense account (the amounts – 1p or 1c per transaction – are so small that no one notices them, but over a period of time they build up to large sums of money)

**salaried** /'sæləriəd/ *adjective* earning a salary ○ *The company has 250 salaried staff.*

**salaried partner** /,sæləriəd 'pɑːtnə/ *noun* a partner, often a junior one, who receives a regular salary in accordance with the partnership agreement

**salary** /'sæləri/ *noun* 1. a regular payment for work done, made to an employee usually as a cheque at the end of each month ○ *The company froze all salaries for a six-month period.* ○ *If I get promoted, my salary will go up.* ○ *The salary may be low, but the fringe benefits attached to the job are good.* ○ *She got a salary increase in June.* □ **scale of salaries or salary scale** a list of salaries showing different levels of pay in different jobs in the same company 2. an amount paid to an employee, shown as a monthly, quarterly or yearly total (NOTE: The plural is **salaries**.)

**salary cheque** /'sæləri tʃek/ *noun* a monthly cheque by which an employee is paid

**salary cut** /'sæləri kʌt/ *noun* a sudden reduction in salary

**salary deductions** /'sæləri dɪˌdʌkʃənz/ *plural noun* money which a company removes from salaries to pay to the government as tax, National Insurance contributions, etc.

**salary package** /'sæləri ,pækɪdʒ/ *noun* same as **pay package**

**salary reduction** /'sæləri rɪ-  
ˌdʌkʃ(ə)n/ *noun* the act of removing  
money from an employee's salary to put  
into a pension plan

**salary review** /'sæləri rɪˌvjuː/ *noun*  
same as **pay review** ○ *She had a salary  
review last April or Her salary was re-  
viewed last April.*

**salary scale** /'sæləri skeɪl/ *noun*  
same as **pay scale** ○ *He was appointed  
at the top end of the salary scale.*

**salary structure** /'sæləri ˌstrʌktʃə/  
*noun* the organisation of salaries in a  
company with different rates of pay for  
different types of job

'...the union of hotel and personal service  
workers has demanded a new salary structure  
and uniform conditions of service for workers in  
the hotel and catering industry'  
[*Business Times (Lagos)*]

**sale** /seɪl/ *noun* **1.** an act of giving an  
item or doing a service in exchange for  
money, or for the promise that money  
will be paid □ **for sale** ready to be sold □  
to offer something for sale or to put  
something up for sale to announce that  
something is ready to be sold ○ *They put  
the factory up for sale.* ○ *His shop is for  
sale.* ○ *These items are not for sale to  
the general public.* □ **on sale** ready to be  
sold in a shop ○ *These items are on sale  
in most chemists.* **2.** an act of selling  
goods at specially low prices ○ *The  
shop is having a sale to clear old stock.*  
○ *The sale price is 50% of the normal  
price.*

'...the latest car sales for April show a 1.8  
per cent dip from last year's total'  
[*Investors Chronicle*]

**sale and lease-back** /,seɪl ən 'liːs  
bæk/ *noun* the sale of an asset, usually a  
building, to somebody else who then  
leases it back to the original owner

**sales** /seɪlz/ *plural noun* **1.** money re-  
ceived for selling something ○ *Sales  
have risen over the first quarter.* **2.**  
items sold, or the number of items sold

**sales analysis** /'seɪlz əˌnæləsɪs/  
*noun* an examination of the reports of  
sales to see why items have or have not  
sold well

**sales book** /'seɪlz buk/ *noun* a re-  
cord of sales

**sales budget** /'seɪlz ˌbʌdʒɪt/ *noun* a  
plan of probable sales

**sales chart** /'seɪlz tʃɑːt/ *noun* a dia-  
gram showing how sales vary from  
month to month

**sales curve** /'seɪlz kɜːv/ *noun* a  
graph showing how sales increase or  
decrease

**sales department** /'seɪlz dɪ-  
ˌpɑːtmənt/ *noun* the section of a com-  
pany which deals with selling the com-  
pany's products or services

**sales drive** /'seɪlz draɪv/ *noun* a vig-  
orous effort to increase sales

**sales executive** /'seɪlz ɪgˌzekjʊtɪv/  
*noun* a person in a company or depart-  
ment in charge of sales

**sales figures** /'seɪlz ˌfɪgəz/ *plural  
noun* total sales

**sales force** /'seɪlz fɔːs/ *noun* a group  
of sales staff

**sales forecast** /'seɪlz ˌfɔːkɑːst/  
*noun* an estimate of future sales

**sales invoice** /'seɪlz ˌɪnvɔɪs/ *noun*  
an invoice relating to a sale

**sales journal** /'seɪlz ˌdʒɜːn(ə)l/  
*noun* the book in which non-cash sales  
are recorded with details of customer,  
invoice, amount and date (these details  
are later posted to each customer's ac-  
count in the sales ledger)

**sales ledger** /'seɪlz ˌledʒə/ *noun* a  
book in which sales to each customer  
are entered

**sales ledger clerk** /'seɪlz ledʒə  
ˌklaɪk/ *noun* an office worker who deals  
with the sales ledger

**sales literature** /'seɪlz ˌlɪt(ə)rətʃə/  
*noun* printed information which helps  
sales, e.g. leaflets or prospectuses

**salesman** /'seɪlzmən/ *noun* a man  
who sells an organisation's products or  
services to customers, especially to re-  
tail shops ○ *He is the head salesman in  
the carpet department.* ○ *His only expe-  
rience is as a used-car salesman.* ○  
*Salesmen are paid a basic salary plus  
commission.* ○ *We have six salesmen  
calling on accounts in central London.*

**sales manager** /'seɪlz ˌmænɪdʒə/  
*noun* a person in charge of a sales  
department

**sales mix** /'seɪlz mɪks/ *noun* the sales and profitability of a wide range of products sold by a single company

**sales mix profit variance** /,seɪlz mɪks 'prɒfɪt ,veəriəns/ *noun* the differing profitability of different products within a product range

**salesperson** /'seɪlz,pɜːs(ə)n/ *noun* a person who sells products or services to retail shops on behalf of a company (NOTE: The plural is **salespeople**.)

**sales representative** /'seɪlz reprɪ-,zentətɪv/, **sales rep** /'seɪlz rep/ *noun* same as **salesperson** ○ *We have six sales representatives in Europe.* ○ *They have vacancies for sales representatives to call on accounts in the north of the country.*

**sales return** /'seɪlz rɪ,tʃɪn/ *noun* a report of sales made each day or week or quarter

**sales returns** /'seɪlz rɪ,tʃɪnz/ *plural noun* items sold which are returned by the purchaser

**sales returns book** /seɪlz rɪ'tʃɪnz bʊk/ *noun* a ledger giving details of goods returned by purchasers, including invoice number, credit notes, quantities, etc. Abbreviation **SRB**

**sales revenue** /'seɪlz ,revənjuː/ *noun* *US* the income from sales of goods or services (NOTE: The UK term is **turnover**.)

**sales slip** /'seɪlz slɪp/ *noun* a paper showing that an article was bought at a certain shop ○ *Goods can be exchanged only on production of a sales slip.*

**sales target** /'seɪlz ,tɑːɡɪt/ *noun* the amount of sales a sales representative is expected to achieve

**sales tax** /'seɪlz tæks/ *noun* a tax which is paid on each item sold (and is collected when the purchase is made). Also called **turnover tax**

**sales value** /'seɪlz ,væljuː/ *noun* the amount of money which would be received if something is sold

**sales volume** /'seɪlz ,vɒljuːm/ *noun* the number of units sold (NOTE: The UK term is **turnover**.)

**sales volume profit variance** /seɪlz ,vɒljuːm 'prɒfɪt ,veəriəns/ *noun* the difference between the profit on the number of units actually sold and the forecast figure

**saleswoman** /'seɪlzwʊmən/ *noun* a woman who sells an organisation's products or services to customers

**salvage** /'sælvdʒ/ *noun* **1.** the work of saving a ship or a cargo from being destroyed **2.** goods saved from a wrecked ship, from a fire or from some other accident ○ *a sale of flood salvage items* (NOTE: no plural) ■ **verb** **1.** to save goods or a ship from being destroyed ○ *We are selling off a warehouse full of salvaged goods.* **2.** to save something from loss ○ *The company is trying to salvage its reputation after the managing director was sent to prison for fraud.* ○ *The receiver managed to salvage something from the collapse of the company.*

**salvage money** /'sælvdʒ ,mʌni/ *noun* payment made by the owner of a ship or a cargo to the person who has saved it

**salvage vessel** /'sælvdʒ ,ves(ə)/ *noun* a ship which specialises in saving other ships and their cargoes

**same** /seɪm/ *adjective* being or looking exactly alike

'...previously, only orders received by 11 a.m. via the Internet could be delivered the same day, and then only for a limited range of items. With fast packaging and inspection, same-day delivery is now possible anywhere in Tokyo' [Nikkei Weekly]

**same-day funds** /,seɪm deɪ 'fʌndz/ *plural noun* money which can be withdrawn from an account the same day as it is deposited

**same-store sales** /,seɪm stɔː 'seɪlz/ *noun* sales for the same stores over an earlier period

'...it led the nation's department stores over the crucial Christmas season with an 11.7% increase in same-store sales' [Fortune]

'...its consistent double-digit same-store sales growth also proves that it is not just adding revenue by adding new locations' [Fortune]

**sample** /'sɑːmpəl/ *noun* **1.** a small part of an item which is used to show what the whole item is like ○ *Can you provide us with a sample of the cloth or a cloth sample?* **2.** a small group which is studied in order to show what a larger group is like ○ *We interviewed a sample of potential customers.* ■ **verb** **1.** to test or to try something by taking a small amount of it ○ *to sample a product before buying it* **2.** to ask a representative group of people questions to find out

what the reactions of a much larger group would be ○ *They sampled 2,000 people at random to test the new drink.*

**sampling** /'sɑ:mplɪŋ/ *noun* **1.** the testing of a product by taking a small amount ○ *a sampling of European Union produce* **2.** the testing of the reactions of a small group of people to find out the reactions of a larger group of consumers

**samurai bond** /'sæmʊrɑɪ bɒnd/ *noun* an international bond in yen launched on the Japanese market by a non-Japanese corporation. Compare **bulldog bond**, **shogun bond**, **Yankee bond**

**S&L** *abbreviation* savings and loan (association)

**S&P** *abbreviation* Standard and Poor's

**SARL** *abbreviation* société anonyme à responsabilité limitée

**save** /seɪv/ *verb* to keep (money), not to spend (money) ○ *He is trying to save money by walking to work.* ○ *She is saving to buy a house.*

**save-as-you-earn** /,seɪv əz ju: 'ɜ:n/ *noun* *GB* a scheme where employees can save money regularly by having it deducted automatically from their wages and invested in National Savings. *Abbreviation* **SAYE**

**saver** /'seɪvə/ *noun* a person who saves money

**save up** /,seɪv 'ʌp/ *verb* to put money aside for a special purpose ○ *They are saving up for a holiday in the USA.*

**savings** /'seɪvɪŋz/ *plural noun* money saved (i.e. money which is not spent) ○ *He put all his savings into a deposit account.*

**savings account** /'seɪvɪŋz ə,kaʊnt/ *noun* an account where you put money in regularly and which pays interest, often at a higher rate than a deposit account

**savings and loan** /'seɪvɪŋz ən 'ləʊn/, **savings and loan association** /'seɪvɪŋz ən 'ləʊn ə,səʊsɪeɪf(ə)n/ *noun* *US* a financial association which accepts and pays interest on deposits from investors and lends money to people who are buying property. The loans are in the form of mortgages on the security of the property being bought. S&Ls are regulated by the Office of

Thrift Supervision and are protected by the Savings Association Insurance Fund. *Abbreviation* **S&L**. Also called **thrift** (NOTE: The UK term is **building society**.)

COMMENT: Because of deregulation of interest rates in 1980, many S&Ls found that they were forced to raise interest on deposits to current market rates in order to secure funds, while at the same time they still were charging low fixed-interest rates on the mortgages granted to borrowers. This created considerable problems and many S&Ls had to be rescued by the Federal government.

**Savings Association Insurance Fund** /,seɪvɪŋz ə,səʊsɪeɪf(ə)n ɪn-'fʊəreɪns fʌnd/ *noun* an insurance fund set up in 1989 to provide insurance to savings and loan associations. *Abbreviation* **SAIF**

**savings bank** /'seɪvɪŋz bæŋk/ *noun* a bank where you can deposit money and receive interest on it

**savings bond** /'seɪvɪŋz bɒnd/ *noun* in the USA, a document showing that money has been invested in a government savings scheme. Interest on US savings bonds is tax exempt. (NOTE: The UK term is **savings certificate**.)

**savings certificate** /'seɪvɪŋz sə-ˌtɪfɪkət/ *noun* a document showing that you have invested money in a government savings scheme (NOTE: The US term is **savings bond**.)

**savings-related share option scheme** /,seɪvɪŋz rɪˌleɪtɪd ʃeə 'ɒpʃən ski:m/ *noun* a scheme which allows employees of a company to buy shares with money which they have contributed to a savings scheme

**SAYE** *abbreviation* save-as-you-earn

**SBA** *abbreviation* small business administration

**SBF** *abbreviation* Société des Bourses Françaises

**scale** /skeɪl/ *noun* **1.** a system which is graded into various levels □ **scale of charges or scale of prices** a list showing various prices □ **scale of salaries** a list of salaries showing different levels of pay in different jobs in the same company **2.** □ **to start in business on a small scale** to start in business with a small staff, few products or little capital

**scale down** /,skeɪl 'daʊn/ *verb* to lower something in proportion

COMMENT: If a share issue is oversubscribed, applications may be scaled down; by doing this, the small investor is protected. So, in a typical case, all applications for 1,000 shares may receive 300; all applications for 2,000 shares may receive 500; applications for 5,000 shares receive 1,000, and applications for more than 5,000 shares will go into a ballot.

**scale up** /,skeɪl 'ʌp/ *verb* to increase something in proportion

**scalp** /skælp/ *verb* US to buy or sell to make a quick profit

**scalper** /'skælpə/ *noun* **1.** US a person who buys and sells something to make a large rapid profit (e.g. by buying and reselling tickets for a popular sporting event) **2.** a trader who buys and sells the same futures on the same day

**scam** /skæm/ *noun* a fraud, an illegal or dishonest scheme (*informal*) ○ Many financial scams only come to light by accident.

**scarce currency** /skeəs 'kʌrənsi/ *noun* same as **hard currency**

**scarcity value** /'skeəsiti ,vælju:/ *noun* the value something has because it is rare and there is a large demand for it

**scatter diagram** /'skætə ,daiəgræm/ *noun* a chart where points are plotted according to two sets of variables to see if a pattern exists

**scenario** /sɪ'nɑ:riəʊ/ *noun* the way in which a situation may develop, or a description or forecast of possible future developments

'...on the upside scenario, the outlook is reasonably optimistic, bankers say, the worst scenario being that a scheme of arrangement cannot be achieved, resulting in liquidation' [*Irish Times*]

**schedule** /'fedju:l/ *noun* **1.** a timetable, a plan of how time should be spent, drawn up in advance ○ *The managing director has a busy schedule of appointments.* ○ *Her secretary tried to fit me into her schedule.* □ **on schedule** at the time or stage set down in the schedule ○ *The launch took place on schedule.* □ **to be ahead of schedule** to be early ○ *The building was completed ahead of schedule.* □ **to be on schedule** to be on time ○ *The project is on schedule.* ○ *We are on schedule to complete the project at the*

*end of May.* □ **to be behind schedule** to be late ○ *I am sorry to say that we are three months behind schedule.* **2.** a list, especially a list forming an additional document attached to a contract ○ *the schedule of territories to which a contract applies* ○ *Please find enclosed our schedule of charges.* ○ *See the attached schedule or as per the attached schedule.* **3.** a list of interest rates **4.** a form relating to a particular kind of income liable for UK income tax

**Schedule A** /,fedju:l 'eɪ/ *noun* a schedule under which tax is charged on income from land or buildings

**Schedule B** /,fedju:l 'bi:/ *noun* a schedule under which tax was formerly charged on income from woodlands

**Schedule C** /,fedju:l 'si:/ *noun* a schedule under which tax is charged on profits from government stock

**scheduled** /'fedzʊ:ld/ *adjective* listed in a separate schedule

**Schedule D** /,fedju:l 'di:/ *noun* a schedule under which tax is charged on income from trades or professions, interest and other earnings not derived from being employed

**Schedule E** /,fedju:l 'i:/ *noun* a schedule under which tax is charged on income from salaries, wages or pensions

**Schedule F** /,fedju:l 'ef/ *noun* a schedule under which tax is charged on income from dividends

**scheme** /ski:m/ *noun* a plan, arrangement or way of working ○ *Under the bonus scheme all employees get 10% of their annual pay as a Christmas bonus.* ○ *He has joined the company pension scheme.* ○ *We operate a profit-sharing scheme for managers.* ○ *The new payment scheme is based on reward for individual effort.*

**scheme of arrangement** /,ski:m əv ə'reɪndʒmənt/ *noun* a scheme drawn up by an individual or company to offer ways of paying debts, so as to avoid bankruptcy proceedings. Also called **voluntary arrangement**

**schilling** /'ʃɪlɪŋ/ *noun* a unit of currency used before the euro in Austria

**scorched earth policy** /,skɔ:tʃt 'ɜ:θ ,pɒlɪsi/ *noun* a way of combating a takeover bid, where the target company



sells valuable assets or purchases unattractive assets. ♦ **poison pill**

**scout** /skaʊt/ *noun* a person who searches for something, especially someone who looks for promising new members of staff

**scrap** /skræp/ *noun* **1.** material left over after an industrial process, and which still has some value (as opposed to waste, which has no value) ○ *to sell a ship for scrap* **2.** pieces of metal to be melted down to make new metal ingots

**scrap value** /skræp 'vælju:/ *noun* the value of an asset if sold for scrap ○ *Its scrap value is £2,500.*

**screen** /skri:n/ *noun* **1.** a glass surface on which computer information or TV pictures can be shown ○ *She brought up the information on the screen.* ○ *I'll just call up details of your account on the screen.* **2.** a flat panel which acts as a form of protection ■ **verb** **1.** to examine something carefully to evaluate or assess it **2.** to consider a range of items or people and only select some □ **to screen out** to consider things and remove some

**screening** /'skri:niŋ/ *noun* the act of evaluating or assessing new product ideas ○ *Representatives from each department concerned will take part in the screening process.* ○ *Screening showed the product idea to be unrealistic for our production capacity.*

**screen trading** /'skri:n 'treɪdɪŋ/ *noun* trading using a monitor, as opposed to the old open outcry system

**scrip** /skrip/ *noun* a security (a share, bond, or the certificate issued to show that someone has been allotted a share or bond)

...under the rule, brokers who fail to deliver stock within four days of a transaction are to be fined 1% of the transaction value for each day of missing scrip' [*Far Eastern Economic Review*]

**scrip issue** /'skrip ,ɪʃu:/ *noun* an issue of shares whereby a company transfers money from reserves to share capital and issues free extra shares to the shareholders (the value of the company remains the same, and the total market value of shareholders' shares remains the same, the market price being adjusted to account for the new shares). Also called **free issue**, **capitalisation issue**

**scripophily** /skrɪ'pɒfɪli/ *noun* the practice of collecting old share certificates and bond certificates as a hobby and investment

**SDB** *abbreviation* sales day book

**Sdn** *abbreviation* Sendirian

**Sdn berhad** *abbreviation* Sendirian berhad, a Malay term for a private limited company

**SDRs** *abbreviation* special drawing rights

**sea freight** /'si: freɪt/ *noun* the transportation of goods in ships, or goods sent by sea

**seal** /si:l/ *noun* **1.** a special symbol, often one stamped on a piece of wax, which is used to show that a document is officially approved by the organisation that uses the symbol □ **contract under seal** a contract which has been legally approved with the seal of the company **2.** a piece of paper, metal or wax attached to close something, so that it can be opened only if the paper, metal or wax is removed or broken ■ **verb** **1.** to close something tightly ○ *The computer disks were sent in a sealed container.* **2.** to attach a seal, to stamp something with a seal ○ *Customs sealed the shipment.*

**SEAQ** *noun* a computerised information system giving details of current share prices and stock market transactions on the London Stock Exchange. Dealers list their offer and bid prices on SEAQ, and transactions are carried out on the basis of the information shown on the screen and are also recorded on the SEAQ database in case of future disputes. Full form **Stock Exchange Automated Quotations system**

**search** /sɜ:tʃ/ *noun* an examination of records by the lawyer acting for someone who wants to buy a property, to make sure that the vendor has the right to sell it

**season** /'si:z(ə)n/ *noun* a period of time when some activity usually takes place ○ *the selling season*

**seasonal** /'si:z(ə)n(ə)l/ *adjective* which lasts for a season or which only happens during a particular season ○ *seasonal variations in sales patterns* ○ *The demand for this item is very seasonal.*

**seasonal demand** /,si:z(ə)n(ə)l dɪ-  
'mɑ:nd/ *noun* demand which exists  
only during the high season

**seasonal unemployment**  
/,si:z(ə)nəl ,ʌnɪm'plɔimənt/ *noun* un-  
employment which rises and falls ac-  
cording to the season

**seasoned** /'si:z(ə)nd/ *adjective* *US*  
referring to securities which are reputa-  
ble or a loan which is safe for the long  
term

**seat** /si:t/ *noun* membership of a stock  
exchange

**SEC** *abbreviation* Securities and Ex-  
change Commission

**second** *noun, adjective* /'sekənd/  
(the thing) which comes after the  
first ■ *verb* 1. /'sekənd/ □ **to second a  
motion** to be the first person to support  
a proposal put forward by someone else  
○ *Mrs Smith seconded the motion or  
The motion was seconded by Mrs Smith.*  
2. /sɪ'kɒnd/ to lend a member of staff  
to another company, organisation or de-  
partment for a fixed period of time ○ *He  
was seconded to the Department of  
Trade for two years.*

**secondary** /'sekənd(ə)ri/ *adjective*  
second in importance

**secondary auditor** /,sekənd(ə)ri  
'ɔ:ɪtɪtə/ *noun* an auditor for a subsidiary  
company who has no connection with  
the primary auditor who audits the ac-  
counts of the main company

**secondary bank** /'sekənd(ə)ri  
bæŋk/ *noun* a finance company which  
provides money for hire-purchase deals

**secondary industry** /'sekənd(ə)ri  
,ɪndəstri/ *noun* an industry which uses  
basic raw materials to produce manufac-  
tured goods

**secondary market** /'sekənd(ə)ri  
,mɑ:kɪt/ *noun* a market where existing  
securities are bought and sold again and  
again, as opposed to a primary market,  
where new issues are launched

**secondary mortgage market**  
/,sekənd(ə)ri 'mɔ:ɡɪdʒ ,mɑ:kɪt/ *noun*  
*US* a nationwide system organised by  
various federal mortgage associations  
for polling mortgages and selling them  
to investors

**secondary products** /'sekənd(ə)ri  
,prɒdʌkts/ *plural noun* products which

have been processed from raw materials  
(as opposed to primary products)

**secondary properties**  
/,sekənd(ə)ri 'prɒpətɪz/ *plural noun*  
commercial properties which are not in  
prime sites and therefore are not as  
valuable

**second-class** /,sekənd 'klɑ:s/ *ad-  
jective, adverb* referring to a less expen-  
sive or less comfortable way of  
travelling ○ *The group will travel sec-  
ond-class to Holland.* ○ *The price of a  
second-class ticket is half that of a first  
class.*

**second-class mail** /,sekənd klɑ:s  
'meɪl/ *noun* a less expensive, slower  
mail service ○ *The letter took three days  
to arrive because he sent it  
second-class.*

**second earner** /,sekənd 'ɜ:nə/ *noun*  
a second person in a household, usually  
a spouse, who also earns a salary

**seconded** /'sekəndəd/ *noun* a person  
who seconds a proposal ○ *There was no  
seconded for the motion so it was not put  
to the vote.*

**second half** /,sekənd 'hɑ:f/ *noun* a  
period of six months from 1st July to  
31st December ○ *The figures for the  
second half are up on those for the first  
part of the year.*

**second half-year** /,sekənd 'hɑ:f  
jɪə/ *noun* the six-month period from  
July to the end of December

**secondment** /sɪ'kɒndmənt/ *noun*  
the fact or period of being seconded to  
another job for a period ○ *He is on three  
years' secondment to an Australian  
college.*

**second mortgage** /,sekənd  
'mɔ:ɡɪdʒ/ *noun* a further mortgage on a  
property which is already mortgaged

**second quarter** /,sekənd 'kwɔ:tə/  
*noun* a period of three months from  
April to the end of June

**second-ranker** /,sekənd 'ræŋkə/  
*noun* a company which occupies the  
second rank, i.e. not one of the top  
companies

**second round** /,sekənd 'raʊnd/  
*noun* a new tranche of venture capital  
raised for a new project after the start-up  
finance

**second-tier** /,sekənd 'tiə/ *adjective*  
not in the first and most important group

**second-tier bank** /,sɛkənd tɪə 'bæŋk/ *noun* a bank which is not as large as the main banks in a country

**second-tier market** /,sɛkənd tɪə 'mɑ:kɪt/ *noun* a secondary market, such as the AIM, where securities which are not listed on the main Stock Exchange can be traded

**secret** /'si:kɹət/ *adjective* which is deliberately kept hidden from people, or which is not known about by many people ○ *The MD kept the contract secret from the rest of the board.* ○ *The management signed a secret deal with a foreign supplier.* ■ *noun* something which is kept hidden or which is not known about by many people ○ *to keep a secret*

**secretariat** /,sɛkrɪ'teəriət/ *noun* an important office and the officials who work in it ○ *the United Nations secretariat*

'...a debate has been going on over the establishment of a general secretariat for the G7. Proponents argue that this would give the G7 a sense of direction and continuity' [*Times*]

**secretary** /'sɛkrət(ə)ri/ *noun* **1.** an official of a company or society whose job is to keep records and write letters **2.** a member of the government in charge of a department ○ *the Trade Secretary* ○ *the Foreign Secretary* ○ *the Education Secretary*

**Secretary of State** /,sɛkrət(ə)ri əv 'steɪt/ *noun* **1.** a member of the government in charge of a department ○ *the Secretary of State for Trade and Industry* **2.** *US* a senior member of the government in charge of foreign affairs (NOTE: The UK term is **Foreign Secretary**.)

**Secretary of the Treasury** /,sɛkrət(ə)ri əv ðə 'treʒəri/ *noun* *US* a senior member of the government in charge of financial affairs

**secret ballot** /,si:kɹət 'bælət/ *noun* an election where the voters vote in secret

**secret reserves** /,si:kɹət rɪ'zɜ:vz/ *plural noun* reserves which are illegally kept hidden in a company's balance sheet, as opposed to 'hidden reserves' which are simply not easy to identify

**section** /'sɛkʃən/ *noun* **1.** a part of something ○ *You should read the last section of the report – it is very interest-*

*ing.* **2.** one of the parts of an Act of Parliament

**sector** /'sɛktə/ *noun* **1.** a part of the economy or the business organisation of a country ○ *All sectors of the economy suffered from the fall in the exchange rate.* ○ *Technology is a booming sector of the economy.* **2.** a section of a stock market, listing shares in one type of industry (such as the banking sector)

'...government services form a large part of the tertiary or service sector' [*Sydney Morning Herald*]

'...in the dry cargo sector, a total of 956 dry cargo vessels are laid up – 3% of world dry cargo tonnage' [*Lloyd's List*]

**sector fund** /'sɛktə fʌnd/ *noun* a fund which is invested in only one sector of the stock market

**secure** /sɪ'kjʊə/ *adjective* safe, which cannot change □ **secure job** a job from which you are not likely to be made redundant □ **secure investment** an investment where you are not likely to lose money ■ *verb* **1.** □ **to secure a loan** to pledge an asset as a security for a loan **2.** to get something safely into your control ○ *He is visiting several banks in an attempt to secure funds for his project.* ○ *He secured the backing of an Australian group.*

**secured creditor** /sɪ'kjʊəd 'kredɪtə/ *noun* a person who is owed money by someone, and can legally claim the same amount of the borrower's property if the borrower fails to pay back the money owed

**secured debt** /sɪ'kjʊəd det/ *noun* a debt which is guaranteed by assets which have been pledged

**secured loan** /sɪ'kjʊəd ləʊn/ *noun* a loan which is guaranteed by the borrower giving assets as security

**secure sockets layer** /sɪ'kjʊəd 'sɒkɪts ,leɪə/ *noun* full form of **SSL**

**secure website** /sɪ'kjʊəd 'websaɪt/ *noun* a website on the Internet that encrypts the messages between the visitor and the site to ensure that no hacker or eavesdropper can intercept the information

**securities** /sɪ'kjʊərɪtiz/ *plural noun* **1.** investments in stocks and shares **2.** certificates to show that someone owns stocks or shares

**Securities and Exchange Commission** /sɪ,kjuəri'tiz ən ɪks'tʃeɪndʒ kə,mɪʃ(ə)n/ *noun* the official body which regulates the securities markets in the USA. Abbreviation **SEC**

**Securities and Futures Authority** /sɪ,kjuəri'tiz ən 'fju:tʃəz ə:θɔrətɪ/ *noun* in the UK, a self-regulatory organisation which supervises the trading in shares and futures, now part of the FSA. Abbreviation **SFA**

**Securities and Investments Board** /sɪ,kjuəri'tiz ən ɪn'vestmənts bɔ:d/ *noun* formerly, the name of the regulatory body which supervised the securities markets in the UK (now the FSA). Abbreviation **SIB**

**securities broker** /sɪ'kjuəri'tɪz brəʊkə/ *noun* same as **securities trader**

**securities house** /sɪ'kjuəri'tɪz haʊs/ *noun* a firm which buys and sells securities for clients

**securities market** /sɪ'kjuəri'tɪz ,mɑ:kɪt/ *noun* a Stock Exchange, a place where stocks and shares can be bought or sold

**securities trader** /sɪ'kjuəri'tɪz t'reɪdə/ *noun* a person whose business is buying and selling stocks and shares

**securitisation** /sɪ,kjuəri'taɪ-'zeɪʃ(ə)n/, **securitization** *noun* the process of making a loan or mortgage into a tradeable security by issuing a bill of exchange or other negotiable paper in place of it

**securitise** /sɪ'kjuəri'taɪz/, **securitize** *verb* to make a loan into a security which can be traded (e.g. by issuing an IOU for a loan)

**security** /sɪ'kjuəri'ti/ *noun **1.** the fact of being protected against attack □ **office security** the act of protecting an office against theft **2.** the fact of being kept secret □ **security in this office is nil** nothing can be kept secret in this office **3.** a guarantee that someone will repay money borrowed ○ *to give something as security for a debt* ○ *to use a house as security for a loan* ○ *The bank lent him £20,000 without security.* □ **to stand security for someone** to guarantee that if the person does not repay a loan, you will repay it for him **4.** a stock or share*

**security guard** /sɪ'kjuəri'ti ɡɑ:d/ *noun* a person who protects an office or factory against burglars

**security of employment** /sɪ,kjuəri'ti əv ɪm'plɔɪmənt/ *noun* a feeling by an employee that he or she will be able to stay in the same job until retirement

**security of tenure** /sɪ,kjuəri'ti əv 'tenjə/ *noun* a right to keep a job or rented accommodation provided certain conditions are met

**security printer** /sɪ'kjuəri'ti ,prɪntə/ *noun* a printer who prints material that has to be kept secure, such as paper money, share prospectuses or secret government documents

**seedcorn** /'si:dkɔ:n/, **seed money** /'si:d ,mʌni/ *noun* venture capital invested when a new project is starting up (and therefore more risky than secondary finance or mezzanine finance) ○ *They had their ranch house to operate out of, a used printer and seed money from friends.*

**segment** *noun* /'segmənt/ a section of a market defined by certain criteria ■ *verb* /seg'ment/ to divide a potential market into different segments

**segmentation** /,segmən'teɪʃ(ə)n/ *noun* the division of the market or consumers into categories according to their buying habits

**selected personal information** /sɪ,lektɪd ,pɜ:s(ə)nəl ɪnfə'meɪʃ(ə)n/ *noun* information, such as the post code of your home or the maiden name of your mother, used for identification purposes

**self-** /self/ *prefix* referring to yourself

**self-employed** /,self ɪm'plɔɪd/ *adjective* working for yourself or not on the payroll of a company ○ *a self-employed engineer* ○ *He worked for a bank for ten years but is now self-employed.* ■ *plural noun* □ **the self-employed** people who work for themselves

**self-financed** /,self faɪ'nænst/ *adjective* □ **the project is completely self-financed** the project pays its development costs out of its own revenue, with no subsidies

**self-financing** /,self faɪ'nænsɪŋ/ *noun* the financing of development

costs, the purchase of capital assets, etc. by a company from its own resources ■ **adjective** □ **the company is completely self-financing** the company finances its development costs, capital assets, etc. from its own resources

**self-insurance** /self ɪn'ʃʊərəns/ *noun* insuring against a probable future loss by putting money aside regularly, rather than by taking out an insurance policy

**self-made man** /,self meɪd 'mæn/ *noun* a man who is rich and successful because of his own work, not because he inherited money or position

**self-regulating organisation** /self ,regjuleɪtɪŋ ɔ:ɡənəɪ'zeɪʃ(ə)n/ *noun* same as **self-regulatory organisation**

**self-regulation** /self ,regjʊ'leɪʃ(ə)n/ *noun* the regulation of an industry by itself, through a committee which issues a rulebook and makes sure that members of the industry follow the rules (NOTE: For example, the Stock Exchange is regulated by the Stock Exchange Council.)

**self-regulatory** /self ,regjʊ'leɪt(ə)rɪ/ *adjective* referring to an organisation which regulates itself

**self-regulatory organisation** /self ,regjʊlət(ə)rɪ ɔ:ɡənəɪ'zeɪʃ(ə)n/ *noun* an organisation, such as the Securities and Futures Authority, which regulates the way in which its own members carry on their business. Abbreviation **SRO**

**self-select PEP** /self sɪ'lekt/ *noun* □ **Personal Equity Plan**

**self-service banking** /self ,sɜ:vɪs 'bæŋkɪŋ/ *noun* a situation where a bank's customers arrange transactions by themselves, without involving bank staff, e.g. by using ATMs for cash withdrawals

**self-supporting** /self sə'pɔ:tɪŋ/ *adjective* which finances itself from its own resources, with no subsidies

**sell** /sel/ *verb* **1.** to give goods in exchange for money ○ *The shop sells washing machines and refrigerators.* ○ *They tried to sell their house for £100,000.* ○ *Their products are easy to sell.* **2.** to be sold ○ *These items sell well in the pre-Christmas period.* ○ *Those packs sell for £25 a dozen.* ♣ **hard sell** (NOTE: **selling – sold**)

**sell-by date** /'sel baɪ deɪt/ *noun* a date on a food packet which is the last date on which the food is guaranteed to be good

**seller** /'selə/ *noun* a person who sells ○ *There were few sellers in the market, so prices remained high.*

**seller's market** /,seləz 'mɑ:kɪt/ *noun* a market where the seller can ask high prices because there is a large demand for the product (NOTE: The opposite is a **buyer's market**.)

**sell forward** /,sel 'fɔ:wəd/ *verb* to sell foreign currency, commodities, etc. for delivery at a later date

**selling costs** /'selɪŋ kɔ:sts/, **selling overhead** /'selɪŋ ɔ:vəvəhd/ *plural noun* the amount of money to be paid for the advertising, reps' commissions and other expenses involved in selling something

**selling price** /'selɪŋ praɪs/ *noun* the price at which someone is willing to sell something

**selling price variance** /'selɪŋ praɪs ,veəriəns/ *noun* the difference between the actual selling price and the budgeted selling price

**sell off** /,sel 'ɒf/ *verb* to sell goods quickly to get rid of them

**sell out** /,sel 'aʊt/ *verb* to sell your business ○ *They sold out and retired to the seaside.*

**sellout** /'seləʊt/ *noun* □ **this item has been a sellout** all the stock of the item has been sold

**sell up** /,sel 'ʌp/ *verb* to sell a business and all the stock ○ *He sold up and bought a farm.*

**semi-** /semi/ *prefix* half or part

**semiannual** /,semi'ænjʊəl/ *adjective* referring to interest paid every six months

**semi-fixed cost** /,semi fɪkst 'kɔ:st/ *noun* same as **semi-variable cost**

**semi-variable cost** /,semi ,veəriəb(ə)l 'kɔ:st/ *noun* money paid to produce a product which increases, though less than proportionally, with the quantity of the product made ○ *Stepping up production will mean an increase in semi-variable costs.* Also called **semi-fixed cost**

**Sendirian** *noun* a Malay term meaning 'limited'

**Sendirian berhad** *noun* a Malay term meaning 'private limited company'

**senior** /'si:niə/ *adjective* **1.** referring to an employee who is more important **2.** referring to an employee who is older or who has been employed longer than another **3.** referring to a sum which is repayable before others

**senior capital** /,si:niə 'kæpɪt(ə)/ *noun* capital in the form of secured loans to a company (it is repaid before junior capital, such as shareholders' equity, in the event of liquidation)

**senior debt** /'si:niə det/ *noun* a debt which must be repaid in preference to other debts (such as a first mortgage over a second mortgage)

**seniority** /,si:ni'brɪti/ *noun* **1.** the fact of being more important *○ in order of seniority* **2.** the fact of being older or having been an employee of the company longer

**senior manager** /,si:niə 'mænɪdʒə/, **senior executive** /,si:niə ɪg-'zɛkjʊtɪv/ *noun* a manager or director who has a higher rank than others

**senior partner** /,si:niə 'pɑ:tnə/ *noun* the most important partner in a firm of solicitors or accountants

**sensitive** /'sensɪtv/ *adjective* able to feel something sharply *○ The market is very sensitive to the result of the elections.* † **price-sensitive**

**sensitivity analysis** /,sensə'tɪvətɪ ə,nælə'sɪs/ *noun* the analysis of the effect of a small change in a certain calculation on the final result

**separable** /'sep(ə)rəb(ə)/ *adjective* which can be separated

**separable net assets** /,sep(ə)rəb(ə)l net 'æsets/ *plural noun* assets which can be separated from the rest of the assets of a business and sold off

**separate** /'sep(ə)rət/ *adjective* not connected with something

**separate estate** /,sep(ə)rət ɪ'steɪt/ *noun* the property of one of the partners in a partnership, as opposed to the property belonging to the partnership itself

**separation** /,sepə'reɪf(ə)n/ *noun* *US* the act of leaving a job (resigning, retiring or being fired or made redundant) *○*

*The interviewer asked the candidate whether the separation mentioned in his CV was due to resignation, redundancy or dismissal. ○ The exit interviews attempted to find out what employees really felt about separation.*

**sequester** /sɪ'kwɛstə/, **sequestrate** /'si:kwɛstreɪt, sɪ'kwɛstreɪt/ *verb* to take and keep a bank account or property because a court has ordered it *○ The union was fined for contempt of court and its funds have been sequestered.*

**sequestration** /,si:kwe'streɪf(ə)n/ *noun* the act of taking and keeping property on the order of a court, especially of seizing property from someone who is in contempt of court

**sequestrator** /sɪ'kwɛstreɪtə, sɪ-'kwɛstreɪtə/ *noun* a person who takes and keeps property on the order of a court

**series** /'sɪəri:z/ *noun* a group of bonds or savings certificates, issued over a period of time but all bearing the same interest

**Serious Fraud Office** /,sɪərɪəs 'frɔ:d ɒfɪs/ *noun* a British government department in charge of investigating major fraud in companies. Abbreviation **SFO**

**serve** /sɜ:v/ *verb* □ **to serve someone with a writ or to serve a writ on someone** to give someone a writ officially, so that they have to receive it

**service** /'sɜ:vɪs/ *noun* **1.** a piece of work done to help someone as a duty or a favour *○ After a lifetime's service to the company he was rewarded with a generous golden handshake.* **2.** a form of business (e.g. insurance, banking, or transport) that provides help in some form when it is needed, as opposed to making or selling goods **3.** the fact of working for an employer, or the period of time during which an employee has worked for an employer *○ retiring after twenty years service to the company* *○ The amount of your pension depends partly on the number of your years of service.* **4.** the work of dealing with customers *○ The service in that restaurant is extremely slow* **5.** payment for help given to the customer *○ to add on 10% for service* □ **the bill includes service** the bill includes a charge added for the work involved *○ The service in that res-*

*taurant is extremely slow.* ■ **verb** □ **to service a debt** to pay interest on a debt ○ *The company is having problems in servicing its debts.*

**service bureau** /'sɜ:vi:s ˌbjʊərəʊ/ *noun* an office which specialises in helping other offices

**service charge** /'sɜ:vi:s tʃɑ:dʒ/ *noun* **1.** a charge added to the bill in a restaurant to pay for service **2.** an amount paid by tenants in a block of flats or offices for general maintenance, insurance and cleaning **3. US** a charge which a bank makes for carrying out work for a customer (NOTE: The UK term is **bank charge**.)

**service contract** /'sɜ:vi:s ˌkɒntrækt/ *noun* a contract between a company and a director showing all conditions of work ○ *He worked unofficially with no service contract.*

**service cost centre** /,sɜ:vi:s ˈkɒst ˌsɛntə/, **service centre** /'sɜ:vi:s ˌsɛntə/ *noun* a section of a company considered as a cost centre, which provides a service to other parts of the company

**service department** /'sɜ:vi:s dɪˌpɑ:tmənt/ *noun* **1.** the section of a company which keeps customers' machines in good working order **2.** a department of a company which does not deal with production or sales (e.g. accounts or human resources)

**service industry** /'sɜ:vi:s ˌɪndəstri/ *noun* an industry which does not produce raw materials or manufacture products but offers a service (such as banking, retailing or accountancy)

**services** /'sɜ:vi:sɪz/ *plural noun* benefits which are sold to customers or clients, e.g. transport or education ○ *We give advice to companies on the marketing of services.* ○ *We must improve the exports of both goods and services.*

**service sector** /'sɜ:vi:s ˌsɛktə/ *noun* the part of an economy that consists of service industries

**session** /'sɛf(ə)n/ *noun* a period of time spent on a specific activity, especially as part of a larger event ○ *The morning session or the afternoon session will be held in the conference room.*

'...statistics from the stock exchange show that customer interest in the equity market has

averaged just under £700m in recent trading sessions' [*Financial Times*]

**set** /set/ *adjective* fixed or which cannot be changed ○ *There is a set fee for all our consultants.* ■ **verb** to fix or to arrange something ○ *We have to set a price for the new computer.* ○ *The price of the calculator has been set low, so as to achieve maximum unit sales.* (NOTE: **setting – set**) □ **the auction set a record for high prices** the prices at the auction were the highest ever reached

**set against** /,set ə'genst/ *verb* to balance one group of figures against another group to try to make them cancel each other out ○ *to set the costs against the sales revenue* ○ *Can you set the expenses against tax?*

**set aside** /,set ə'saɪd/ *verb* to decide not to apply a decision ○ *The arbitrator's award was set aside on appeal.*

**setback** /'setbæk/ *noun* something that stops progress ○ *The company has suffered a series of setbacks over the past two years.* ○ *The shares had a setback on the Stock Exchange.*

'...a sharp setback in foreign trade accounted for most of the winter slowdown' [*Fortune*]

**SET Index** /set 'ɪndeks/ *noun* an index of share prices on the Bangkok Stock Exchange

**set off** /,set ˈɒf/ *verb* to use a debt owed by one party to reduce a debt owed to them

**Sets** *abbreviation* Stock Exchange Electronic Trading System

**settle** /'set(ə)l/ *verb* **1.** □ **to settle an account** to pay what is owed **2.** to place a property in trust

**settled account** /,set(ə)ld ə'kaʊnt/ *noun* an arrangement between two parties who agree the accounts between them

**settled property** /,set(ə)ld ˈprɒpəti/ *noun* property which is held in trust

**settlement** /'set(ə)lmənt/ *noun* **1.** the payment of an account □ **we offer an extra 5% discount for rapid settlement** we take a further 5% off the price if the customer pays quickly □ **settlement in cash or cash settlement** payment of an invoice in cash, not by cheque **2.** an agreement after an argument or negotiations ○ *a wage settlement* □ **to effect a settlement**

**between two parties** to bring two parties together to make them agree

'...he emphasised that prompt settlement of all forms of industrial disputes would guarantee industrial peace in the country and ensure increased productivity' [*Business Times (Lagos)*]

**settlement date** /'set(ə)lmənt deɪt/  
*noun* a date when a payment has to be made

**settlement day** /'set(ə)lmənt deɪ/  
*noun* **1.** the day on which shares which have been bought must be paid for (on the London Stock Exchange the account period is three business days from the day of trade) **2.** in the USA, the day on which securities bought actually become the property of the purchaser

**settle on** /'set(ə)l ɒn/ *verb* to leave property to someone when you die ○ *He settled his property on his children.*

**settlor** /'set(ə)lə/ *noun* a person who settles property on someone

**set up** /,set 'ʌp/ *verb* to begin something, or to organise something new ○ *to set up an inquiry* or *a working party* □ **to set up a company** to start a company legally □ **to set up in business** to start a new business ○ *She set up in business as an insurance broker.* ○ *He set himself up as a freelance representative.*

'...the concern announced that it had acquired a third large tanker since being set up' [*Lloyd's List*]

**seven-day money** /,sev(ə)n deɪ 'mʌni/ *noun* an investment in financial instruments which mature in seven days' time

**severally** /'sev(ə)rəli/ *adverb* separately, not jointly □ **they are jointly and severally liable** they are liable both as a group and as individuals for the total amount

**severance pay** /'sev(ə)rəns peɪ/  
*noun* money paid as compensation to an employee whose job is no longer needed

**SFA** *abbreviation* Securities and Futures Authority

**SFO** *abbreviation* Serious Fraud Office

**shadow director** /,ʃædəʊ daɪ-'rektə/ *noun* a person who is not a director of a company, but who tells the directors of the company how to act

**shady** /'ʃeɪdi/ *adjective* not honest ○ *The newspapers reported that he had been involved in several shady deals.*

**shake** /ʃeɪk/ *verb* to move something quickly from side to side □ **to shake hands** to hold someone's hand when meeting to show you are pleased to meet them or to show that an agreement has been reached ○ *The two negotiating teams shook hands and sat down at the conference table.* □ **to shake hands on a deal** to shake hands to show that a deal has been agreed

**shakeout** /'ʃeɪkaʊt/ *noun* **1.** a reorganisation in a company, where some people are left, but others go ○ *a shakeout in the top management* **2.** the process of revising prices on a stock market, usually at the end of a sharp rise or fall

**shakeup** /'ʃeɪkʌp/ *noun* a total reorganisation ○ *The managing director ordered a shakeup of the sales departments.*

**shaky** /'ʃeɪki/ *adjective* not very sure or not very reliable ○ *He only has the shakiest idea of what he should be doing.* ○ *The new issue got off to a shaky start on the market.*

**share** /ʃeə/ *noun* **1.** a part of something that has been divided up among several people or groups □ **to have a share in** to take part in or to contribute to ○ *to have a share in management decisions* **2.** one of many equal parts into which a company's capital is divided ○ *He bought a block of shares in Marks and Spencer.* ○ *Shares fell on the London market.* ○ *The company offered 1.8m shares on the market.* □ **to allot shares** to give a certain number of shares to people who have applied to buy them

'...falling profitability means falling share prices' [*Investors Chronicle*]

'...the share of blue-collar occupations declined from 48 per cent to 43 per cent' [*Sydney Morning Herald*]

**share account** /'ʃeə ə,kaʊnt/ *noun* an account with a credit union which pays dividends instead of interest

**share at par** /,ʃeə ət 'pɑː/ *noun* a share whose value on the stock market is the same as its face value

**share buyback** /'ʃeə ,baɪbæk/ *noun* an arrangement where a company buys its own shares on the stock market



**share capital** /'ʃeə ,kæpɪt(ə)l/ *noun* the value of the assets of a company held as shares

**share certificate** /'ʃeə sə,tɪfɪkət/ *noun* a document proving that you own shares

**shareholder** /'ʃeəhəʊldə/ *noun* a person who owns shares in a company ○ to call a *shareholders' meeting* (NOTE: The US term is **stockholder**.)

'...as of last night the bank's shareholders no longer hold any rights to the bank's shares' [*South China Morning Post*]

'...the company said that its recent issue of 10.5% convertible preference shares at A\$8.50 has been oversubscribed, boosting shareholders' funds to A\$700 million plus' [*Financial Times*]

**shareholders' equity** /,ʃeəhəʊldəz 'ekwɪti/ *noun* **1.** the value of a company which is the property of its ordinary shareholders (the company's assets less its liabilities) **2.** a company's capital which is invested by shareholders, who thus become owners of the company

**shareholders' funds** /,ʃeəhəʊldəz 'fʌndz/ *noun* the capital and reserves of a company

**shareholding** /'ʃeəhəʊldɪŋ/ *noun* a group of shares in a company owned by one owner

**share incentive scheme** /,ʃeər ɪn-'sɛntɪv ski:m/ *noun* same as **share option scheme**

**share index** /'ʃeər ɪn'deks/ *noun* an index figure based on the current market price of certain shares on a stock exchange

**share issue** /'ʃeər ɪ'fʊ:/ *noun* an act of selling new shares in a company to the public

**share option** /'ʃeər ɔpʃən/ *noun* a right to buy or sell shares at a certain price at a time in the future

**share option scheme** /'ʃeər ɔpʃən ski:m/ *noun* a scheme that gives company employees the right to buy shares in the company which employs them, often at a special price

**shareout** /'ʃeəraʊt/ *noun* an act of dividing something among many people ○ a *shareout of the profits*

**share premium** /'ʃeə ɪ'pri:mɪəm/ *noun* an amount to be paid above the nominal value of a share in order to buy it

**share premium account** /'ʃeə ɪ'pri:mɪəm ə,kəʊnt/ *noun* a part of shareholders' funds in a company, formed of the premium paid for new shares sold above par (the par value of the shares is the nominal capital of the company)

**share register** /'ʃeə ɪ'ʀedʒɪstə/ *noun* a list of shareholders in a company with their addresses

**share split** /'ʃeə splɪt/ *noun* the act of dividing shares into smaller denominations

**share warrant** /'ʃeə ɪ'wɒrənt/ *noun* a document which says that someone has the right to a number of shares in a company

**sharing** /'ʃeərɪŋ/ *noun* the act of dividing up

**shark repellent** /'ʃɑ:k rɪ'pelənt/ *noun* an action taken by a company to make itself less attractive to takeover bidders

**sharp** /ʃɑ:p/ *adjective* sudden ○ *There was a sharp rally on the stock market.* ○ *Last week's sharp drop in prices has been reversed.*

**sharply** /'ʃɑ:pli/ *adverb* suddenly ○ *Shares dipped sharply in yesterday's trading.*

**sharp practice** /ʃɑ:p ɪ'præktɪs/ *noun* a way of doing business which is not honest, but is not illegal

**shekel** /'ʃek(ə)l/ *noun* a unit of currency used in Israel

**shelf** /ʃelf/ *noun* a horizontal flat surface attached to a wall or in a cupboard on which items for sale are displayed ○ *The shelves in the supermarket were full of items before the Christmas rush.*

**shelf registration** /'ʃelf ɪ'ʀedʒɪstreɪʃ(ə)n/ *noun* a registration of a corporation with the SEC some time (up to two years is allowed) before it is offered for sale to the public

**shell company** /'ʃel ɪ,kʌmp(ə)ni/ *noun* a company which does not trade, but exists only as a name with a quotation of the Stock Exchange (NOTE: The US term is **shell corporation**.)

'...shell companies, which can be used to hide investors' cash, figure largely throughout the twentieth century' [*Times*]

**shelter** /'ʃeltə/ *noun* a protected place  
 ■ *verb* to give someone or something protection

**sheriff's sale** /'ʃerɪf s'eɪl/ *noun* US a public sale of the goods of a person whose property has been seized by the courts because he has defaulted on payments

**shilling** /'ʃɪlɪŋ/ *noun* a unit of currency used in Kenya, Somalia, Tanzania and Uganda

**shipment** /'ʃɪpmənt/ *noun* an act of sending goods ○ *We make two shipments a week to France.*

**shipping company** /'ʃɪpɪŋ ,kʌmp(ə)ni/ *noun* a company whose business is in transporting goods or passengers in ships

**shogun bond** /'ʃəʊɡʌn bɒnd/ *noun* a bond issued in Japan by a non-Japanese company in a currency which is not the yen. Compare **samurai bond**

**shoot up** /,ʃu:t 'ʌp/ *verb* to go up fast  
 ○ *Prices have shot up during the strike.*  
 (NOTE: **shooting – shot**)

**shop** /ʃɒp/ *noun* **1.** a retail outlet where goods of a certain type are sold ○ *a computer shop* ○ *an electrical goods shop* ○ *All the shops in the centre of town close on Sundays.* ○ *She opened a women's clothes shop.* **2.** a workshop, the place in a factory where goods are made ■ *verb* to go to shops to make purchases (NOTE: **shopping – shopped**)

**shop around** /,ʃɒp ə'raʊnd/ *verb* to go to various shops or suppliers and compare prices before making a purchase or before placing an order ○ *You should shop around before getting your car serviced.* ○ *He's shopping around for a new computer.* ○ *It pays to shop around when you are planning to get a mortgage.*

**shopper** /'ʃɒpə/ *noun* a person who buys goods in a shop ○ *The store stays open to midnight to cater for late-night shoppers.*

**shoppers' charter** /,ʃɒpəz 'tʃɑ:tə/ *noun* a law which protects the rights of shoppers against shopkeepers who are not honest or against manufacturers of defective goods

**shopping** /'ʃɒpɪŋ/ *noun* **1.** goods bought in a shop ○ *a basket of shopping*

**2.** the act of going to shops to buy things  
 ○ *to do your shopping in the local supermarket*

**shopping basket** /'ʃɒpɪŋ ,bɑ:skɪt/ *noun* a basket used for carrying shopping (NOTE: Its imaginary contents are used to calculate a consumer price index.)

**shopping cart** /'ʃɒpɪŋ kɑ:t/ *noun* a software package that records the items that an online buyer selects for purchase together with associated data, e.g. the price of the item and the number of items required

**shop price** /'ʃɒp praɪs/ *noun* same as **retail price**

**short** /ʃɔ:t/ *adjective, adverb* **1.** for a small period of time □ **in the short term** in the near future or quite soon □ **to borrow short** to borrow for a short period **2.** not as much as should be ○ *The shipment was three items short.* ○ *My change was £2 short.* □ **when we cashed up we were £10 short** we had £10 less than we should have had □ **to give short weight** to sell something which is lighter than it should be □ **to be short of a stock** not to have shares which you will need in the future (as opposed to being 'long' of a stock) □ **to sell short, to go short** to agree to sell at a future date something (such as shares) which you do not possess, but which you think you will be able to buy for less before the time comes when you have to sell them ■ *verb* to sell short ○ *He shorted the stock at \$35 and continued to short it as the price moved up.*

**short bill** /'ʃɔ:t bɪl/ *noun* a bill of exchange payable at short notice

**short-change** /,ʃɔ:t 'tʃeɪndʒ/ *verb* to give a customer less change than is right, either by mistake or in the hope that it will not be noticed

**short credit** /ʃɔ:t 'kredɪt/ *noun* terms which allow the customer only a little time to pay

**short-dated bill** /ʃɔ:t ,deɪtɪd 'bɪl/ *noun* a bill which is payable within a few days

**short-dated gilts** /ʃɔ:t ,deɪtɪd 'gɪltz/ *plural noun* same as **shorts**

**short-dated securities** /ʃɔ:t ,deɪtɪd sɪ'kjʊərɪtiz/ *plural noun* same as **shorts**

**shorten** /'ʃɔ:t(ə)n/ *verb* to make shorter ○ *to shorten credit terms*

**shortfall** /'ʃɔ:t fɔ:l/ *noun* an amount which is missing which would make the total expected sum ○ *We had to borrow money to cover the shortfall between expenditure and revenue.*

**short lease** /ʃɔ:t 'li:s/ *noun* a lease which runs for up to two or three years ○ *We have a short lease on our current premises.*

**short position** /ʃɔ:t pə'zɪʃ(ə)n/ *noun* a situation where an investor sells short (i.e. sells forward shares which he or she does not own). Compare **long position**

**short-range forecast** /ʃɔ:t reɪndʒ 'fɔ:kɑ:st/ *noun* a forecast which covers a period of a few months

**shorts** /ʃɔ:ts/ *plural noun* government stocks which mature in less than five years' time

**short sale** /ʃɔ:t 'seɪl/, **short selling** /ʃɔ:t 'selɪŋ/ *noun* arranging to sell something in the future which you think you can buy for less than the agreed selling price

**short sellers** /ʃɔ:t 'seləz/ *plural noun* people who contract to sell a share in the future, expecting the price to fall so that they can it buy more cheaply before they have to close the sale

**short-term** /,ʃɔ:t 'tɜ:m/ *adjective* **1.** for a period of weeks or months ○ *to place money on short-term deposit* ○ *She is employed on a short-term contract.* □ **on a short-term basis** for a short period **2.** for a short period in the future ○ *We need to recruit at once to cover our short-term manpower requirements.*

**short-term forecast** /,ʃɔ:t tɜ:m 'fɔ:kɑ:st/ *noun* a forecast which covers a period of a few months

**short-termism** /ʃɔ:t 'tɜ:mɪz(ə)m/ *noun* the fact of taking a short-term view of the market, i.e. not planning for a long-term investment

**short-term loan** /,ʃɔ:t tɜ:m 'ləʊn/ *noun* a loan which has to be repaid within a few weeks or some years

**short-term paper** /,ʃɔ:t tɜ:m 'peɪpə/ *noun* a promissory note, draft, etc. payable at less than nine months

**short-term security** /,ʃɔ:t tɜ:m sɪ-'kjuərəti/ *noun* a security which matures in less than 5 years

**short-term support** /,ʃɔ:t tɜ:m sə-'pɔ:t/ *noun* support for a currency in the international market, where the central bank can borrow funds from other central banks for a short period

**show of hands** /,ʃəʊ əv 'hændz/ *noun* a vote where people show how they vote by raising their hands ○ *The motion was carried on a show of hands.*

COMMENT: If it is difficult to decide which side has won in a show of hands, a ballot may be taken.

**shrink** /ʃrɪŋk/ *verb* to get smaller ○ *The market has shrunk by 20%.* ○ *The company is having difficulty selling into a shrinking market.* (NOTE: **shrinking – shrank – has shrunk**)

**shrinkage** /'ʃrɪŋkɪdʒ/ *noun* **1.** the amount by which something gets smaller ○ *to allow for shrinkage* **2.** losses of stock through theft, especially by the shop's own staff (*informal*)

**shroff** /ʃrɒf/ *noun* (*in the Far East*) an accountant

**SIB** *abbreviation* Securities and Investments Board

**SICAV** *abbreviation* société d'investissement à capital variable

**side** /saɪd/ *noun* a part of something near the edge

**sideline** /'saɪdlaɪn/ *noun* a business which is extra to your normal work ○ *He runs a profitable sideline selling postcards to tourists.*

**sight** /saɪt/ *noun* the act of seeing □ **bill payable at sight** a bill which must be paid when it is presented □ **to buy something sight unseen** to buy something without having inspected it

'...if your company needed a piece of equipment priced at about \$50,000, would you buy it sight unseen from a supplier you had never met?' [*Nation's Business*]

**sight bill** /'saɪt bɪl/ *noun* a bill of exchange which is payable at sight

**sight deposit** /'saɪt dɪ,pəzɪt/ *noun* a bank deposit which can be withdrawn on demand

**sight draft** /'saɪt drɑ:ft/ *noun* a bill of exchange which is payable when it is presented

**sight letter of credit** /saɪt ˌletə əv 'kredit/ *noun* a letter of credit which is paid when the necessary documents have been presented

**sight note** /'saɪt nəʊt/ *noun* a demand note, a promissory note which must be paid when it is presented

**sign** /saɪn/ *verb* to write your name in a special way on a document to show that you have written it or approved it ○ *The letter is signed by the managing director.* ○ *Our company cheques are not valid if they have not been signed by the finance director.* ○ *The new recruit was asked to sign the contract of employment.*

**signal** /'sɪgn(ə)l/ *noun* a warning message ○ *The Bank of England's move sent signals to the currency markets.* ■ *verb* to send warning messages about something ○ *The resolutions tabled for the AGM signalled the shareholders' lack of confidence in the management of the company.*

**signatory** /'sɪgnət(ə)ri/ *noun* a person who signs a contract, etc. ○ *You have to get the permission of all the signatories to the agreement if you want to change the terms.*

**signature** /'sɪɡnɪʃə/ *noun* a person's name written by themselves on a cheque, document or letter ○ *He found a pile of cheques on his desk waiting for signature.* ○ *All our company's cheques need two signatures.* ○ *The contract of employment had the personnel director's signature at the bottom.*

**signature guarantee** /ˌsɪɡnətʃə ˌɡærən'ti:/ *noun* a guarantee, such as a company stamp, that someone's signature is authorised as correct

**silent partner** /ˌsaɪlənt 'pɑ:tənə/ *noun* a partner who has a share of the business but does not work in it

**silver** /'sɪlvə/ *noun* a precious metal traded on commodity markets such as the London Metal Exchange

**simple average** /ˌsɪmp(ə)l 'æv(ə)rɪdʒ/ *noun* same as **average**

**simple interest** /ˌsɪmpəl 'ɪntrəst/ *noun* interest calculated on the capital invested only, and not added to it

**single** /'sɪŋɡ(ə)l/ *adjective* 1. one alone 2. □ **in single figures** less than ten ○ *Sales are down to single figures.* ○ *In-*

*flation is now in single figures.* ■ *noun* a person who is not married

**single-company PEP** /ˌsɪŋɡ(ə)l ˌkʌmp(ə)ni 'pep/ *noun* a PEP which holds shares in one single company (up to £3,000 can be invested in the shares of just one company and protected from tax in this way)

**single-entry bookkeeping** /ˌsɪŋɡ(ə)l ˌentri 'bʊkki:pɪŋ/ *noun* a method of bookkeeping where payments or sales are noted with only one entry per transaction (usually in the cash book)

**single European market** /ˌsɪŋɡ(ə)l ˌjʊərəpi:ən 'mɑ:kɪt/, **single market** /ˌsɪŋɡ(ə)l 'mɑ:kɪt/ *noun* the EU considered as one single market, with no tariff barriers between its member states

**single-figure inflation** /ˌsɪŋɡ(ə)l ˌfɪɡə ɪn'fleɪʃ(ə)n/ *noun* inflation rising at less than 10% per annum

**single filer** /ˌsɪŋɡ(ə)l 'faɪlə/ *noun* US an unmarried individual who files an income tax return

**single-life annuity** /ˌsɪŋɡ(ə)l laɪf ə-'nju:ɪti/ *noun* an annuity which is paid only to one beneficiary, and stops when he or she dies (as opposed to a 'joint-life annuity')

**single premium policy** /'sɪŋɡ(ə)l 'pri:mɪəm/ *noun* an insurance policy where only one premium is paid rather than regular annual premiums

**sink** /sɪŋk/ *verb* 1. to go down suddenly ○ *Prices sank at the news of the closure of the factory.* 2. to invest money (into something) ○ *He sank all his savings into a car-hire business.* (NOTE: **sinking – sank – sunk**)

**sinking fund** /'sɪŋkɪŋ ˌfʌnd/ *noun* a fund built up out of amounts of money put aside regularly to meet a future need, such as the repayment of a loan

**sister company** /'sɪstə ˌkʌmp(ə)ni/ *noun* another company which is part of the same group

**sitting tenant** /ˌsɪtɪŋ 'tenənt/ *noun* a tenant who is occupying a building when the freehold or lease is sold ○ *The block of flats is for sale with four flats vacant and two with sitting tenants.*

**SKA Index** *noun* an index of prices on the Zurich Stock Exchange

**slam** /slæm/ *verb* US to switch (unlawfully) a customer's telephone service without his or her consent ○ *We suddenly realised we'd been slammed.*

**slash** /slæʃ/ *verb* to reduce something sharply ○ *We have been forced to slash credit terms.* ○ *Prices have been slashed in all departments.* ○ *The banks have slashed interest rates.*

**sleeper** /'sli:pə/ *noun* a share which has not risen in value for some time, but which may suddenly do so in the future

**sleeping partner** /,sli:pɪŋ 'pɑ:tnə/ *noun* a partner who has a share in the business but does not work in it

**slide** /slaid/ *verb* to move down steadily ○ *Prices slid after the company reported a loss.* (NOTE: **sliding** – **slid**)

**sliding** /'slaidɪŋ/ *adjective* which rises in steps

**sliding scale** /,slaidɪŋ 'skeɪl/ *noun* a list of charges which rises gradually according to value, quantity, time, etc.

**slight** /slart/ *adjective* not very large, not very important ○ *There was a slight improvement in the balance of trade.* ○ *We saw a slight increase in sales in February.*

**slightly** /'slartli/ *adverb* not very much ○ *Sales fell slightly in the second quarter.* ○ *The Swiss bank is offering slightly better terms.*

**slip** /slɪp/ *noun* a small piece of paper  
 ■ *verb* to go down and back ○ *Profits slipped to £1.5m.* ○ *Shares slipped back at the close.* (NOTE: **slipping** – **slipped**)

'...with long-term fundamentals reasonably sound, the question for brokers is when does cheap become cheap enough? The Bangkok and Taipei exchanges offer lower p/e ratios than Jakarta, but if Jakarta p/e ratios slip to the 16–18 range, foreign investors would pay more attention to it' [*Far Eastern Economic Review*]

**slip-up** /'slɪp ʌp/ *noun* a mistake ○ *There has been a slip-up in the customs documentation.* (NOTE: The plural is **slip-ups**.)

**slow** /sləʊ/ *adjective* not going fast ○ *The sales got off to a slow start, but picked up later.* ○ *Business is always slow after Christmas.* ○ *They were slow to reply or slow in replying to the customer's complaints.* ○ *The board is slow to come to a decision.* ○ *There was a slow improvement in sales in the first half of the year.* ■ *verb* to go less fast

'...cash paid for stock: overstocked lines, factory seconds, slow sellers' [*Australian Financial Review*]

'...a general price freeze succeeded in slowing the growth in consumer prices' [*Financial Times*]

'...the fall in short-term rates suggests a slowing economy' [*Financial Times*]

**slow down** /,sləʊ 'daʊn/ *verb* to stop rising, moving or falling, or to make something go more slowly ○ *Inflation is slowing down.* ○ *The fall in the exchange rate is slowing down.* ○ *The management decided to slow down production.*

**slowdown** /'sləʊdaʊn/ *noun* a reduction in business activity ○ *a slowdown in the company's expansion*

**slow payer** /sləʊ 'peɪə/ *noun* a person or company that does not pay debts on time ○ *The company is well known as a slow payer.*

**slump** /slʌmp/ *noun* **1.** a rapid fall ○ *the slump in the value of the pound* ○ *We experienced a slump in sales or a slump in profits.* ○ *The pound's slump on the foreign exchange markets.* **2.** a period of economic collapse with high unemployment and loss of trade ○ *We are experiencing slump conditions.* ■ *verb* to fall fast ○ *Profits have slumped.* ○ *The pound slumped on the foreign exchange markets.*

**slush fund** /'slʌʃ fʌnd/ *noun* money kept to one side to give to people to persuade them to do what you want ○ *The government was brought down by the scandal over the slush funds.* ○ *The party was accused of keeping a slush fund to pay foreign businessmen.*

**small** /smɔ:l/ *adjective* not large

**small ads** /'smɔ:l ədʒ/ *plural noun* short private advertisements in a newspaper (e.g. selling small items or asking for jobs)

**small business** /smɔ:l 'bɪznɪs/ *noun* a little company with low turnover and few employees

**Small Business Administration** /,smɔ:l 'bɪznɪs əd,mɪnɪstreɪʃ(ə)n/ *noun* US a federal agency which provides finance and advice to small businesses. Abbreviation **SBA**

**small business incubator** /smɔ:l 'bɪznɪs ɪŋkjʊ,betɪə/ *noun* a centre

which provides support for new businesses before they become really viable

**small businessman** /smɔ:l 'bɪznɪsmæn/ *noun* a man who owns a small business

**small-cap** /'smɔ:l kæp/ *noun* a share in a company with small capitalisation. ♦

**cap, mega-cap, micro-cap, mid-cap**

**small change** /smɔ:l 'tʃeɪndʒ/ *noun* coins

**small claim** /smɔ:l 'kleɪm/ *noun* a claim for less than £5000 in the County Court

**small claims court** /smɔ:l 'kleɪmz kɔ:t/ *noun* GB a court which deals with disputes over small amounts of money

**small companies** /smɔ:l 'kʌmp(ə)nɪz/ *plural noun* companies which are quoted on the Stock Exchange, but which have a small capitalisation

**small company** /smɔ:l 'kʌmp(ə)nɪ/ *noun* a company with at least two of the following characteristics: a turnover of less than £2.0m; fewer than 50 staff; net assets of less than £975,000

**small investor** /smɔ:l ɪn'vestə/ *noun* a person with a small sum of money to invest

**small-scale** /'smɔ:l skeɪl/ *adjective* working in a small way, with few staff and not much money

**small shopkeeper** /smɔ:l 'ʃɒpkɪ:pə/ *noun* an owner of a small shop

**smart card** /'smɑ:t kɑ:d/ *noun* a credit card with a microchip, used for withdrawing money from ATMs, or for purchases at EFTPOS terminals

**SMI** *abbreviation* the stock market index of the Zurich stock exchange in Switzerland

**smokestack industries** /'smɔ:kstæk ɪndəstrɪz/ *plural noun* heavy industries, such as steel-making

**smurf** /smɜ:f/ *noun* US a person who launders money (*informal*)

**snake** /sneɪk/ *noun* formerly, the group of currencies within the European Exchange Rate Mechanism whose exchange rates were allowed to fluctuate against each other within certain bands or limits (*informal*)

**snap up** /,snp ʼʌp/ *verb* to buy something quickly ○ *to snap up a bargain* ○ *She snapped up 15% of the company's shares.* (NOTE: **snapping – snapped**)

**snip** /snp/ *noun* a bargain (*informal*) ○ *These printers are a snip at £50.*

**soar** /sɔ:/ *verb* to go up rapidly ○ *Share prices soared on the news of the takeover bid or the news of the takeover bid sent share prices soaring.* ○ *The news of the takeover bid sent share prices soaring.* ○ *Food prices soared during the cold weather.*

**social** /'səʊʃ(ə)l/ *adjective* referring to society in general

**social costs** /'səʊʃ(ə)l kɔ:sts/ *plural noun* the ways in which something will affect people

**social investing** /,səʊʃ(ə)l ɪn'vestɪŋ/ *noun* the practice of investing in companies which follow certain moral standards

**socially responsible fund** /,səʊʃ(ə)li rɪ'spɒnsəb(ə)l 'fʌnd/ *noun* US a fund which only invests in companies that have a good environmental or employment or social record

**social security** /,səʊʃ(ə)l sɪ-'kjuəri'ti/, **social insurance** /,səʊʃ(ə)l ɪn'ʃʊərəns/ *noun* a government scheme where employers, employees and the self-employed make regular contributions to a fund which provides unemployment pay, sickness pay and retirement pensions ○ *He gets weekly social security payments.* ○ *She never worked but lived on social security for years.*

**social system** /'səʊʃ(ə)l ˌsɪstəm/ *noun* the way society is organised

**sociedad anónima** *noun* the Spanish word for a public limited company. Abbreviation **SA**

**società per azioni** *noun* the Italian word for a public limited company. Abbreviation **SpA**

**société** *noun* the French word for company

**société anonyme** *noun* the French word for a public limited company. Abbreviation **SA**

**société anonyme à responsabilité limitée** *noun* the

French word for a private limited company. Abbreviation **SARL**

**Société des Bourses Françaises** *noun* a company which operates the French stock exchanges and derivatives exchanges. Abbreviation **SBF**

**société d'investissement à capital variable** *noun* the French word for a unit trust. Abbreviation **SICAV**

**society** /sə'saɪəti/ *noun* **1.** the way in which the people in a country are organised **2.** a club for a group of people with the same interests ○ *We have joined a computer society.*

**Society for Worldwide Interbank Telecommunications** /sə'saɪəti fə ˌwɜːldwaɪd ɪntəbæŋk ˌtelɪkəmjuːni-'keɪʃ(ə)nəl/ *noun* an international organisation which makes the rapid exchange of payments between banks and stockbrokers possible on a worldwide scale. Abbreviation **SWIFT**

**socio-economic** /ˌsəʊʃiəʊ iːkə-'nɒmɪk/ *adjective* referring to social and economic conditions, social classes and income groups ○ *the socio-economic system in capitalist countries* ○ *We have commissioned a thorough socio-economic analysis of our potential market.*

**socio-economic groups** /ˌsəʊʃiəʊ iːkə'nɒmɪk 'gruːps/ *plural noun* groups in society divided according to income and position

COMMENT: The British socio-economic groups are: **A: upper middle class:** senior managers, administrators, civil servants and professional people; **B: middle class:** middle-ranking managers, administrators, civil servants and professional people; **C1: lower middle class:** junior managers and clerical staff; **C2: skilled workers:** workers with special skills and qualifications; **D: working class:** unskilled workers and manual workers; **E: subsistence level:** pensioners, the unemployed and casual manual workers.

**soft** /sɒft/ *adjective* not hard □ **to take the soft option** to decide to do something which involves least risk, effort or problems

**soft commodities** /sɒft kə-'mɒdɪtɪz/ *plural noun* foodstuffs which are traded as commodities (such as rice, coffee, etc.)

**soft currency** /sɒft 'kʌrənsi/ *noun* the currency of a country with a weak economy, which is cheap to buy and difficult to exchange for other currencies (NOTE: The opposite is **hard currency**.)

**soft dollars** /sɒft 'dɒləz/ *plural noun* rebates given by brokers to money management firms in return for funds' transaction business

**soft landing** /sɒft 'lændɪŋ/ *noun* a change in economic strategy to counteract inflation, which does not cause unemployment or a fall in the standard of living, and has only minor effects on the bulk of the population

**soft loan** /sɒft 'ləʊn/ *noun* a loan (from a company to an employee or from one government to another) at a very low rate of interest or with no interest payable at all

**soft market** /sɒft 'mɑːkɪt/ *noun* a market where there is not enough demand, and where prices fall

**soft sell** /sɒft 'sel/ *noun* the process of persuading people to buy, by encouraging and not forcing them to do so

**sol** /sɒl/ *noun* a unit of currency used in Peru

**sole** /səʊl/ *adjective* only

**sole agency** /səʊl 'eɪdʒənsi/ *noun* an agreement to be the only person to represent a company or to sell a product in a particular area ○ *He has the sole agency for Ford cars.*

**sole agent** /səʊl 'eɪdʒənt/ *noun* a person who has the sole agency for a company in an area ○ *She is the sole agent for Ford cars in the locality.*

**sole distributor** /səʊl dɪ'strɪbjʊtə/ *noun* a retailer who is the only one in an area who is allowed to sell a product

**sole owner** /səʊl 'əʊnə/ *noun* a person who owns a business on their own, with no partners, and has not formed a company

**sole proprietor** /səʊl prə'praɪətə/, **sole trader** /səʊl 'treɪdə/ *noun* a person who runs a business, usually by themselves, but has not registered it as a company

**solvency** /'sɒlv(ə)nsi/ *noun* the state of being able to pay all debts on due date (NOTE: The opposite is **insolvency**.)

**solvent** /'sɒlv(ə)nt/ *adjective* having assets which are more than your liabilities

**som** /sɒm/ *noun* a unit of currency used in Kyrgystan

**sorter/reader** /,sɔ:tə 'ri:də/ *noun* a machine in a bank which reads cheques and sorts them automatically

**source** /sɔ:s/ *noun* the place where something comes from ○ *What is the source of her income?* ○ *You must declare income from all sources to the tax office.* □ **income which is taxed at source** income where the tax is removed and paid to the government by the employer before the income is paid to the employee

**source and application of funds statement** /sɔ:s ən ,æplɪkeɪʃ(ə)n əv 'fʌndz ,steɪtmənt/, **sources and uses of funds statement** /,sɔ:sɪz ən ,ju:zɪz əv 'fʌndz ,steɪtmənt/ *noun* a statement in a company's annual accounts, showing where new funds came from during the year, and how they were used

**sovereign** /'sɒvrɪn/ *noun* a British gold coin, with a face value of £1 ■ *adjective* referring to an independent country

**sovereign bond** /'sɒvrɪn bɒnd/ *noun* a bond issued by a government

**sovereign risk** /,sɒvrɪn 'rɪsk/ *noun* a risk that a government may default on its debts (a government cannot be sued if it defaults)

**sovereign state** /,sɒvrɪn 'steɪt/ *noun* an independent state which governs itself

**SpA** *abbreviation* società per azioni

**spare** /speə/ *adjective* extra, not being used ○ *He has invested his spare capital in a computer shop.* □ **to use up spare capacity** to make use of time or space which has not been fully used

**Sparkasse** *noun* the German word for a savings bank

**spec** /spek/ *noun* same as **specification** □ **to buy something on spec** to buy something without being sure of its value

**special** /'speʃ(ə)l/ *adjective* **1.** better than usual ○ *He offered us special terms.* ○ *The car is being offered at a*

*special price.* **2.** referring to one particular thing

'...airlines offer special stopover rates and hotel packages to attract customers to certain routes' [*Business Traveller*]

**Special Commissioner** /,speʃ(ə)l kə'mɪʃ(ə)nəl/ *noun* an official appointed by the Treasury to hear cases where a taxpayer is appealing against an income tax assessment

**special deposits** /,speʃ(ə)l dɪ-'pɒzɪts/ *plural noun* large sums of money which commercial banks have to deposit with the Bank of England

**special drawing rights** /,speʃ(ə)l 'drɔ:ɪŋ raɪts/ *plural noun* units of account used by the International Monetary Fund, allocated to each member country for use in loans and other international operations. Their value is calculated daily on the weighted values of a group of currencies shown in dollars. Abbreviation **SDRs**

**specialist** /'speʃəlist/ *noun* **1.** a person or company that deals with one particular type of product or one subject ○ *You should go to a specialist in computers or to a computer specialist for advice.* ○ *We need a manager who can grasp the overall picture rather than a narrow specialist.* **2.** a trader on the NYSE who deals in certain stocks for his own account, selling to or buying from brokers

**special mention assets** /,speʃ(ə)l 'menʃ(ə)n ,æsets/ *plural noun* loans made by a bank without the correct documentation

**special notice** /,speʃ(ə)l 'nəʊtɪs/ *noun* notice of a proposal to be put before a meeting of the shareholders of a company which is made less than 28 days before the meeting

**special offer** /,speʃ(ə)l 'ɒfə/ *noun* a situation where goods are put on sale at a specially low price ○ *We have a range of men's shirts on special offer.*

**special resolution** /,speʃ(ə)l ,rezə-'lu:ʃ(ə)n/ *noun* a resolution concerning an important matter, such as a change to the company's articles of association which is only valid if it is approved by 75% of the votes cast at a meeting

COMMENT: 21 days' notice must be given for a special resolution to be put to a meeting, as opposed to an 'extraordinary



resolution' for which notice must be given, but no minimum period is specified by law. An extraordinary resolution could be a proposal to wind up a company voluntarily, but changes to the articles of association, such as a change of name, or of the objects of the company, or a reduction in share capital, need a special resolution.

**specie** /'spi:ʃi:/ *noun* money in the form of coins

**specification** /,spesɪfɪ'keɪʃ(ə)n/ *noun* detailed information about what or who is needed or about a product to be supplied ○ *to detail the specifications of a computer system* □ **to work to standard specifications** to work to specifications which are acceptable anywhere in an industry □ **the work is not up to specification or does not meet our specifications** the product is not made in the way which was detailed

**specify** /'spesɪfaɪ/ *verb* to state clearly what is needed ○ *to specify full details of the goods ordered* ○ *Do not include VAT on the invoice unless specified.* ○ *Candidates are asked to specify which of the three posts they are applying for.* (NOTE: **specifies – specifying – specified**)

**specimen** /'spesɪmɪn/ *noun* something which is given as a sample □ **to give specimen signatures on a bank mandate** to write the signatures of all the people who can sign cheques for an account so that the bank can recognise them

**speculate** /'spekjʊleɪt/ *verb* to take a risk in business which you hope will bring you profits □ **to speculate on the Stock Exchange** to buy shares which you hope will rise in value

**speculation** /,spekjʊ'leɪʃ(ə)n/ *noun* a risky deal which may produce a short-term profit ○ *He bought the company as a speculation.* ○ *She lost all her money in Stock Exchange speculations.*

**speculative share** /'spekjʊlətɪv ʃeə/ *noun* **1.** a share which may go sharply up or down in value **2.** a bond with a low credit rating

**speculator** /'spekjʊleɪtə/ *noun* a person who buys goods, shares or foreign currency in the hope that they will rise in value ○ *a property speculator* ○ *a currency speculator* ○ *a speculator on*

*the Stock Exchange or a Stock Exchange speculator*

**spend** *verb* /spend/ to pay money ○ *They spent all their savings on buying the shop.* ○ *The company spends thousands of pounds on research.* ■ *noun* an amount of money spent ○ *What's the annual spend on marketing?*

**spending** /'spendɪŋ/ *noun* the act of paying money for goods and services ○ *Both cash spending and credit card spending increase at Christmas.*

**spending money** /'spendɪŋ ,mʌni/ *noun* money for ordinary personal expenses

**spending power** /'spendɪŋ ,paʊə/ *noun* **1.** the fact of having money to spend on goods ○ *the spending power of the student market* **2.** the amount of goods which can be bought for a sum of money ○ *The spending power of the pound has fallen over the last ten years.*

**spin** /spɪn/ *noun* a special meaning given to something

**spin control** /'spɪn kən'trəʊl/ *noun* the ability to give a special meaning to information

**spin doctor** /'spɪn ,dɒktə/ *noun* a person who explains news in a way that makes it flattering to the person or organisation employing him or her (*informal*) ○ *Government spin doctors have been having some difficulty in dealing with the news items about the rise in unemployment.*

**spin off** /,spɪn 'ɒf/ *verb* □ **to spin off a subsidiary company** to split off part of a large company to form a smaller subsidiary, giving shares in this to the existing shareholders

**spinoff** /'spɪnɒf/ *noun* **1.** a useful product developed as a secondary product from a main item ○ *One of the spinoffs of the research programme has been the development of the electric car.* **2.** a corporate reorganisation in which a subsidiary becomes an independent company

**spiral** /'spɑɪrəl/ *noun* something which twists round and round getting higher all the time ■ *verb* to twist round and round, getting higher all the time ○ *a period of spiralling prices* □ **spiralling inflation** inflation where price rises make employees ask for higher wages which then increase prices again

**split** /splɪt/ *noun* **1.** an act of dividing up □ **the company is proposing a five for one split** the company is proposing that each existing share should be divided into five smaller shares **2.** a lack of agreement ○ *a split in the family shareholders* ■ *verb* □ **to split shares** to divide shares into smaller denominations □ **the shares were split five for one** five new shares were given for each existing share held ■ *adjective* which is divided into parts

COMMENT: A company may decide to split its shares if the share price becomes too 'heavy' (i.e. each share is priced at such a high level that small investors may be put off, and trading in the share is restricted). In the UK, a share price of £10.00 is considered 'heavy', though such prices are common on other stock markets.

**split-capital trust** /,splɪt ˌkæpɪt(ə)l 'trʌst/ *noun* same as **split-level investment trust**

**split commission** /splɪt kə- 'mɪʃ(ə)n/ *noun* a commission which is divided between brokers or agents

**split-level investment trust** /,splɪt ˌlev(ə)l ɪn'vestmənt trʌst/ *noun* an investment trust with two categories of shares: income shares which receive income from the investments, but do not benefit from the rise in their capital value; and capital shares, which increase in value as the value of the investments rises, but do not receive any income. Also called **split trust**, **split-capital trust**

**split payment** /splɪt 'peɪmənt/ *noun* a payment which is divided into small units

**split trust** /splɪt 'trʌst/ *noun* same as **split-level investment trust**

**sponsor** /'spɒnsə/ *noun* **1.** a company which pays part of the cost of making a TV programme by taking advertising time on the programme **2.** a person or company which pays money to help research or to pay for a business venture **3.** a company which pays to help a sport, in return for advertising rights **4.** an organisation, such as a merchant bank, which backs a new share issue ■ *verb* **1.** to act as a sponsor for something ○ *a government-sponsored trade exhibition* ○ *The company has sponsored the football match.* ○ *Six of*

*the management trainees have been sponsored by their companies.* **2.** US to play an active part in something, such as a pension plan for employees ○ *If you're single and not covered by an employer-sponsored retirement plan.*

**sponsorship** /'spɒnsəʃɪp/ *noun* the act of sponsoring ○ *the sponsorship of a season of concerts* ○ *The training course could not be run without the sponsorship of several major companies.*

**spot** *noun* /spɒt/ **1.** a place **2.** a place for an advertisement on a TV or radio show **3.** the buying of something for immediate delivery ■ *adjective* done immediately

**spot cash** /spɒt 'kæʃ/ *noun* cash paid for something bought immediately

**spot market** /'spɒt ˌmɑ:ɪkɪt/ *noun* the market for buying oil for immediate delivery

'...with most of the world's oil now traded on spot markets, Opec's official prices are much less significant than they once were' [*Economist*]

**spot price** /'spɒt praɪs/, **spot rate** /'spɒt reɪt/ *noun* a current price or rate for something which is delivered immediately (also called 'cash price')

'...the average spot price of Nigerian light crude oil for the month of July was 27.21 dollars per barrel' [*Business Times (Lagos)*]

**spousal** /'spəʊz(ə)l/ *adjective* US referring to a spouse

**spousal IRA** /,spəʊz(ə)l 'aɪrə/ *noun* US an IRA set up in the name of a spouse. Full form **spousal Individual Retirement Account**

**spouse** /spəʊs/ *noun* a husband or wife ○ *All employees and their spouses are invited to the staff party.*

**spread** /spred/ *noun* **1.** same as **range** **2.** the difference between buying and selling prices (i.e. between the bid and offer prices) ■ *verb* to space something out over a period of time ○ *to spread payments over several months* □ **to spread a risk** to make the risk of insurance less great by asking other companies to help cover it

'...dealers said markets were thin, with gaps between trades and wide spreads between bid and ask prices on the currencies' [*Wall Street Journal*]

'...to ensure an average return you should hold a spread of different shares covering a wide

cross-section of the market' [*Investors Chronicle*]

**spreadsheet** /'spredʃi:t/ *noun* a computer printout showing a series of columns of figures

**square** /skweə/ *verb* to balance your position by selling futures to balance purchases

**Square Mile** /skweə 'mail/ *noun* the City (of London), the British financial centre

**squeeze** /skwi:z/ *noun* government control carried out by reducing the availability of something ■ *verb* to crush or to press; to make smaller ○ *to squeeze margins or profits or credit*

'...the real estate boom of the past three years has been based on the availability of easy credit. Today, money is tighter, so property should bear the brunt of the credit squeeze' [*Money Observer*]

**SRB** *abbreviation* sales returns book

**SRO** *abbreviation* self-regulatory organisation

**SSAPs** *abbreviation* Statements of Standard Accounting Practice

**SSI** *abbreviation* standing settlement instructions

**SSL** *abbreviation* a method of providing a safe channel over the Internet to allow a user's credit card or personal details to be safely transmitted ○ *I only purchase goods from a web site that has SSL security installed.* ○ *The little key logo on my web browser appears when I am connected to a secure site with SSL.* Full form **secure sockets layer**

**stabilisation** /,steɪbɪlə'zeɪʃ(ə)n/, **stabilization** *noun* the process of making something stable, e.g. preventing sudden changes in prices □ **stabilisation of the economy** keeping the economy stable by preventing inflation from rising, cutting high interest rates and excess money supply

**stabilise** /'steɪbəlaɪz/, **stabilize** *verb* to become steady, or to make something steady □ **prices have stabilised** prices have stopped moving up or down □ **to have a stabilising effect on the economy** to make the economy more stable

**stability** /stə'bi:lɪti/ *noun* the state of being steady or not moving up or down ○ *price stability* ○ *a period of economic stability* ○ *the stability of the currency markets*

**stable** /'steɪb(ə)l/ *adjective* steady or not moving up or down ○ *stable prices* ○ *a stable exchange rate* ○ *a stable currency* ○ *a stable economy*

**staff appraisal** /stɑ:f ə'preɪz(ə)l/, **staff assessment** /stɑ:f ə'sesmənt/ *noun* a report on how well a member of staff is working

**staffer** /'stɑ:fə/ *noun* *US* a member of the permanent staff

**staff incentives** /stɑ:f ɪn'sentɪvz/ *plural noun* higher pay and better conditions offered to employees to make them work better

**staff training** /stɑ:f 'treɪnɪŋ/ *noun* the process of teaching staff better and more profitable ways of working

**stag** /stæg/ *noun* **1.** a person who buys new issues of shares and sells them immediately to make a profit **2.** *US* a dealer in stocks who is not a member of a Stock Exchange ■ *verb* □ **to stag an issue** to buy a new issue of shares not as an investment, but to sell immediately at a profit

**stage** /steɪdʒ/ *noun* a period, one of several points in a process of development ○ *the different stages of the production process* □ **the contract is still in the drafting stage** the contract is still being drafted □ **in stages** in different steps ○ *The company has agreed to repay the loan in stages.*

**staged payments** /steɪdʒd 'peɪməntz/ *plural noun* payments made in stages

**stagflation** /stæg'fleɪʃ(ə)n/ *noun* inflation and stagnation happening at the same time in an economy

**stagger** /'stægə/ *verb* to arrange holidays or working hours so that they do not all begin and end at the same time ○ *Staggered holidays help the tourist industry.* ○ *We have to stagger the lunch hour so that there is always someone on the switchboard.* ○ *We asked our supplier to stagger deliveries so that the warehouse can cope.*

**stagnant** /'stægnənt/ *adjective* not active, not increasing ○ *Turnover was stagnant for the first half of the year.* ○ *A stagnant economy is not a good sign.*

**stagnate** /stæg'neɪt/ *verb* not to increase, not to make progress ○ *The*

*economy is stagnating.* ○ *After six hours the talks were stagnating.*

**stagnation** /stæg'neɪʃ(ə)n/ *noun* the state of not making any progress, especially in economic matters ○ *The country entered a period of stagnation.*

**stake** /steɪk/ *noun* an amount of money invested □ **to have a stake in a business** to have money invested in a business □ **to acquire a stake in a business** to buy shares in a business ○ *He acquired a 25% stake in the company.* ■ **verb** □ **to stake money on something** to risk money on something

\*...her stake, which she bought at \$1.45 per share, is now worth nearly \$10 million' [*Times*]

\*...other investments include a large stake in a Chicago-based insurance company, as well as interests in tobacco products and hotels' [*Lloyd's List*]

**stale** /steɪl/ *adjective* referring to a cheque which is so old, that the bank will not clear it unless it has been confirmed as correct by the payer

**stale bull** /steɪl 'bʊl/ *noun* an investor who bought shares hoping that they would rise, and now finds that they have not risen and wants to sell them

**stamp** /stæmp/ *noun* a device for making marks on documents; a mark made in this way ○ *The invoice has the stamp 'Received with thanks' on it.* ○ *The customs officer looked at the stamps in his passport.* ■ **verb** **1.** to mark a document with a stamp ○ *to stamp an invoice 'Paid'* ○ *The documents were stamped by the customs officials.* **2.** to put a postage stamp on an envelope or parcel

**stamp duty** /'stæmp ,dʒu:ti/ *noun* a tax on legal documents such as those used e.g. for the sale or purchase of shares or the conveyance of a property to a new owner

**stamp pad** /'stæmp pæd/ *noun* a soft pad of cloth with ink on which a stamp is pressed, before marking the paper

**standard** /'stændəd/ *noun* the normal quality or normal conditions which other things are judged against ■ **adjective** normal or usual ○ *a standard model car* ○ *We have a standard charge of £25 for a thirty-minute session.*

**standard agreement** /,stændəd ə-'gri:mənt/, **standard contract**

/,stændəd 'kɒntrækt/ *noun* a normal printed contract form

**Standard & Poor's** /,stændəd ən 'pu:z/ *noun* an American corporation which rates bonds according to the credit-worthiness of the organisations issuing them. Abbreviation **S&P**

COMMENT: Standard and Poor's also issues several stock market indices: the Standard and Poor's Composite Index (or S&P 500 or Standard & Poor's 500-stock Index) is an index of 500 popular American stocks; other indices are the S&P SmallCap and S&P MidCap.

**standard cost** /,stændəd 'kɒst/ *noun* a future cost which is calculated in advance and against which estimates are measured

**standard deviation** /,stændəd dɪ:'vi:eiʃ(ə)n/ *noun* the way in which the results of a sample deviate from the mean or average

**standard direct labour cost** /,stændəd dɪ'rekt 'leɪbə kɒst/ *noun* the cost of labour calculated to produce a product according to specification (used to measure estimates)

**standard letter** /,stændəd 'letə/ *noun* a letter which is sent without change to various correspondents

**standard of living** /,stændəd əv 'lɪvɪŋ/ *noun* the quality of personal home life (such as amount of food or clothes bought, size of family car, etc.)

**standard rate** /'stændəd reɪt/ *noun* a basic rate of income tax which is paid by most taxpayers

**standard risk** /,stændəd 'rɪsk/ *noun* a normal risk on a loan which is likely to be repaid on time

**standby arrangements** /'stændbaɪ ə'reɪndʒmənts/ *plural noun* plans for what should be done if an emergency happens, especially money held in reserve in the International Monetary Fund for use by a country in financial difficulties

**standby credit** /'stændbaɪ ,kredɪt/ *noun* **1.** credit which is available if a company needs it, especially credit guaranteed by a euronote **2.** credit which is available and which can be drawn on if a country needs it, especially credit guaranteed by a lender (a group of banks or the IMF in the case of a member country) usually in dollars

**standby loan** /'stændbaɪ ləʊn/ *noun* a loan which is available if needed

**standing** /'stændɪŋ/ *noun* a good reputation ○ *The financial standing of a company.* □ **company of good standing** very reputable company

**standing order** /,stændɪŋ 'ɔ:də/ *noun* an order written by a customer asking a bank to pay money regularly to an account ○ *I pay my subscription by standing order.*

**standing settlement instructions** /,stændɪŋ 'set(ə)lmənt ɪn-,stɹækʃ(ə)nz/ *plural noun* instructions given by one bank to other banks as to the procedure to be followed when making payments to it. Abbreviation **SSIs**

**standstill agreement** /'stændstɪl ə,gri:mənt/ *noun* an agreement between a borrower and a lender that it is better to renegotiate the terms of the loan than for the lender to foreclose on the property used as security

**staple commodity** /,steɪp(ə)l kə-'mɒdɪti/ *noun* a basic food or raw material

**start** /stɑ:t/ *noun* the beginning ■ *verb* to begin to do something □ **to start a business from cold or from scratch** to begin a new business, with no previous turnover to base it on

**starting** /'stɑ:tɪŋ/ *noun* the act of beginning

**starting date** /'stɑ:tɪŋ deɪt/ *noun* a date on which something starts

**starting salary** /'stɑ:tɪŋ ,sæləri/ *noun* a salary for an employee when he or she starts work with a company

**start-up** /'stɑ:t ʌp/ *noun* **1.** the beginning of a new company or new product ○ *We went into the red for the first time because of the start-up costs of the new subsidiary in the USA.* **2.** a new, usually small business that is just beginning its operations, especially a new business supported by venture capital and in a sector where new technologies are used

**start-up financing** /'stɑ:t ʌp ,faɪnænsɪŋ/ *noun* the first stage in financing a new project, which is followed by several rounds of investment capital as the project gets under way (NOTE: The plural is **start-ups**.)

**state** /steɪt/ *noun* **1.** an independent country **2.** a semi-independent section

of a federal country (such as the USA) **3.** the government of a country ■ *verb* to say clearly ○ *The document states that all revenue has to be declared to the tax office.*

'...the unions had argued that public sector pay rates had slipped behind rates applying in state and local government areas' [*Australian Financial Review*]

**state bank** /steɪt 'bæŋk/ *noun* in the USA, a commercial bank licensed by the authorities of a state, and not necessarily a member of the Federal Reserve system (as opposed to a national bank)

**state-controlled** /'steɪt kən'trəʊld/ *adjective* run by the state ○ *state-controlled television*

**state enterprise** /,steɪt 'entəpraɪz/ *noun* a company run by the state

**statement** /'steɪtmənt/ *noun* **1.** something said or written which describes or explains something clearly □ **to make a false statement** to give wrong details □ **statement of expenses** a detailed list of money spent **2.** □ **statement (of account)** a list of invoices and credits and debits sent by a supplier to a customer at the end of each month □ **monthly or quarterly statement** a statement which is sent every month or every quarter by the bank □ **statement balance, balance per statement** a balance in an account on a given date as shown in a bank statement

**statement of affairs** /,steɪtmənt əv ə'feəz/ *noun* a financial statement drawn up when a person is insolvent

**Statements of Standard Accounting Practice** /,steɪtmənts əv ,stændəd ə'kaʊntɪŋ ,præktɪs/ *plural noun* rules laid down by the Accounting Standards Board for the preparation of financial statements. Abbreviation **SSAPs**

**statement stuffer** /'steɪtmənt ,stʌfə/ *noun* an advertising leaflet enclosed with the monthly bank statement

**state monopoly** /steɪt mə'nɒpəli/ *noun* a situation where the state is the only supplier of a product or service

**state of indebtedness** /,steɪt əv ɪn'detɪdnəs/ *noun* the fact of being in debt, owing money

**state-owned** /'steɪt əʊnd/ *adjective* owned by the state or by a state

'...state-owned banks cut their prime rates a percentage point to 11%' [*Wall Street Journal*]

**state-owned industry** /,steɪt əʊnd 'ɪndəstri/ *noun* an industry which is nationalised

**state ownership** /steɪt 'əʊnəʃɪp/ *noun* a situation in which an industry is nationalised

**statistical** /stə'tɪstɪk(ə)/ *adjective* based on statistics ○ *statistical information* ○ *They took two weeks to provide the statistical analysis of the opinion-poll data.*

**statistical discrepancy** /stə-,tɪstɪk(ə)l dɪ'skreɪnsɪ/ *noun* the amount by which sets of figures differ

**statistician** /,stætɪ'stɪʃ(ə)n/ *noun* a person who analyses statistics

**statistics** /stə'tɪstɪks/ *plural noun*  
**1.** facts or information in the form of figures ○ *to examine the sales statistics for the previous six months* ○ *Government trade statistics show an increase in imports.* ○ *The statistics on unemployment did not take school-leavers into account.* (NOTE: takes a plural verb) **2.** the study of facts in the form of figures (NOTE: takes a singular verb)

**status** /'steɪtəs/ *noun* **1.** the importance of someone or something relative to others, especially someone's position in society □ **the chairman's car is a status symbol** the size of the car shows how important the chairman is □ **loss of status** the act of becoming less important in a group **2.** □ **legal status** legal position

**status inquiry** /'steɪtəs ɪn,kwærɪ/ *noun* an act of checking on a customer's credit rating

**status quo** /,steɪtəs 'kwəʊ/ *noun* the state of things as they are now ○ *The contract does not alter the status quo.* ○ *The union tried to alter the status quo by forcing the management to change its policies.*

**statute** /'stætʃu:t/ *noun* an established written law, especially an Act of Parliament

**statute-barred** /,stætʃu:t 'bɑ:d/ *adjective* referring to legal action which cannot be pursued because the time limit for it has expired

**statute book** /'stætʃu:t bʊk/ *noun* all laws passed by Parliament which are still in force

**statute law** /'stætʃu:t lɔ:/ *noun* same as **statute**

**statute of limitations** /,stætʃu:t əv ,lɪmɪ'teɪʃ(ə)nz/ *noun* a law which allows only a certain amount of time (usually six years) for someone to start legal proceedings to claim property or compensation for damage

**statutory** /'stætʃu:t(ə)rɪ/ *adjective* fixed by law ○ *There is a statutory period of probation of thirteen weeks.* ○ *Are all the employees aware of their statutory rights?*

**statutory holiday** /,stætʃu:t(ə)rɪ 'hɒlɪdeɪ/ *noun* a holiday which is fixed by law ○ *The office is closed for the statutory Christmas holiday.*

**statutory regulations** /,stætʃu:t(ə)rɪ ,regjʊ'leɪʃ(ə)nz/ *plural noun* regulations covering financial dealings which are based on Acts of Parliament, such as the Financial Services Act (as opposed to the rules of self-regulatory organisations which are non-statutory)

**stay of execution** /,steɪ əv ɛk'sɪ-'kju:ʃ(ə)n/ *noun* the temporary stopping of a legal order ○ *The court granted the company a two-week stay of execution.*

**steadily** /'stedɪli/ *adverb* in a regular or continuous way ○ *Output increased steadily over the last two quarters.* ○ *The company has steadily increased its market share.*

**steadiness** /'stedɪnəs/ *noun* the fact of being firm, not fluctuating ○ *The steadiness of the markets is due to the government's intervention.*

**steady** /'stedɪ/ *adjective* continuing in a regular way ○ *The company can point to a steady increase in profits.* ○ *The market stayed steady in spite of the collapse of the bank.* ○ *There is a steady demand for computers.* ○ *He has a steady job in the supermarket.* ■ **verb** to become firm, to stop fluctuating ○ *The markets steadied after last week's fluctuations.* ○ *Prices steadied on the commodity markets.* ○ *The government's figures had a steady influence on the exchange rate.*

**steep** /sti:p/ *adjective* referring to an increase which is very great and usually sudden or a price which is very high ○ *a steep increase in interest charges* ○ *a steep decline in overseas sales*

**step** /step/ *noun* a movement forward ○ *Becoming assistant to the MD is a step up the promotion ladder.* □ **in step with** moving at the same rate as ○ *The pound rose in step with the dollar.* □ **out of step with** not moving at the same rate as ○ *The pound was out of step with other European currencies.* ○ *Wages are out of step with the cost of living.*

**sterling** /'stɜ:liŋ/ *noun* a standard currency used in the United Kingdom ○ *to quote prices in sterling or to quote sterling prices*

'...it is doubtful that British goods will price themselves back into world markets as long as sterling labour costs continue to rise faster than in competitor countries' [*Sunday Times*]

**sterling area** /'stɜ:liŋ ,eəriə/ *noun* formerly, an area of the world where the pound sterling was the main trading currency

**sterling balances** /,stɜ:liŋ 'bælənsɪz/ *plural noun* a country's trade balances expressed in pounds sterling

**sterling crisis** /'stɜ:liŋ ,kraɪsɪs/ *noun* a fall in the exchange rate of the pound sterling

**sterling index** /'stɜ:liŋ ,ɪndeks/ *noun* an index which shows the current value of sterling against a basket of currencies

**sterling silver** /,stɜ:liŋ 'sɪlvə/ *noun* an official quality of silver for use in articles made and sold (it is 92.5% pure silver)

**stimulate** /'stɪmjuleɪt/ *verb* to make something or someone become more active ○ *What can the government do to stimulate the economy?* ○ *The aim of the subsidies is to stimulate trade with the Middle East.*

**stimulus** /'stɪmjələs/ *noun* a thing which encourages activity (NOTE: The plural is **stimuli**.)

**stipulate** /'stɪpjuleɪt/ *verb* to state something specifically as a binding condition in a contract ○ *to stipulate that the contract should run for five years* ○ *They found it difficult to pay the stipulated charges.* ○ *The company failed to*

*pay on the date stipulated in the contract.* ○ *The contract stipulates that the seller pays the buyer's legal costs.*

**stipulation** /,stɪpjʊ'leɪʃ(ə)n/ *noun* a condition in a contract ○ *The contract has a stipulation that the new manager has to serve a three-month probationary period.*

**stock** /stɒk/ *noun* **1.** the quantity of goods for sale in a warehouse or retail outlet □ **to buy a shop with stock at valuation** when buying a shop, to pay a price for the stock which is the same as its value as estimated by the valuer □ **to purchase stock at valuation** to pay the price that stock has been valued at □ **to take stock** to count the items in a warehouse **2.** shares in a company

'US crude oil stocks fell last week by nearly 2.5m barrels' [*Financial Times*]

'...the stock rose to over \$20 a share, higher than the \$18 bid' [*Fortune*]

**stockbroker** /'stɒkbɹəʊkəl/ *noun* a person who buys or sells shares for clients

**stockbroker's commission** /stɒk-,brəʊkəz kə'mɪʃ(ə)n/ *noun* the payment to a broker for a deal carried out on behalf of a client

**stockbroking** /'stɒkbrəʊkɪŋ/ *noun* the business of dealing in shares for clients ○ *a stockbroking firm*

**stock certificate** /'stɒk sə,tɪfɪkət/ *noun* a document proving that someone owns stock in a company

**stock code** /'stɒk kəʊd/ *noun* a set of numbers and letters which refer to an item of stock

**stock control** /'stɒk kən,tɹəʊl/ *noun* the process of making sure that the correct level of stock is maintained, to be able to meet demand while keeping the costs of holding stock to a minimum (NOTE: The US term is **inventory control**.)

**stock controller** /'stɒk kən,tɹəʊlə/ *noun* a person who notes movements of stock

**stock depreciation** /'stɒk dɪpɪ:ʃi-,eɪʃ(ə)n/ *noun* a reduction in value of stock which is held in a warehouse for some time

**stock dividend** /'stɒk ,dɪvɪdend/ *noun* US a dividend in the form of stock (i.e. a bonus issue of shares)

**Stock Exchange** /'stɒk ɪks-  
tʃeɪndʒ/ *noun* a place where stocks  
and shares are bought and sold ○ *He  
works on the Stock Exchange.* ○ *Shares  
in the company are traded on the Stock  
Exchange.*

‘...the news was favourably received on the  
Sydney Stock Exchange, where the shares  
gained 40 cents to A\$9.80’ [*Financial Times*]

**Stock Exchange Automated  
Quotations System** /stɒk ɪks-  
tʃeɪndʒ ɔ:təmeɪtɪd kwəʊ'teɪʃ(ə)nz  
sɪstəm/ *noun* full form of **SEAQ**

**Stock Exchange Council** /,stɒk  
ɪks,tʃeɪndʒ 'kaʊnsəl/ *noun* a commit-  
tee which runs the London International  
Stock Exchange and regulates the way  
in which its members work

**Stock Exchange Electronic  
Trading System** /stɒk ɪks,tʃeɪndʒ  
ˌelɛktrɒnɪk 'treɪdɪŋ sɪstəm/ *noun* the  
London Stock Exchange’s electronic  
share trading system in major shares.  
Buyers and sellers are automatically  
matched by computer. Abbreviation  
**Sets**

**Stock Exchange listing** /'stɒk ɪks-  
tʃeɪndʒ ˌlɪstɪŋ/ *noun* the fact of being  
on the official list of shares which can  
be bought or sold on the Stock Ex-  
change ○ *The company is planning to  
obtain a Stock Exchange listing.*

**Stock Exchange operation** /'stɒk  
ɪks,tʃeɪndʒ ɒpə'reɪʃ(ə)n/ *noun* buying  
or selling of shares on the Stock  
Exchange

**stock figures** /'stɒk ˌfɪɡəz/ *plural  
noun* details of how many goods are in  
the warehouse or store

**stockholder** /'stɒkhəʊldə/ *noun* a  
person who holds shares in a company

**stockholding** /'stɒkhəʊldɪŋ/ *noun*  
the shares in a company held by  
someone

**stock-in-trade** /,stɒk ɪn 'treɪd/ *noun*  
goods held by a business for sale

**stock jobber** /'stɒkdʒɒbə/ *noun* for-  
merly, a person who bought and sold  
shares from other traders on the Stock  
Exchange

**stock jobbing** /'stɒkdʒɒbɪŋ/ *noun*  
formerly, the business of buying and  
selling shares from other traders on the  
Stock Exchange

**stock level** /'stɒk ˌlev(ə)l/ *noun* the  
quantity of goods kept in stock ○ *We try  
to keep stock levels low during the  
summer.*

**stock market** /'stɒk ˌmɑ:kɪt/ *noun* a  
place where shares are bought and sold  
(i.e. a stock exchange) ○ *stock market  
price or price on the stock market*

**stock market launch** /'stɒk  
ˌmɑ:kɪt ˌləʊntʃ/ *noun* the occasion when  
shares in a new company are first sold  
on the Stock Exchange

**stock market manipulation** /stɒk  
ˌmɑ:kɪt mə,nɪpju'leɪʃ(ə)n/ *noun* the  
practice of trying to influence the price  
of shares by buying or selling in order to  
give the impression that the shares are  
widely traded

**stock market manipulator** /'stɒk  
ˌmɑ:kɪt mə,nɪpju'leɪtə/ *noun* a person  
who tries to influence the price of shares  
in his or her own favour

**stockmarket rating** /'stɒkmɑ:kɪt  
ˌreɪtɪŋ/ *noun* the price of a share on the  
stock market, which shows how invest-  
ors and financial advisers generally  
consider the value of the company

**stock market valuation** /stɒk  
ˌmɑ:kɪt ˌvælju'eɪʃ(ə)n/ *noun* a value  
of a company based on the current mar-  
ket price of its shares

**stock mutual funds** /stɒk  
'mju:tʃʊəl fʌndz/ *plural noun* mutual  
funds where the money is invested in  
corporate stocks as opposed to bonds or  
government securities

**stock option** /'stɒk ɒpʃən/ *noun* a  
right to buy shares at a cheap price  
given by a company to its employees

**stockout** /'stɒkəʊt/ *noun* a situation  
where an item is out of stock

**stock picker** /'stɒk ˌpɪkə/ *noun* a  
person whose job is to choose which  
shares to buy

**stockpicking** /'stɒkpɪkɪŋ/ *noun* the  
task of making a choice as to which  
shares to buy (NOTE: The counterpart,  
deciding how much money to spend on  
shares, is called **asset allocation**.)

**stock-purchasing loans** /'stɒk  
ˌpɜ:tʃɪsɪŋ ˌləʊnz/ *plural noun* loans  
from a company to members of staff to  
allow them to buy shares in the  
company



**stock quote** /'stɒk kwəʊt/ *noun* a current price of a share on a stock exchange

**stocks and shares** /,stɒks ən 'ʃeəz/ *plural noun* shares in ordinary companies

**stocktaking** /'stɒkteɪkɪŋ/ *noun* the counting of goods in stock at the end of an accounting period ○ *The warehouse is closed for the annual stocktaking.*

**stocktaking sale** /'stɒkteɪkɪŋ seɪl/ *noun* a sale of goods cheaply to clear a warehouse before stocktaking

**stock transfer form** /,stɒk 'trænsfɜː fɔːm/ *noun* a form to be signed by the person transferring shares

**stock turn** /stɒk 'tɜːn/, **stock turnover** /stɒk 'tɜːnraʊnd/, **stock turnover** /,stɒk 'tɜːnəʊvəl/ *noun* the total value of stock sold in a year divided by the average value of goods in stock

**stock valuation** /,stɒl vælju-'eɪʃ(ə)n/ *noun* an estimation of the value of stock at the end of an accounting period

**stop** /stɒp/ *noun* a situation where someone is not supplying or not paying something □ **account on stop** an account which is not supplied because it has not paid its latest invoices ○ *We put their account on stop and sued them for the money they owed.* □ **to put a stop on a cheque** to tell the bank not to pay a cheque which you have written ■ *verb* □ **to stop an account** not to supply an account any more on credit because bills have not been paid □ **to stop payments** not to make any further payments

**stop-go** /stɒp 'gəʊ/ *noun* an economic policy leading to short periods of expansion followed by short periods of squeeze

**stop-loss order** /stɒp 'lɒs ,ɔːdɔː/ *noun* an instruction to a stockbroker to sell a share if the price falls to a certain level (NOTE: The US term is **stop order**.)

**stoppage** /'stɒpɪdʒ/ *noun* a sum of money taken regularly from an employee's wages for insurance, tax, etc.

**storage capacity** /'stɔːrɪdʒ kə-'pæsɪtɪ/ *noun* the space available for storage

**store card** /'stɔː kɑːd/ *noun* a credit card issued by a large department store, which can only be used for purchases in that store

**straddle** /'stræd(ə)/ *noun* **1.** a spread, the difference between bid and offer price **2.** the act of buying a put option and a call option at the same time

**straight bonds** /'streɪt bɒndz/ *plural noun* normal fixed-interest bonds which can be redeemed at a certain date

**straight line depreciation** /,streɪt laɪn dɪ,prɪ'ʃi'eɪʃ(ə)n/ *noun* depreciation calculated by dividing the cost of an asset, less its remaining value, by the number of years it is likely to be used

**straight paper** /streɪt 'peɪpəl/ *noun* same as **straight bonds**

**straights** /streɪts/ *plural noun* same as **straight bonds**

**Straits Times index** /streɪts 'taɪmz ,ɪndeks/ an index of prices on the Singapore Stock Exchange

**strapped** /stræpt/ *adjective* □ **strapped for cash** short of money

**street** /stri:t/ *noun* a road in a town ○ *Their new address is 25 Broad Street.* □ **the Street** US Wall Street (*informal*)

**street directory** /'stri:t daɪ-'rekt(ə)rɪ/ *noun* a list of people living in a street; a map of a town which lists all the streets in alphabetical order in an index

**street name** /'stri:t neɪm/ *noun* a nominee name for holding securities

**street price** /'stri:t praɪs/ *noun* same as **retail price**

**strength** /streŋθ/ *noun* the fact of being strong, or being at a high level ○ *the underlying strength of the market* ○ *The company took advantage of the strength of the demand for mobile phones.* ○ *The strength of the pound increases the possibility of high interest rates.* (NOTE: The opposite is **weakness**.)

**strike** /straɪk/ *verb* □ **to strike a bargain with someone** to come to an agreement □ **a deal was struck at £25 a unit** we agreed the price of £25 a unit

**strike price** /'straɪk praɪs/, **striking price** /'straɪkɪŋ praɪs/ *noun* **1.** a price at which a new issue of shares is offered for sale **2.** the lowest selling price when selling a new issue of shares by tender (applicants who tendered at a higher

price will get shares; those who tendered at a lower price will not)

**strip** /stri:p/ *noun* **1.** a band of a colour.  
 † **magnetic strip** **2.** *US* an action of separating coupons from a bond

**strong** /strɒŋ/ *adjective* with a lot of force or strength ○ *This Christmas saw a strong demand for mobile phones.* ○ *The company needs a strong chairman.*

'...everybody blames the strong dollar for US trade problems' [*Duns Business Month*]

'...in a world of floating exchange rates the dollar is strong because of capital inflows rather than weak because of the nation's trade deficit' [*Duns Business Month*]

**strongbox** /'strɒŋbɒks/ *noun* a heavy metal box which cannot be opened easily, in which valuable documents and money can be kept

**strong currency** /strɒŋ 'kʌrənsi/ *noun* a currency which has a high value against other currencies

**strong market** /strɒŋ 'mɑ:kɪt/ *noun* a market where prices are moving up

**strong pound** /strɒŋ 'paʊnd/ *noun* a pound which is high against other currencies

**strongroom** /'strɒŋru:m/ *noun* a special room (in a bank) where valuable documents, money and gold can be kept

**structural** /'strʌktʃ(ə)rəl/ *adjective* referring to a structure ○ *to make structural changes in a company*

**structural unemployment** /,strʌktʃ(ə)rəl ʌnɪm'plɔimənt/ *noun* unemployment caused by the changing structure of an industry or the economy

**structure** /'strʌktʃəl/ *noun* the way in which something is organised ○ *the price structure in the small car market* ○ *the career structure within a corporation* ○ *The paper gives a diagram of the company's organisational structure.* ○ *The company is reorganising its discount structure.* □ **capital structure of a company** way in which a company's capital is set up

**stub** /stʌb/ *noun* a slip of paper left after writing a cheque, an invoice or a receipt, as a record of the deal which has taken place

**student loan** /,stju:d(ə)nt 'ləʊn/ *noun* a loan made to a student to help him or her through university (the loan is repayable later from earnings)

**stuffer** /'stʌfə/ *noun* advertising material that is put in an envelope for mailing

**style** /stɑil/ *noun* a way of doing or making something ○ *a new style of product* ○ *old-style management techniques* ○ *Managers are expected to stick to a specific style of investing.*

**sub** /sʌb/ *noun* **1.** wages paid in advance **2.** same as **subscription**

**sub-** /sʌb/ *prefix* under or less important

**sub-account** /'sʌb ə,kəʊnt/ *noun* one of several separate investment accounts on which a variable annuity is based. † **annuity**

**sub-agency** /'sʌb ɛɪdʒənsi/ *noun* a small agency which is part of a large agency

**sub-agent** /'sʌb ɛɪdʒənt/ *noun* a person who is in charge of a sub-agency

**subcontract** *noun* /sʌb'kɒntrækt/ a contract between the main contractor for a whole project and another firm who will do part of the work ○ *They have been awarded the subcontract for all the electrical work in the new building.* ○ *We will put the electrical work out to subcontract.* ■ *verb* /,sʌbkən'trækt/ (of a main contractor) to agree with a company that they will do part of the work for a project ○ *The electrical work has been subcontracted to Smith Ltd.*

**subcontractor** /'sʌbkən'træktə/ *noun* a company which has a contract to do work for a main contractor

**subject to** /'sʌbdʒɪkt tu:/ *adjective* **1.** depending on □ **the contract is subject to government approval** the contract will be valid only if it is approved by the government □ **offer subject to availability** the offer is valid only if the goods are available **2.** □ **these articles are subject to import tax** import tax has to be paid on these articles

**sublease** *noun* /'sʌbli:s/ a lease from a tenant to another tenant ○ *They signed a sublease for the property.* ■ *verb* /sʌb'li:s/ to lease a leased property from another tenant ○ *They subleased a small office in the centre of town.*

**sublessee** /sʌble'si:/ *noun* a person or company that takes a property on a sublease

**sublessor** /sʌble'sɔː/ *noun* a tenant who leases a leased property to another tenant

**sublet** /sʌb'let/ *verb* to let a leased property to another tenant ○ *We have sublet part of our office to a financial consultancy.* (NOTE: **subletting** – **sublet**)

**subordinated loan** /sə,bɔːdɪnətɪd 'ləʊn/ *noun* a loan which ranks after all other borrowings as regards payment of interest or repayment of capital

**subscribe** /səb'skraɪb/ *verb* □ **to subscribe for shares, to subscribe to a share issue** to apply for shares in a new company

**subscriber** /səb'skraɪbə/ *noun* □ **subscriber to a share issue** a person who has applied for shares in a new company

**subscription** /səb'skrɪpʃən/ *noun* **1.** money paid in advance for a series of issues of a magazine, for membership of a society or for access to information on a website ○ *Did you remember to pay the subscription to the computer magazine?* ○ *She forgot to renew her club subscription.* **2.** □ **subscription to a new share issue** application to buy shares in a new company

**subscription list** /səb'skrɪpʃən list/ *noun* a list of subscribers to a new share issue

**subscription price** /səb'skrɪpʃən praɪs/ *noun* a price at which new shares in an existing company are offered for sale

**subsidiary** /səb'sɪdiəri/ *adjective* which is less important ○ *They agreed to most of the conditions in the contract but queried one or two subsidiary items.* ■ *noun* same as **subsidiary company** ○ *Most of the group profit was contributed by the subsidiaries in the Far East.*

**subsidiary company** /səb,sɪdiəri 'kʌmp(ə)ni/ *noun* a company which is more than 50% owned by a holding company, and where the holding company controls the board of directors

**subsidise** /'sʌbsɪdaɪz/, **subsidize** *verb* to help by giving money ○ *The government has refused to subsidise the car industry.*

**subsidised accommodation** /,sʌbsɪdaɪzd ə,kɒmə'deɪʃ(ə)n/ *noun*

cheap accommodation which is partly paid for by an employer or a local authority

**subsidy** /'sʌbsɪdi/ *noun* **1.** money given to help something which is not profitable ○ *The industry exists on government subsidies.* ○ *The government has increased its subsidy to the car industry.* **2.** money given by a government to make something cheaper ○ *the subsidy on rail transport* (NOTE: The plural is **subsidies**.)

**substantial** /səb'stænʃəl/ *adjective* large or important

**subtenancy** /sʌb'tenənsi/ *noun* an agreement to sublet a property

**subtenant** /sʌb'tenənt/ *noun* a person or company to which a property has been sublet

**subtotal** /'sʌb,təʊt(ə)l/ *noun* the total of one section of a complete set of figures ○ *He added all the subtotals to make a grand total.*

**subtract** /səb'trækt/ *verb* to take away something from a total ○ *The credit note should be subtracted from the figure for total sales.* ○ *If the profits from the Far Eastern operations are subtracted, you will see that the group has not been profitable in the European market.*

**sub-underwriter** /,sʌb 'ʌndəraɪtə/ *noun* a company which underwrites an issue, taking shares from the main underwriters

**subvention** /səb'venʃən/ *noun* same as **subsidy**

**succeed** /sək'sɪ:d/ *verb* **1.** to do well, to be profitable ○ *The company has succeeded best in the overseas markets.* ○ *His business has succeeded more than he had expected.* **2.** to do what was planned ○ *She succeeded in passing her computing test.* ○ *They succeeded in putting their rivals out of business.*

**success** /sək'ses/ *noun* **1.** an act of doing something well ○ *The launch of the new model was a great success.* ○ *The company has had great success in the Japanese market.* **2.** an act of doing what was intended ○ *We had no success in trying to sell the lease.* ○ *He has been looking for a job for six months, but with no success.*

**suitor** /'su:tə/ *noun* a person or company that wants to buy another

**sum**<sup>1</sup> /sʌm/ *noun* **1.** a quantity of money ○ *A sum of money was stolen from the human resources office.* ○ *He lost large sums on the Stock Exchange.* ○ *She received the sum of £5000 in compensation.* □ **the sum insured** the largest amount which an insurer will pay under the terms of an insurance **2.** the total of a series of figures added together ○ *The sum of the various subtotals is £18,752.*

**sum**<sup>2</sup> /sʌm/ *noun* a unit of currency used in Uzbekistan

**sums chargeable to the reserve** /sʌmz ,tʃɑ:dʒəb(ə)l tə ðə rɪ'zɜ:v/ *plural noun* sums which can be debited to a company's reserves

**Sunday closing** /,sʌndɪ 'kləʊzɪŋ/ *noun* the practice of not opening a shop on Sundays

**sundries** /'sʌndrɪz/ *plural noun* various small additional items, often of little value, that are not included under any of the main headings in accounts

**sundry** /'sʌndrɪ/ *adjective* various

**sunrise industries** /'sʌnrɑɪz ,ɪndəstrɪz/ *plural noun* companies in the fields of electronics and other high-tech areas

**sunset industries** /'sʌnset ,ɪndəstrɪz/ *plural noun* old-style industries which are being replaced by new technology

**superannuation** /,su:pərənju-'eɪʃ(ə)n/ *noun* a pension paid to someone who is too old or ill to work any more

**supplementary benefit** /,sʌplɪ-ment(ə)rɪ 'benɪfɪt/ *noun* formerly, payments from the government to people with very low incomes. It was replaced by Income Support.

**supplier** /sə'plɑɪə/ *noun* a person or company that supplies or sells goods or services ○ *We use the same office equipment supplier for all our stationary purchases.* ○ *They are major suppliers of spare parts to the car industry.* Also called **producer**

**supply** /sə'plɑɪ/ *noun* the act of providing something which is needed

**supply and demand** /sə'plɑɪ ən dɪ-'mɑ:nd/ *noun* the amount of a product

which is available and the amount which is wanted by customers

**Supply Bill** /sə'plɑɪ bɪl/ *noun* a bill for providing money for government requirements

**supply estimates** /sə'plɑɪ ,estɪməts/ *plural noun* British government expenditure which is voted by Parliament

**supply price** /sə'plɑɪ praɪs/ *noun* the price at which something is provided

**supply shock** /sə'plɑɪ ʃɒk/ *noun* a sudden rise in productivity which gives higher output and profits without inflation

**supply-side economics** /sə'plɑɪ saɪd i:ka:nəmɪks/ *plural noun* an economic theory that governments should encourage producers and suppliers of goods by cutting taxes, rather than encourage demand by making more money available in the economy (NOTE: takes a singular verb)

**support** /sə'pɔ:t/ *noun* **1.** actions or money intended to help someone or something ○ *The government has provided support to the car industry.* ○ *We have no financial support from the banks.* **2.** agreement or encouragement ○ *The chairman has the support of the committee.* ■ **verb** **1.** to give money to help someone or something ○ *The government is supporting the car industry to the tune of \$2m per annum.* ○ *We hope the banks will support us during the expansion period.* □ **to support a share price** to buy shares in order to help the price remain at the current level or even rise **2.** to encourage someone, or to agree with someone ○ *She hopes the other members of the committee will support her.* ○ *The market will not support another price increase.*

**support level** /sə'pɔ:t ,lev(ə)l/ *noun* a level below which a share, a commodity or the stock market will not fall, because of general support from investors

**support manager** /sə'pɔ:t ,mænɪdʒə/ *noun* a manager of the back office of a securities firm

**support point** /sə'pɔ:t pɔɪnt/ *noun* same as **support level**

**support price** /sə'pɔ:t praɪs/ *noun* a price (in the EU) at which a government will buy agricultural produce to stop the price falling

**surcharge** /'sɜ:tʃɑ:dʒ/ *noun* an extra charge

**surety** /'ʃʊərəti/ *noun* **1.** a person who guarantees that someone will do something ○ *to stand surety for someone* **2.** deeds, share certificates, etc., deposited as security for a loan

**surplus** /'sɜ:plʌs/ *noun* **1.** more of something than is needed **2.** an amount of money remaining after all liabilities have been met □ **to absorb a surplus** to take a surplus into a larger amount ■ **adjective** more than is needed ○ *Profit figures are lower than planned because of surplus labour.* ○ *Some of the machines may have to be sold off as there is surplus production capacity.* ○ *We are proposing to put our surplus staff on short time.*

'Both imports and exports reached record levels in the latest year. This generated a \$371 million trade surplus in June, the seventh consecutive monthly surplus and close to market expectations'  
[*Dominion (Wellington, New Zealand)*]

**surrender** /sə'rendə/ *noun* the act of giving up of an insurance policy before the contracted date for maturity ■ **verb** □ **to surrender a policy** to give up an insurance policy before the date on which it matures

**surrender charge** /sə'rendə tʃɑ:dʒ/, **surrender fee** /sə'rendə fi:/ *noun* a charge levied when someone withdraws money invested before the date allowed (this is to deter early withdrawals)

**surrender value** /sə'rendə vælju:/ *noun* the money which an insurer will pay if an insurance policy is given up

**surtax** /'sɜ:tæks/ *noun* an extra tax on high income

**surveillance** /sə'veiləns/ *noun* a careful watch over people or buildings

**surveillance camera** /sə'veiləns kæm(ə)rə/ *noun* a camera which takes photographs of people in a bank

**sushi bond** /'su:ʃi bɒnd/ *noun* a bond issued in a foreign currency by a Japanese corporation. ♦ **samurai bond**, **shogun bond**

**suspend** /sə'spend/ *verb* to stop doing something for a time ○ *We have suspended payments while we are waiting for news from our agent.* ○ *Sailings have been suspended until the weather*

*gets better.* ○ *Work on the construction project has been suspended.* ○ *The management decided to suspend negotiations.*

**suspense account** /sə'spens ə- ,kaunt/ *noun* an account into which payments are put temporarily when the accountant cannot be sure where they should be entered

**suspension** /sə'spensjən/ *noun* an act of stopping something for a time ○ *There has been a temporary suspension of payments.* ○ *We are trying to avoid a suspension of deliveries during the strike.*

**swap** /swɒp/ *noun* an exchange of one thing for another ■ **verb** to exchange one thing for another ○ *He swapped his old car for a new motorcycle.*

**swap arrangement** /'swɒp ə- ,reɪndʒmənt/ *noun* an arrangement between central banks to allow each other credit in their respective currencies so as to make currency transactions easier

**swaption** /'swɒpjən/ *noun* an option to arrange an interest rate swap at some time in the future

**sweetener** /'swi:t(ə)nə/ *noun* an incentive offered to help persuade somebody to take a particular course of action, a bribe (*informal*)

**SWIFT** *abbreviation* Society for Worldwide Interbank Financial Telecommunications

**Swiss franc** /swɪs 'fræŋk/ *noun* a unit of currency used in Switzerland and Liechtenstein (normally considered a very stable currency)

**switch** /swɪtʃ/ *verb* to change, especially to change investment money from one type of investment to another

**Switch card** /'swɪtʃ kɑ:d/ *noun* a card linked to the UK Switch network but, unlike a credit card, when you pay for goods and services with a Switch card, the money leaves your account immediately

**syndicate** *noun* /'sɪndɪkət/ a group of people or companies working together to make money ○ *a German finance syndicate* ■ **verb** /'sɪndɪkeɪt/ to arrange for a large loan to be underwritten by several international banks

'...over the past few weeks, companies raising new loans from international banks have been forced to pay more, and an unusually high

number of attempts to syndicate loans among banks has failed' [*Financial Times*]

**synergy** /'sɪnədʒi/ *noun* the process of producing greater effects by joining forces than by acting separately ○ *There is considerable synergy between the two companies.*

**system** /'sɪstəm/ *noun* an arrangement or organisation of things which work together ○ *Our accounting system has worked well in spite of the large increase in orders.* ○ *What system is being used for filing data on personnel?*

□ **to operate a quota system** to regulate supplies by fixing quantities which are allowed ○ *We arrange our distribution using a quota system – each agent is allowed only a specific number of units.*

**systems analysis** /'sɪstəmz ə-,næləsɪs/ *noun* the process of using a computer to suggest how a company can work more efficiently by analysing the way in which it works at present

**systems analyst** /'sɪstəmz ,ænəlɪst/ *noun* a person who specialises in systems analysis

## T

**tab** /tæb/ *noun* same as **tabulator** (*informal*)

**table** /'teɪb(ə)/ *noun* **1.** a diagram or chart **2.** a list of figures or facts set out in columns ■ *verb* to put items of information on the table before a meeting ○ *The report of the finance committee was tabled.*

**Table A** /,teɪb(ə)l 'eɪ/ *noun* the model articles of association of a limited company set out in the Companies Act, 1985

**Table B** /,teɪb(ə)l 'bi:/ *noun* the model memorandum of association of a limited company set out in the Companies Act, 1985

**Table C** /,teɪb(ə)l 'si:/ *noun* the model memorandum and articles of association set out in the Companies Act, 1985 for a company limited by guarantee, having no share capital

**Table D** /,teɪb(ə)l 'di:/ *noun* the model memorandum and articles of association of a public company with share capital limited by guarantee, set out in the Companies Act, 1985

**Table E** /,teɪb(ə)l 'i:/ *noun* the model memorandum and articles of association of an unlimited company with share capital, set out in the Companies Act, 1985

**table of contents** /,teɪb(ə)l əv 'kɒntents/ *noun* a list of contents in a book

**tabular** /'tæbjʊlə/ *adjective* □ **in tabular form** arranged in a table

**tabulate** /'tæbjʊleɪt/ *verb* to set something out in a table

**tabulation** /,tæbjʊ'leɪʃ(ə)n/ *noun* the arrangement of figures in a table

**tabulator** /'tæbjʊleɪtə/ *noun* a part of a typewriter or computer which sets words or figures automatically in columns

**tael** /taɪl/ *noun* a measurement of the weight of gold, used in the Far East (= 1.20oz/38g)

**tail** *noun* *US* **1.** a spread between the bid price and the lowest acceptable price on US Treasury bills **2.** the figures which come after the decimal point (in the quoted price of a bond)

**taka** /'tɑ:kə/ *noun* a unit of currency used in Bangladesh

**take** /teɪk/ *noun* **1.** the money received in a shop ○ *Our weekly take is over £5,000.* **2.** a profit from any sale ■ *verb* **1.** to receive or to get □ **the shop takes £2,000 a week** in cash sales □ **she takes home £250 a week** her salary, after deductions for tax etc. is £250 a week **2.** to do a certain action □ **to take action** to do something ○ *You must take immediate action if you want to stop thefts.* □ **to take a call** to answer the telephone □ **to take the chair** to be chairman of a meeting ○ *In the absence of the chairman his deputy took the chair.* □ **to take stock** to count the items in a warehouse □ **to take stock of a situation** to examine the state of things before deciding what to do **3.** to need a time or a quantity ○ *It took the factory six weeks* or *The factory took six weeks to clear the backlog of orders.* ○ *It will take her all morning to do my letters.* ○ *It took six men and a crane to get the computer into the building.* (NOTE: **taking – took – has taken**)

**take away** /,teɪk ə'weɪ/ *verb* to remove one figure from a total ○ *If you take away the home sales, the total turnover is down.*

**take down** /,teɪk 'daʊn/ *verb* *US* to receive a share allotment

**take-home pay** /'teɪk həʊm ,peɪ/ *noun* pay received, after tax, etc., has been deducted ○ *After all the deduc-*

tions, his take-home pay is only £300 a week.

**take off** /ˈteɪk ˈɒf/ *verb* **1.** to remove or to deduct something ○ *He took £25 off the price.* **2.** to start to rise fast ○ *Sales took off after the TV commercials.*

**take out** /ˈteɪk ˈaʊt/ *verb* **1.** to remove something ○ *She's taken all the money out of her account.* **2.** □ **to take out a patent for an invention** to apply for and receive a patent □ **to take out insurance against theft** to pay a premium to an insurance company, so that if a theft takes place the company will pay compensation

‘...capital gains are not taxed, but money taken out in profits and dividends is taxed’  
[*Toronto Star*]

**take-out** /ˈteɪk aʊt/ *noun* the act of removing capital which you had originally invested in a new company by selling your shares

**take over** /ˈteɪk ˈəʊvə/ *verb* **1.** to start to do something in place of someone else ○ *Miss Black took over from Mr Jones on May 1st.* ○ *The buyer takes over the company's liabilities.* **2.** □ **to take over a company** to buy a business by offering to buy most of its shares ○ *The company was taken over by a large multinational.*

**takeover** /ˈteɪkəʊvə/ *noun* **1.** an act of buying a controlling interest in a business by buying more than 50% of its shares. Compare **acquisition** **2.** the act of starting to do something in place of someone else □ **the take-over period is always difficult** there are always problems during the period when one person is taking over work from another

‘...many takeovers result in the new managers/owners rationalizing the capital of the company through better asset management’  
[*Duns Business Month*]

**takeover bid** /ˈteɪkəʊvə bɪd/ *noun* an offer to buy all or a majority of the shares in a company so as to control it ○ *They made a takeover bid for the company.* ○ *He had to withdraw his takeover bid when he failed to find any backers.* ○ *Share prices rose sharply on the disclosure of the takeover bid.* □ **to make a takeover bid for a company** to offer to buy most of the shares in a company □ **to withdraw a takeover bid** to say that you no longer offer to buy the shares in a company □ **the company re-**

**jected the takeover bid** the directors recommended that the shareholders should not accept the offer ○ *Share prices rose sharply on the disclosure of the takeover bid.*

**takeover target** /ˈteɪkəʊvə ˌtɑːɡɪt/ *noun* a company which is the object of a takeover bid

**takeover timetable** /ˈteɪkəʊvə ˌtaɪmteɪb(ə)l/ *noun* a timetable of the various events during a takeover bid

COMMENT: The timetable for a takeover bid is regulated by the London Stock Exchange: the formal documents are sent out by the bidding company some days after it has announced that it is making the bid. From the date of sending out the formal documents, the Stock Exchange allows the company 60 days in which to try and persuade as many shareholders as possible to accept the offer. If less than 50% accept, then the bidder can extend the offer, or increase of the offer, or simply let the offer lapse. If another company now makes a rival offer, it too has 60 days to try to gain enough acceptances.

**take-private** /teɪk ˈpraɪvət/ *noun* **US** an arrangement by which a quoted company leaves the Stock Exchange and becomes a privately owned investment ○ *The law firm was figuring in six of the seven take-privates last year.* ▶ **public-to-private deal**

**taker** /ˈteɪkə/ *noun* a person who wants to buy something ○ *There were very few takers for the special offer.*

**take up** /ˈteɪk ˈʌp/ *verb* □ **to take up an option** to accept an option which has been offered and put into action

**take up rate** /ˈteɪk ʌp reɪt/ *noun* the percentage of acceptances for a rights issue

**takings** /ˈteɪkɪŋz/ *plural noun* the money received in a shop or a business ○ *The week's takings were stolen from the cash desk.*

**tala** /ˈtɑːlə/ *noun* a unit of currency used in Samoa

**tally** /ˈtæli/ *noun* a note of things counted or recorded ○ *to keep a tally of stock movements or of expenses* ■ *verb* to agree, to be the same ○ *The invoices do not tally.* ○ *The accounts department tried to make the figures tally.*

**tally clerk** /ˈtæli kləːk/ *noun* a person whose job is to note quantities of cargo



**tally sheet** /'tæli ʃi:t/ *noun* a sheet on which quantities are noted

**tangible assets** /,tændʒɪb(ə)l 'æsets/, **tangible fixed assets** /,tændʒɪb(ə)l fɪkst 'æsets/, **tangible property** /,tændʒɪb(ə)l 'prɒpəti/ *plural noun* assets which have a value and actually exist (such as buildings, machines, vehicles and fittings)

**tangible asset value** /,tændʒɪb(ə)l 'æset 'vælju:/, **tangible net worth** /,tændʒɪb(ə)l net 'wɜ:θ/ *noun* the value of all the assets of a company less its intangible assets (goodwill, patents, etc.). It is shown as a value per share.

**TAO** *abbreviation* taxpayer assistance order

**tap** /tæp/ *noun* same as **tap stock** ■ *verb* to get finance by borrowing from investors, lenders, etc.

**taper** /'teɪpə/, **tapering relief** /,teɪpərɪŋ rɪ'li:f/ *noun* a new system of reducing capital gains tax payable when shares are sold, according to the length of time the shares have been held

**tap stock** /'tæp stɒk/ *noun* a government stock issued direct to the Bank of England for sale to investors

COMMENT: Government stocks are normally issued in tranches for sale by tender, but small amounts are kept as 'tap stock' for direct sale to investors; the term is applied to any government stocks sold in this way.

**target** /'tɑ:ɡɪt/ *noun* something to aim for ○ *performance targets* □ **to be on target** to be heading towards the target that has been set □ **to set targets** to fix amounts or quantities which employees have to produce or reach □ **to meet a target** to produce the quantity of goods or sales which are expected □ **to miss a target** not to produce the amount of goods or sales which are expected ○ *They missed the target figure of £2m turnover.* ■ *verb* to aim something at someone, or to take someone or something as a target ○ *a campaign that targets the over-50s*

'...he believes that increased competition could keep inflation below the 2.5 per cent target' [*Investors Chronicle*]

'...the minister is persuading the oil, gas, electricity and coal industries to target their advertising towards energy efficiency' [*Times*]

**Target** /'tɑ:ɡɪt/, **TARGET** *noun* a system set up by the European Central

Bank to deal with cross-border payments between member states of the EU. Full form **trans-european automated real-time gross settlement express transfer**

**target company** /,tɑ:ɡɪt 'kʌmp(ə)ni/ *noun* same as **takeover target**

'...in a normal leveraged buyout the acquirer raises money by borrowing against the assets of the target company' [*Fortune*]

**target market** /'tɑ:ɡɪt ,mɑ:kit/ *noun* the market in which a company is planning to sell its goods

**target price** /'tɑ:ɡɪt praɪs/ *noun* a wholesale price within the EU for certain products, such as wheat, which market management is intended to achieve; it is linked to the intervention price

COMMENT: Target prices are set in terms of fixed agricultural units of account, which are converted into different national currencies using adjusted exchange rates known as 'green rates' (in the UK, the 'green pound'). A system of levies on non-EU agricultural imports is used to protect target prices when they are set above the general level of world prices. In addition, the EU has established an internal price support system based on a set of intervention prices set slightly below the target price. If the level of supply is in excess of what is needed to clear the market at the target price, the excess supply is bought by the Community at the intervention price, thereby preventing overproduction from depressing the common price level as would normally happen in a free market.

**tariff** /'tærɪf/ *noun* a rate of charging for something such as electricity, hotel rooms or train tickets

**tariff barrier** /'tærɪf ,bæriə/ *noun* the customs duty intended to make imports more difficult ○ *to impose tariff barriers on or to lift tariff barriers from a product*

**task** /tɑ:sk/ *verb* to give someone a task to do

**tax** /tæks/ *noun* an amount of money charged by government as part of a person's income or on goods bought □ **basic tax** income tax paid at the normal rate □ **to lift a tax** to remove a tax ○ *The tax on fuel charges has been lifted.* ○ *The tax on company profits has been*

*lifted*. □ **tax deducted at source** tax which is removed from a salary or interest before the money is paid out ■ **verb** to make someone pay a tax, to impose a tax on something ○ *Businesses are taxed at 40%*. ○ *Income is taxed at 35%*. ○ *Luxury items are heavily taxed*. ○ *The government is proposing to tax businesses at 50%*.

**tax abatement** /'tæks əbeɪtmənt/ *noun* a reduction of tax

**taxable** /'tæksəb(ə)/ *adjective* which can be taxed

**taxable income** /,tæksəb(ə)l 'ɪnkʌm/ *noun* income on which a person has to pay tax

**taxable items** /'tæksəb(ə)l ˌaɪtəmz/ *plural noun* items on which a tax has to be paid

**taxable supply** /,tæksəb(ə)l sə'plɑː/ *noun* a supply of goods which are subject to VAT

**tax adjustments** /'tæks ədʒʌstmənts/ *plural noun* changes made to tax

**tax adviser** /'tæks ədvaɪzə/, **tax consultant** /'tæks kənˌsʌltənt/ *noun* a person who gives advice on tax problems

**tax allowance** /'tæks əˌləʊəns/ *noun* a part of the income which a person is allowed to earn and not pay tax on

**tax assessment** /'tæks əˌsesmənt/ *noun* a calculation by a tax inspector of the amount of tax a person owes

**taxation** /tæks'tseɪʃ(ə)n/ *noun* the act of taxing

**tax avoidance** /'tæks əˌvɔɪd(ə)ns/ *noun* the practice of legally trying to pay as little tax as possible

**tax bill** /'tæks bɪl/ *noun* an amount of tax (to be) paid

**tax bracket** /'tæks ˌbrækt/ *noun* a section of people paying a particular level of income tax

**tax break** /'tæks breɪk/ *noun* an allowance which can be set off against tax

**tax code** /'tæks kəʊd/ *noun* a number given to indicate the amount of tax allowance a person has

**tax concession** /'tæks kənˌseɪʃ(ə)n/ *noun* an act of allowing less tax to be paid

**tax court** /'tæks kɔːt/ *noun* *US* a court which deals with disputes between taxpayers and the Internal Revenue Service

**tax credit** /'tæks ˌkredɪt/ *noun* **1.** a sum of money which can be offset against tax **2.** the part of a dividend on which the company has already paid tax, so that the shareholder is not taxed on it

**tax-deductible** /,tæks drɪ'dʌktɪb(ə)/ *adjective* which can be deducted from an income before tax is calculated □ **these expenses are not tax-deductible** tax has to be paid on these expenses

**tax deductions** /'tæks dɪˌdʌkʃənz/ *plural noun* *US* **1.** money removed from a salary to pay tax **2.** business expenses which can be claimed against tax

**tax-deferred** /tæks drɪ'fɜːd/ *adjective* *US* where the payment of federal income tax is put back to a later date

**tax-deferred retirement plan** /tæks drɪ'fɜːd rɪ'taɪəmənt plæn/, **tax-deferred savings plan** /tæks drɪ'fɜːd 'seɪvɪŋz plæn/ *noun* *US* a savings plan into which a person can regularly put a certain proportion of income, with tax only being payable on retirement

**tax deposit certificate** /tæks drɪ'pɒzɪt səˌtɪfɪkət/ *noun* a certificate showing that a taxpayer has deposited money in advance of a tax payment (the money earns interest while on deposit)

**tax-efficient** /tæks ɪ'fɪʃ(ə)nt/ *adjective* referring to an investment which helps avoid tax

**tax evasion** /'tæks ɪˌveɪʒ(ə)n/ *noun* the practice of illegally trying not to pay tax

**tax-exempt** /tæks ɪg'zempt/ *adjective* **1.** referring to a person or organisation not required to pay tax **2.** which are not subject to tax

**tax exemption** /'tæks ɪgˌzempʃən/ *noun* *US* **1.** the fact of being free from payment of tax **2.** the part of income which a person is allowed to earn and not pay tax on

**tax-exempt special savings account** /tæks ɪgˌzempt ˌspeʃ(ə)l 'seɪvɪŋz əˌkaʊnt/ *noun* formerly, an account into which money can be placed to earn interest free of tax, provided it is left untouched for five years. Abbreviation **TESSA**

**tax-favoured investment** /tæks ˌfeɪvəd ɪnˈvestmənt/ *noun* an investment which offers tax-reducing incentives

**tax-filing program** /tæks ˌfaɪlɪŋ ˌprəʊgrəm/ *noun* computer software to help draw up your income tax return

**tax form** /tæks fɔ:m/ *noun* a blank form to be filled in with details of income and allowances and sent to the tax office each year

**tax-free** /tæks ˈfri:/ *adjective* with no tax having to be paid ○ *tax-free goods*

**tax haven** /tæks ˌheɪv(ə)n/ *noun* a country or area where taxes are low, encouraging companies to set up their main offices there

**tax holiday** /tæks ˌhɒlɪdeɪ/ *noun* a period when a new business is exempted from paying tax

**tax inspector** /tæks ɪnˌspektə/ *noun* an official of the Inland Revenue who examines tax returns and decides how much tax someone should pay

**tax loophole** /tæks ˌlu:pɦəʊl/ *noun* a legal means of not paying tax

**taxpayer** /tækspeɪə/ *noun* a person or company that has to pay tax ○ *basic taxpayer* or *taxpayer at the basic rate* ○ *Corporate taxpayers are being targeted by the government.*

**taxpayer advocate** /tækspeɪə ˈædvəkət/ *noun* a government official whose duty is to adjudicate in cases where ordinary taxpayers complain of treatment by the tax authorities

**Taxpayer Assistance Order** /tækspeɪə əˈsɪst(ə)ns ɔ:də/ *noun* a court order allowing a company to recover debts from a taxpayer's salary before tax is paid ○ *basic taxpayer* or *taxpayer at the basic rate* Abbreviation **TAO**

**tax planning** /tæks ˌplænɪŋ/ *noun* planning how to avoid paying too much tax, by investing in, e.g., tax-exempt savings schemes or offshore trusts

**tax relief** /tæks ˌrɪˌli:f/ *noun* an allowance to pay less tax on certain parts of someone's income

**tax schedules** /tæks ˌfedʒu:lz/ *plural noun* a six types of income as classified for tax

**tax shelter** /tæks ˌfeltə/ *noun* a financial arrangement (such as a pension

scheme) where investments can be made without tax

**tax threshold** /tæks ˌθreʃɦəʊld/ *noun* a point at which another percentage of tax is payable ○ *The government has raised the minimum tax threshold from £4,000 to £4,500.*

**tax year** /tæks ˌjɪə/ *noun* a twelve month period on which taxes are calculated (in the UK, 6th April to 5th April of the following year)

**T-bill** /ˈti: bɪl/ *US* same as **Treasury bill** (*informal*)

**teaser** /ˈti:zə/, **teaser ad** /ˈti:zə əd/ *noun* an advertisement that gives a little information about a product in order to attract customers by making them curious to know more

**teaser rate** /ˈti:zə reɪt/ *noun* a specially good interest rate on a new product, used to encourage savers to switch funds to that product. It is replaced by a normal rate when enough subscribers have invested in it.

**technical** /ˈteknɪk(ə)l/ *adjective* **1.** referring to a particular machine or process ○ *The document gives all the technical details on the new computer.* **2.** referring to influences inside a market (e.g. volumes traded and forecasts based on market analysis), as opposed to external factors, such as oil-price rises, wars, etc.

‘...market analysts described the falls in the second half of last week as a technical correction’ [*Australian Financial Review*]

‘...at the end of the day, it was clear the Fed had not loosened the monetary reins, and Fed Funds forged ahead on the back of technical demand’ [*Financial Times*]

**technical analysis** /ˈteknɪk(ə)l əˈnæləsɪs/ *noun* a study of the price movements and volumes traded on a stock exchange

**technical correction** /ˈteknɪk(ə)l kəˈrekʃ(ə)n/ *noun* **STOCK EXCHANGE** a situation where a share price or a currency moves up or down because it was previously too low or too high

**technical decline** /ˈteknɪk(ə)l dɪˈklaɪn/ *noun* a fall in share prices because of technical analysis

**technology stocks** /tekˈnɒlədʒi stɒks/, **tech stocks** /ˈtek stɒks/ *plural noun* shares in companies specialising in electronics, communications, etc.

**telebanking** /'teli,bæŋkiŋ/ *noun*  
same as **telephone banking**

**telegraphic transfer** /,telɪgræfɪk  
'trɑ:nsfə/ *noun* a transfer of money  
from one account to another by  
telegraph

**telephone banking** /,telɪfəʊn  
'bæŋkiŋ/ *noun* a service by which a  
bank customer can carry out transac-  
tions over the phone using a password.  
It may involve direct contact with a  
bank representative or may be auto-  
mated used the phone dial.

**telephone order** /'telɪfəʊn ɔ:də/  
*noun* an order received by telephone ○  
*Since we mailed the catalogue we have  
received a large number of telephone  
orders.*

**teller** /'telə/ *noun* a person who takes  
cash from or pays cash to customers at a  
bank

**tem** /tem/ ◊ **pro tem**

**tenancy** /'tenənsi/ *noun* an agreement  
by which a tenant can occupy a property

**tenant** /'tenənt/ *noun* a person or  
company which rents a house, flat or of-  
fice to live or work in ○ *The tenant is li-  
able for repairs.*

**tender** /'tendə/ *noun* an offer to do  
something for a specific price ○ *a suc-  
cessful tender* ○ *an unsuccessful tender*  
□ **to put a project out to tender, to ask  
for or invite tenders for a project** to  
ask contractors to give written estimates  
for a job □ **to put in or submit a tender**  
to make an estimate for a job □ **to sell  
shares by tender** to ask people to offer  
in writing a price for shares ■ *verb* □ **to  
tender for a contract** to put forward an  
estimate of cost for work to be carried  
out under contract ○ *to tender for the  
construction of a hospital*

**tenderer** /'tendərə/ *noun* a person or  
company that tenders for work ○ *The  
company was the successful tenderer for  
the project.*

**tendering** /'tendəriŋ/ *noun* the act of  
putting forward an estimate of cost ○ *To  
be successful, you must follow the ten-  
dering procedure as laid out in the  
documents.*

**tender offer** /'tendə ɔ:fə/ *noun* a  
method of selling new securities or  
bonds by asking investors to make of-

fers for them, and accepting the highest  
offers

**tenge** /'teŋgeɪ/ *noun* a unit of cur-  
rency used in Kazakhstan

**tenor** /'tenə/ *noun* a time before a fi-  
nancial instrument matures or before a  
bill is payable

**term** /tɜ:m/ *noun* **1.** a period of time  
when something is legally valid ○ *dur-  
ing his term of office as chairman* ○ *the  
term of a lease* ○ *We have renewed her  
contract for a term of six months.* ○ *The  
term of the loan is fifteen years.* **2.** part  
of a legal or university year

**term account** /'tɜ:m ə,kəʊnt/ *noun*  
same as **term deposit**

**term assurance** /'tɜ:m ə,ʃʊərəns/  
*noun* a life assurance which covers a  
person's life for a period of time (at the  
end of the period, if the person is still  
alive he receives nothing from the insur-  
ance) ○ *He took out a ten-year term  
insurance.*

**term CD** /'tɜ:m si: 'di:/ *noun* a certifi-  
cate of deposit which matures in more  
than twelve months

**term deposit** /'tɜ:m dɪ,pɒzɪt/ *noun*  
money invested for a fixed period at a  
higher rate of interest

**terminal bonus** /,tɜ:mɪn(ə)l  
'bəʊnəs/ *noun* a bonus received when  
an insurance comes to an end

**termination clause** /,tɜ:mɪ-  
'neɪʃ(ə)n klɔ:z/ *noun* a clause which  
explains how and when a contract can  
be terminated

**term insurance** /'tɜ:m ɪn,ʃʊərəns/  
*noun* same as **term assurance**

**term loan** /'tɜ:m ləʊn/ *noun* a loan  
for a fixed period of time

**terms** /tɜ:mz/ *plural noun* the condi-  
tions or duties which have to be carried  
out as part of a contract, or the arrange-  
ments which have to be agreed before a  
contract is valid ○ *to negotiate for better  
terms* ○ *He refused to agree to some of  
the terms of the contract.* ○ *By or Under  
the terms of the contract, the company is  
responsible for all damage to the  
property.*

'...companies have been improving  
communications, often as part of deals to cut  
down demarcation and to give everybody the  
same terms of employment' [*Economist*]

'...the Federal Reserve Board has eased interest  
rates in the past year, but they are still at

historically high levels in real terms'  
[*Sunday Times*]

**term shares** /'tɜ:m ʃeəz/ *plural noun* a type of building society deposit for a fixed period of time at a higher rate of interest

**terms of payment** /,tɜ:mz əv 'peɪmənt/ *plural noun* the conditions for paying something

**terms of reference** /,tɜ:mz əv 'ref(ə)rəns/ *plural noun* areas which a committee or an inspector can deal with ○ *Under the terms of reference of the committee, it cannot investigate complaints from the public.* ○ *The committee's terms of reference do not cover exports.*

**terms of sale** /,tɜ:mz əv 'seɪl/ *plural noun* the conditions attached to a sale

**terms of trade** /,tɜ:mz əv 'treɪd/ *plural noun* the ratio of a country's import prices to export prices

**tertiary industry** /,tɜ:ʃəri 'ɪndəstri/ *noun* an industry which does not produce raw materials or manufacture products but offers a service such as banking, retailing or accountancy

**TESSA** *abbreviation* tax-exempt special savings account

**test run** /'test rʌn/ *noun* a trial made on a machine

**thin market** /θɪn 'mɑ:kɪt/ *noun* a market where there are not many shares available for sale, so the price is distorted (NOTE: The opposite is a **liquid market**.)

**thin trading** /θɪn 'treɪdɪŋ/ *noun* a day's trading where not many shares are offered for sale, so few bargains are made (NOTE: The opposite is a **liquid market**.)

**third** /θɜ:d/ *noun* one part of something which is divided into three □ **to sell everything at one third off** to sell everything at a discount of 33% □ **the company has two thirds of the total market** the company has 66% of the total market

**Third Market** /θɜ:d 'mɑ:kɪt/ *noun* same as **over-the-counter market**

**third party** /,θɜ:d 'pɑ:ti/ *noun* a person other than the two main parties involved in a contract (i.e. in an insurance contract, anyone who is not the insurance company nor the person who is in-

sured) □ **the case is in the hands of a third party** the case is being dealt with by someone who is not one of the main interested parties

**third party insurance** /,θɜ:d pɑ:ti ɪn'ʃʊərəns/ *noun* insurance to cover damage to any person who is not one of the people named in the insurance contract (that is, not the insured person nor the insurance company)

**third quarter** /θɜ:d 'kwɔ:tə/ *noun* a period of three months from July to September

**Third World** /,θɜ:d 'wɜ:ld/ *noun* the countries of Africa, Asia and South America which do not all have highly developed industries (*dated*) ○ *We sell tractors into the Third World or to Third World countries.* ○ *Third World loans are causing problems to banks in the main developed countries.*

**Threadneedle Street** /'θredni:d(ə)l stri:t/ *noun* a street in the City of London where the Bank of England is situated. ◊ **Old Lady of Threadneedle Street**

**3i** *abbreviation* Investors in Industry

**three quarters** /θri: 'kwɔ:təz/ *noun* 75% ○ *Three quarters of the staff are less than thirty years old.*

**threshold** /'θreʃhəʊld/ *noun* the point at which something changes

**threshold agreement** /'θreʃhəʊld ə,ɡri:mənt/ *noun* a contract which says that if the cost of living goes up by more than a certain amount, pay will go up to match it

**threshold price** /'θreʃhəʊld praɪs/ *noun* in the EU, the lowest price at which farm produce imported into the EU can be sold

**thrift** /θrɪft/ *noun* **1.** a careful attitude towards money, shown by saving it spending wisely **2.** *US* a private local bank, savings and loan association or credit union, which accepts and pays interest on deposits from small investors

'...the thrift, which had grown from \$4.7 million in assets in 1980 to 1.5 billion this year, has ended in liquidation' [*Barrons*]

'...some thrifts came to grief on speculative property deals, some in the high-risk junk bond market, others simply by lending too much to too many people' [*Times*]

**thrifty** /'θrɪfti/ *adjective* careful not to spend too much money

**tick** /tɪk/ *noun* **1.** credit (*informal*) ○ *All the furniture in the house is bought on tick.* **2.** a mark on paper to show that something is correct or that something is approved ○ *Put a tick in the box marked 'R'.* **3.** one step (up or down) in the price of a government bond or of financial futures ■ *verb* to mark with a sign to show that something is correct ○ *Tick the box marked 'R' if you require a receipt.* (NOTE: The US term is **check** in this meaning.)

**ticker** /'tɪkə/ *noun* *US* a machine (operated by telegraph) which prints details of share prices and transactions rapidly (formerly printed on paper tape called 'ticker tape', but is now shown online on computer terminals)

**ticker symbol** /'tɪkə sɪmb(ə)/ *noun* *US* a letter used to identify a stock on the ticker tape system

COMMENT: All securities listed on the US stock exchanges are identified by letter symbols on ticker tape. So shares in Hilton are referred to as HLT, Texaco as TX, Xerox as XRX, etc.

**tie** /taɪ/ *verb* to attach or to link something to something ○ *The interest rate is tied to the RPI.*

**tied loan** /taɪd 'ləʊn/ *noun* a loan which involves a guarantee by the borrower to buy supplies from the lender

**tie in** /,taɪ 'ɪn/ *verb* to link an insurance policy to a mortgage

**tier** /tɪə/ *noun* a level

COMMENT: The British stock market is said to have two tiers: the first is the London Stock Exchange, with its listed securities. The second tier (which is linked to the first) is the Alternative Investment Market (AIM) which has less strict criteria for admitting securities, and is often used as a first stage in obtaining a main Stock Exchange quotation.

**Tier One** /,tɪə 'wʌn/ *noun* a first level of core capital which banks have (covering basic equity capital and disclosed reserves) to conform to the guidelines of the Basle Agreement

**Tier Two** /,tɪə 'tuː/ *noun* a second level of capital which banks have (this applies to undisclosed debts, and provisions against bad debts) to conform with the guidelines of the Basle Agreement

**tie up** /,taɪ 'ʌp/ *verb* **1.** to attach or to fasten something tightly ○ *The parcel is*

*tied up with string.* ○ *The ship was tied up to the quay.* **2.** to invest money in one way, so that it cannot be used for other investments ○ *He has £100,000 tied up in long-dated gilts.* ○ *The company has £250,000 tied up in stock which no one wants to buy.*

'...a lot of speculator money is said to be tied up in sterling because of the interest-rate differential between US and British rates' [*Australian Financial Review*]

**tie-up** /'taɪ ʌp/ *noun* a link or connection ○ *The company has a tie-up with a German distributor.* (NOTE: The plural is **tie-ups**.)

**tight** /taɪt/ *adjective* which is controlled, which does not allow any movement ○ *The manager has a very tight schedule today – he cannot fit in any more appointments.* ○ *Expenses are kept under tight control.*

'...mortgage money is becoming tighter' [*Times*]

'...a tight monetary policy by the central bank has pushed up interest rates and drawn discretionary funds into bank deposits' [*Far Eastern Economic Review*]

'...the UK economy is at the uncomfortable stage in the cycle where the two years of tight money are having the desired effect on demand' [*Sunday Times*]

**tighten** /'taɪt(ə)n/ *verb* to make something tight, to control something ○ *The accounts department is tightening its control over departmental budgets.*

'...the decision by the government to tighten monetary policy will push the annual inflation rate above the previous high' [*Financial Times*]

**tighten up on** /,taɪt(ə)n 'ʌp ɒn/ *verb* to control something more strictly ○ *The government is tightening up on tax evasion.* ○ *We must tighten up on the reps' expenses.*

**tight market** /taɪt 'mɑːkɪt/ *noun* a market where there is only a small spread between bid and offer prices

**tight money** /taɪt 'mʌni/ *noun* same as **dear money**

**tight money policy** /taɪt 'mʌni ,pɒlɪsi/ *noun* a government policy to restrict money supply

**till** /tɪl/ *noun* a drawer for keeping cash in a shop

**till float** /'tɪl fləʊt/ *noun* cash put into the cash box at the beginning of the day to allow business to start

**till money** /'tɪl ,mʌni/ *noun* cash held by banks

**time** /taɪm/ *noun* **1.** a period during which something takes place, e.g. one hour, two days or fifty minutes **2.** the number of hours worked **3.** a period before something happens □ **to keep within the time limits or within the time schedule** to complete work by the time stated

**time and a half** /,taɪm ənd ə 'hɑ:f/ *noun* the normal rate of pay plus 50% extra

**time and method study** /,taɪm ən 'meθəd ,stʌdi/ *noun* a process of examining the way in which something is done to see if a cheaper or quicker way can be found

**time and motion expert** /,taɪm ən 'mɔʊf(ə)n ,ɛkspɜ:t/ *noun* a person who analyses time and motion studies and suggests changes in the way work is done

**time and motion study** /,taɪm ən 'mɔʊf(ə)n ,stʌdi/ *noun* a study in an office or factory of the time taken to do certain jobs and the movements employees have to make to do them

**time bill** /'taɪm bɪl/ *noun* a bill of exchange which is payable at a specific time after acceptance

**time deposit** /'taɪm dɪ,pɒzɪt/ *noun* a deposit of money for a fixed period, during which it cannot be withdrawn

**time limit** /'taɪm ,lɪmɪt/ *noun* the maximum time which can be taken to do something ○ *to set a time limit for acceptance of the offer* ○ *The work was finished within the time limit allowed.* ○ *The time limit on applications to the industrial tribunal is three months.*

**time limitation** /'taɪm lɪmɪ,tɛɪf(ə)n/ *noun* the restriction of the amount of time available

**time of peak demand** /,taɪm əv pi:k dɪ'mɑ:nd/ *noun* the time when something is being used most

**time rate** /'taɪm reɪt/ *noun* a rate for work which is calculated as money per hour or per week, and not money for work completed

**times** /taɪmz/ *preposition* indicating the number of times something is multiplied by another □ **shares selling at 10**

**times earnings** shares selling at a P or E ratio of 10

**timescale** /'taɪmskeɪl/ *noun* the time which will be taken to complete work ○ *Our timescale is that all work should be completed by the end of August.* ○ *He is working to a strict timescale.*

**time share** /'taɪm ʃeə/ *noun* a system where several people each own part of a property (such as a holiday flat), each being able to use it for a certain period each year

**time-sharing** /'taɪm ʃeərɪŋ/ *noun* **1.** same as **time share** **2.** an arrangement for sharing a computer system, with different users using different terminals

**timetable** /'taɪmteɪb(ə)l/ *noun* a list of appointments or events ○ *The manager has a very full timetable, so I doubt if he will be able to see you today.* ♦ **takeover timetable**

**tin** /tɪn/ *noun* a valuable metal, formerly traded on commodity markets at an artificially high international price managed by the International Tin Council to protect tin producers from swings in the price

**tip** /tɪp/ *noun* **1.** money given to someone who has helped you ○ *The staff are not allowed to accept tips.* **2.** a piece of advice on buying or doing something which could be profitable ○ *The newspaper gave several stock market tips.* ○ *She gave me a tip about a share which was likely to rise because of a takeover bid.* ■ **verb** **1.** to give money to someone who has helped you ○ *He tipped the receptionist £5.* **2.** to say that something is likely to happen or that something might be profitable ○ *He is tipped to become the next chairman.* ○ *Two shares were tipped in the business section of the paper.* (NOTE: [all verb senses] **tip-ping – tipped**)

**tip sheet** /'tɪp ʃi:t/ *noun* a newspaper which gives information about shares which should be bought or sold

**title** /'taɪt(ə)l/ *noun* a right to own a property ○ *She has no title to the property.* ○ *He has a good title to the property.*

**title deeds** /'taɪt(ə)l dɪ:dz/ *plural noun* a document showing who is the owner of a property

**TOISA** *noun* an ISA into which the capital from a matured TESSA can be put. Full form **TESSA-only ISA**

**token** /'təʊkən/ *noun* something which acts as a sign or symbol

**token charge** /'təʊkən tʃɑ:dʒ/ *noun* a small charge which does not cover the real costs ○ *A token charge is made for heating.*

**token payment** /'təʊkən ,peɪmənt/ *noun* a small payment to show that a payment is being made

**token rent** /'təʊkən rent/ *noun* a very low rent payment to show that some rent is being asked

**tolar** /'təʊlə:/ *noun* a unit of currency used in Slovenia

**toll** /təʊl/ *noun* a payment for using a service (usually a bridge or a road) ○ *We had to cross a toll bridge to get to the island.* ○ *You have to pay a toll to cross the bridge.*

**toll call** /'təʊl kɔ:l/ *noun* US a long-distance telephone call

**toll free** /,təʊl 'fri:/ *adverb, adjective* US without having to pay a charge for a long-distance telephone call ○ *to call someone toll free* ○ *a toll-free number*

COMMENT: Toll-free numbers usually start with the digits 800.

**tombstone** /'tu:mstəʊn/ *noun* an official announcement in a newspaper showing that a major loan or a bond issue has been subscribed, giving details of the banks which have underwritten it (*informal*)

**top** /tɒp/ *noun* the highest point or most important place ○ *She rose to the top of her profession.* ■ *adjective* highest or most important □ **to give something top priority** to make something the most important item, so that it is done very fast

'...the base lending rate, or prime rate, is the rate at which banks lend to their top corporate borrowers' [*Wall Street Journal*]

'...gross wool receipts for the selling season appear likely to top \$2 billion' [*Australian Financial Review*]

**top-flight** /,tɒp 'flaɪt/, **top-ranking** /,tɒp 'ræŋkɪŋ/ *adjective* in the most important position ○ *Top-flight managers can earn very high salaries.* ○ *He is the top-ranking official in the delegation.*

**top-hat pension** /,tɒp hæ't 'penʃən/ *noun* a special extra pension for senior managers

**top management** /tɒp 'mænɪdʒmənt/ *noun* the main directors of a company

**top official** /tɒp ə'fɪʃ(ə)/ *noun* a very important person in a government department

**top-ranking** /,tɒp 'ræŋkɪŋ/ *adjective* same as **top-flight**

**top-slicing** /'tɒp ,slɑ:ɪŋ/ *noun* the practice of selling part of a holding in a share which is equivalent to the original cost of the investment, leaving another part still held which represents the gain made

**top up** /,tɒp 'ʌp/ *verb* to add to something to make it more complete ○ *He topped up his pension contributions to make sure he received the maximum allowable pension when he retired.*

**tort** /tɔ:t/ *noun* harm done to a person or property which can be the basis of a civil lawsuit

**total** /'təʊt(ə)/ *adjective* complete or with everything added together ○ *The total amount owed is now £1000.* ○ *The company has total assets of over £1bn.* ○ *The total cost was much more than expected.* ○ *Total expenditure on publicity is twice that of last year.* ○ *Our total income from exports rose last year.* □

**the cargo was written off as a total loss** the cargo was so badly damaged that the insurers said it had no value □ **total income** all income from all sources ■ *noun* an amount which is complete, with everything added up ○ *The total of the charges comes to more than £1,000.* ■ *verb* to add up to ○ *costs totalling more than £25,000* (NOTE: UK English is **totalling** – **totalled**, but the US spelling is **totaling** – **toaled**.)

**Total Index** /'təʊt(ə)l ,ɪndeks/ *noun* an index of share prices on the Oslo Stock Exchange

**total invoice value** /,təʊt(ə)l 'ɪnvɔ:ɪs ,vælju:/ *noun* the total amount on an invoice, including transport, VAT, etc.

**total return** /,təʊt(ə)l rɪ'tɜ:n/ *noun* the total capital growth and reinvested income on an investment at the end of any given period



**touch** /tʌtʃ/ *noun* the narrowest spread between the buy and sell prices of a share

**tour** /tʊə/ *noun* a (holiday) journey to various places, coming back in the end to the place the journey started from ○ *The group went on a tour of Italy.* ○ *The minister went on a fact-finding tour of the region.* □ **to carry out a tour of inspection** to visit various places, such as offices or factories, to inspect them

**tout** /taʊt/ *noun* a person who sells tickets (to games or shows) for more than the price printed on them ■ **verb** □ **to tout for custom** to try to attract customers

**track** /træk/ *verb* to follow someone or something; to follow how something develops, such as one of the stock market indices ○ *This fund tracks the Footsie Index.*

‘...tracking the stock market is a good way of providing for the long term, if you’re prepared to ride the ups and downs’ [*Investors Chronicle*]

**tracker fund** /ˈtrækə fʌnd/ *noun* a fund which tracks (i.e. follows closely) one of the stock market indices, such as the Footsie

**tracker PEP** /ˈtrækə pep/ *noun* a PEP invested in funds which track a stock market index

**tracking** /ˈtrækɪŋ/ *noun* the process of following a stock market closely

**tracking unit trust** /ˈtrækɪŋ ˈju:nɪt trʌst/ *noun* a trust which follows closely one of the stock market indices

**track record** /ˈtræk ˌrekɔ:d/ *noun* the success or failure of a company or salesperson in the past ○ *He has a good track record as a secondhand car salesman.* ○ *The company has no track record in the computer market.* ○ *We are looking for someone with a track record in the computer market.*

**trade** /treɪd/ *noun* **1.** the business of buying and selling □ **adverse balance of trade** situation when a country imports more than it exports ○ *The country had an adverse balance of trade for the second month running.* □ **to do a good trade in a range of products** to sell a large number of a range of products **2.** a particular type of business, or people or companies dealing in the same type of product ○ *He’s in the secondhand car trade.* ○ *She’s very well known in the*

*clothing trade.* □ **to ask a company to supply trade references** to ask a company to give names of traders who can report on the company’s financial situation and reputation ■ **verb** to buy and sell, to carry on a business ○ *We trade with all the countries of the EU.* ○ *He trades on the Stock Exchange.* ○ *The company has stopped trading.* ○ *The company trades under the name ‘Eeziphitt’.*

‘...a sharp setback in foreign trade accounted for most of the winter slowdown. The trade balance sank \$17 billion’ [*Fortune*]

‘...at its last traded price, the bank was capitalized around \$1.05 billion’ [*South China Morning Post*]

‘...with most of the world’s oil now traded on spot markets, Opec’s official prices are much less significant than they once were’ [*Economist*]

‘...the London Stock Exchange said that the value of domestic UK equities traded during the year was £1.4066 trillion, more than the capitalization of the entire London market and an increase of 36 per cent compared with previous year’s total of £1.037 trillion’ [*Times*]

‘...trade between Britain and other countries which comprise the Economic Community has risen steadily from 33% of exports to 50% last year’ [*Sales & Marketing Management*]

**trade agreement** /ˈtreɪd əˌɡri:mənt/ *noun* an international agreement between countries over general terms of trade

**trade association** /ˈtreɪd əsəʊsiˌeɪʃ(ə)n/ *noun* a group which links together companies in the same trade

**trade barrier** /ˈtreɪd ˌbæriə/ *noun* a limitation imposed by a government on the free exchange of goods between countries. Also called **import restriction** (NOTE: NTBs, safety standards and tariffs are typical trade barriers.)

**trade bill** /ˈtreɪd bɪl/ *noun* a bill of exchange between two companies who are trading partners (it is issued by one company and endorsed by the other)

**trade bureau** /ˈtreɪd ˌbjʊərə/ *noun* an office which specialises in commercial inquiries

**trade commission** /ˈtreɪd kəˌmɪʃ(ə)n/ *noun* same as **broker’s commission**

**trade counter** /ˈtreɪd ˌkaʊntə/ *noun* a shop in a factory or warehouse where goods are sold to retailers

**trade credit** /'treɪd ,kredɪt/ *noun* a credit offered by one company when trading with another

**trade creditors** /'treɪd ,kredɪtəz/ *plural noun* companies which are owed money by a company (the amount owed to trade creditors is shown in the annual accounts)

**trade cycle** /'treɪd ,saɪk(ə)/ *noun* a period during which trade expands, then slows down, then expands again

**trade deficit** /'treɪd ,defɪsɪt/ *noun* the difference in value between a country's low exports and higher imports. Also called **balance of payments deficit, trade gap**

**trade description** /treɪd dɪ-'skrɪpʃən/ *noun* a description of a product to attract customers

**Trade Descriptions Act** /,treɪd dɪ-'skrɪpʃənz ækt/ *noun* an act which limits the way in which products can be described so as to protect customers from wrong descriptions made by manufacturers

**trade directory** /'treɪd daɪ,rekt(ə)rɪ/ *noun* a book which lists all the businesses and business people in a town

**trade discount** /treɪd 'dɪskaʊnt/ *noun* a reduction in price given to a customer in the same trade

**traded options** /,treɪdɪd 'ɒpʃənz/ *plural noun* options to buy or sell shares at a certain price at a certain date in the future, which themselves can be bought or sold

**trade fair** /'treɪd feə/ *noun* a large exhibition and meeting for advertising and selling a specific type of product ○ *There are two trade fairs running in London at the same time – the carpet manufacturers' and the mobile telephones.*

**trade gap** /'treɪd ɡæp/ *noun* same as **trade deficit**

**trade in** /,treɪd 'ɪn/ *verb* to give in an old item as part of the payment for a new one ○ *The chairman traded in his old Rolls Royce for a new model.*

**trade-in** /'treɪd ɪn/ *noun* an old item, e.g. a car or washing machine, given as part of the payment for a new one ○ *She bought a new car and gave her old one as a trade-in.*

**trademark** /'treɪdmɑ:k/, **trade name** /'treɪd neɪm/ *noun* a particular name, design design or symbol which has been registered by the manufacturer and which cannot be used by other manufacturers. It is an intangible asset. ○ *You can't call your beds 'Soft'n'kumfi' – it is a registered trademark.* ■ **verb** to register something as a trademark ○ *They trademarked the name after the family dispute.* ○ *You should trademark the design.*

**trade mission** /'treɪd ,mɪʃ(ə)n/ *noun* a visit by a group of businesspeople to discuss trade ○ *He led a trade mission to China.*

**trade-off** /'treɪd ɒf/ *noun* an act of exchanging one thing for another as part of a business deal (NOTE: The plural is **trade-offs**.)

**trade price** /'treɪd praɪs/ *noun* a special wholesale price paid by a retailer to the manufacturer or wholesaler

**trader** /'treɪdə/ *noun* **1.** a person who does business **2.** a person who buys or sells stocks, shares and options

**trade surplus** /treɪd 'sɜ:pləs/ *noun* the difference in value between a country's high exports and lower imports

'Brazil's trade surplus is vulnerable both to a slowdown in the American economy and a pick-up in its own' [*Economist*]

**trade terms** /'treɪd tɜ:mz/ *plural noun* a special discount for people in the same trade

**trade-weighted index** /treɪd ,wertɪd 'ɪndeks/ *noun* an index of the value of a currency calculated against a basket of currencies

**trading** /'treɪdɪŋ/ *noun* **1.** the business of buying and selling □ **adverse trading conditions** bad conditions for trade **2.** an area of a broking house where dealing in securities is carried out by phone, using monitors to display current prices and stock exchange transactions

**trading account** /'treɪdɪŋ ə,kaʊnt/ *noun* an account of a company's gross profit

**trading area** /'treɪdɪŋ ,eəriə/ *noun* a group of countries which trade with each other

**trading company** /'treɪdɪŋ ,kʌmp(ə)nɪ/ *noun* a company which specialises in buying and selling goods

**trading estate** /'treɪdɪŋ ɪ,steɪt/ *noun* an area of land near a town specially for building factories and warehouses

**trading firm** /'treɪdɪŋ fɜ:m/ *noun* a stockbroking house

**trading floor** /'treɪdɪŋ flɔ:/ *noun* same as **dealing floor**

**trading for the account** /,treɪdɪŋ fə ði: ə'kaʊnt/ *noun* same as **account trading**

**trading limit** /'treɪdɪŋ ,lɪmɪt/ *noun* the maximum amount of something which can be traded by a single trader

**trading loss** /'treɪdɪŋ lɒs/ *noun* a situation where a company's receipts are less than its expenditure

**trading partner** /'treɪdɪŋ ,pɑ:tənə/ *noun* a company or country which trades with another

**trading pattern** /,treɪdɪŋ 'pæt(ə)n/ *noun* a general way in which trade is carried on ○ *The company's trading pattern shows high export sales in the first quarter and high home sales in the third quarter.*

**trading post** /'treɪdɪŋ pəʊst/ *noun* a position on the trading floor of the New York Stock Exchange, where specialist traders operate

**trading profit** /'treɪdɪŋ ,prɒfɪt/ *noun* a result where the company's receipts are higher than its expenditure

**trading range** /'treɪdɪŋ reɪndʒ/ *noun* same as **historical trading range**

**trading screens** /'treɪdɪŋ skri:nz/ *plural noun* computer monitors listing stock market prices

**trading session** /'treɪdɪŋ ,sef(ə)n/ *noun* one period (usually a day) during which trading takes place on a stock exchange

**trading stamp** /'treɪdɪŋ stæmp/ *noun* a special stamp given away by a shop, which the customer can collect and exchange later for free goods

**trailing spouse** /,treɪlɪŋ 'spaus/ *noun* *US* a successful working spouse of someone who works abroad (one of the two has to commute at weekends)

**trainee** /treɪ'ni:/ *noun* a person who is learning how to do something ○ *We take five graduates as trainees each year.* ○ *Office staff with leadership potential are*

*selected for courses as trainee managers.* ○ *We employ an additional trainee accountant at peak periods.*

**traineeship** /treɪ'ni:ʃɪp/ *noun* a post as a trainee

**training** /'treɪnɪŋ/ *noun* the process of being taught how to do something ○ *There is a ten-week training period for new staff.* ○ *The shop is closed for staff training.* ○ *After six months' training he thought of himself as a professional salesman.*

**training levy** /'treɪnɪŋ ,levi/ *noun* a tax to be paid by companies to fund the government's training schemes

**training officer** /'treɪnɪŋ ,ɒfɪsə/ *noun* a person who deals with the training of staff in a company

**training unit** /'treɪnɪŋ ,ju:nɪt/ *noun* a special group of teachers who organise training for companies

**tranche** /trɑ:nʃ/ *noun* one of a series of instalments (used when referring to loans to companies, government securities which are issued over a period of time, or money withdrawn by a country from the IMF) ○ *The second tranche of interest on the loan is now due for payment.*

**tranchette** /trɑ:n'ʃet/ *noun* a small amount of government stock put onto the market for sale to investors

**transact** /træn'zækt/ *verb* □ **to transact business** to carry out a piece of business

**transaction** /træn'zækʃən/ *noun* □ **a transaction on the Stock Exchange** a purchase or sale of shares on the Stock Exchange ○ *The paper publishes a daily list of Stock Exchange transactions.* □ **fraudulent transaction** a transaction which aims to cheat someone

*'...the Japan Financial Intelligence Office will receive reports on suspected criminal transactions from financial institutions, determine where a probe should be launched and provide information to investigators'* [Nikkei Weekly]

**transfer** *noun* /'trænsfɜ:/ an act of moving an employee to another job in the same organisation ○ *She applied for a transfer to our branch in Scotland.* ■ *verb* /træns'fɜ:/ to move someone or something to a different place, or to move someone to another job in the same organisation ○ *The accountant*

was transferred to our Scottish branch.  
 ○ He transferred his shares to a family trust.  
 ○ She transferred her money to a deposit account.

**transferable** *adjective* /træns-  
 'fɜ:ɹəb(ə)l/ which can be passed to  
 someone else ■ *noun* a document such  
 as a bearer bond which can be passed to  
 someone else

**transfer of property** /,trænsfɜ: əv  
 'prɒpəti/, **transfer of shares**  
 /,trænsfɜ: əv 'ʃeəz/ *noun* the act of  
 moving the ownership of property or  
 shares from one person to another

**transferred charge call** /træns-  
 ,fɜ:d 'tʃɑ:dʒ kɔ:l/ *noun* a phone call  
 where the person receiving the call  
 agrees to pay for it

**transfer value** /'trænsfɜ: ,vælju:/  
*noun* the value of a pension when it is  
 moved from one scheme to another

**transit** /'trænsɪt/ *noun* the movement  
 of passengers or goods on the way to a  
 destination ○ *Some of the goods were  
 damaged in transit.*

**transit letter** /'trænsɪt ,letə/ *noun* a  
 letter sent with cheques or drafts, listing  
 what is being sent

**translate** /træns'leɪt/ *verb* to change  
 something into another form

**transnational** /trænz'næʃ(ə)nəl/  
*noun* same as **multinational**

**transparency** /træns'pærənsi/ *noun*  
 the fact of being clear about making  
 decisions and being open to the public  
 about how decisions are reached

**traveller's cheques** /'træv(ə)ləz  
 tʃeks/ *plural noun* cheques bought by a  
 traveller which can be cashed in a for-  
 eign country

**travelling expenses** /'træv(ə)lɪŋ  
 ek,spensɪz/ *plural noun* money spent  
 on travelling and hotels for business  
 purposes

**travel organisation** /'træv(ə)l  
 ɔ:gənaɪ,zetʃ(ə)n/ *noun* a body repre-  
 senting companies in the travel business

**treasurer** /'treʒərə/ *noun* **1.** a person  
 who looks after the money or finances  
 of a club or society, etc. **2.** US the main  
 financial officer of a company **3.** (*in  
 Australia*) the finance minister in the  
 government

**treasurer's account** /,treʒərəz ə-  
 'kaunt/ *noun* an account of a club or so-  
 ciety with a bank

**Treasuries** /'treʒəri/ *plural noun*  
 US treasury bonds and bills (*informal*)

**Treasury** /'treʒəri/ *noun* **1.** a govern-  
 ment department which deals with the  
 country's finance (NOTE: The term is  
 used in both the UK and the US; in  
 most other countries this department is  
 called the **Ministry of Finance**.) **2.** US  
 same as **Treasury bill**

**Treasury bill** /'treʒəri bɪl/ *noun* a  
 short-term financial instrument which  
 does not give any interest and is sold by  
 the government at a discount through  
 the central bank (in the UK, their term  
 varies from three to six months; in the  
 USA, they are for 91 or 182 days, or for  
 52 weeks) (NOTE: In the USA, they are  
 also called **Treasuries** or **T-bills**.)

**Treasury bond** /'treʒəri bɒnd/ *noun*  
 a long-term bond issued by the British  
 or US government

**Treasury note** /'treʒəri nɔ:t/ *noun*  
 a medium-term bond issued by the US  
 government

**Treasury Secretary** /'treʒəri  
 ,sekrət(ə)rɪ/ *noun* US the member of  
 the US government in charge of finance  
 (NOTE: The equivalent of the **Finance  
 Minister** in most countries, or of the  
**Chancellor of the Exchequer** in the  
 UK.)

**Treasury stocks** /'treʒəri stɒkz/  
*plural noun* stocks issued by the British  
 government. Also called **Exchequer  
 stocks**

**treble** /'treb(ə)l/ *verb* to increase three  
 times, or to make something three times  
 larger ○ *The company's borrowings  
 have trebled.* ○ *The acquisition of the  
 chain of stores has trebled the group's  
 turnover.* ■ *adverb* three times ○ *Our  
 borrowings are treble what they were  
 last year.*

**trend** /trend/ *noun* a general way in  
 which things are developing ○ *a down-  
 ward trend in investment* ○ *There is a  
 trend away from old-established food  
 stores.* ○ *The report points to inflation-  
 ary trends in the economy.* ○ *We notice  
 a general trend towards selling to the  
 student market.* ○ *We have noticed an  
 upward trend in sales.*

'...the quality of building design and ease of accessibility will become increasingly important, adding to the trend towards out-of-town office development' [*Lloyd's List*]

**trend line** /'trend laɪn/ *noun* a line on a graph or chart which shows which way a trend is going

**trial** /'traɪəl/ *noun* **1.** a court case to judge a person accused of a crime ○ *He is on trial or is standing trial for embezzlement.* **2.** a test to see if something is good ■ **verb** to test a product to see how good it is (NOTE: **trailing** – **triated**)

**trial balance** /'traɪəl bæləns/ *noun* the draft calculation of debits and credits to see if they balance

**tribunal** /traɪ'bju:n(ə)/ *noun* an official court which examines special problems and makes judgements

**trigger** /'trɪgə/ *noun* a thing which starts a process ■ **verb** to start a process

'...the recovery is led by significant declines in short-term interest rates, which are forecast to be roughly 250 basis points below their previous peak. This should trigger a rebound in the housing markets and consumer spending on durables' [*Toronto Globe & Mail*]

**trigger point** /'trɪgə pɔɪnt/ *noun* a point in acquiring shares in a company where the purchaser has to declare an interest or to take certain action

COMMENT: If an individual or a company buys 5% of a company's shares, this shareholding must be declared to the company. If 15% is acquired it is assumed that a takeover bid will be made, and no more shares can be acquired for seven days to give the target company time to respond. There is no obligation to make a bid at this stage, but if the holding is increased to 30%, then a takeover bid must be made for the remaining 70%. If 90% of shares are owned, then the owner can purchase all outstanding shares compulsorily. These trigger points are often not crossed, and it is common to see that a company has acquired 14.9% or 29.9% of another company's shares.

**trillion** /'trɪljən/ *noun* one million millions (NOTE: In the UK, trillion now has the same meaning as in the USA; formerly in UK English it meant one million million millions, and it is still sometimes used with this meaning; see also the note at **billion**.)

'...if land is assessed at roughly half its current market value, the new tax could yield up to ¥10

trillion annually' [*Far Eastern Economic Review*]

'...behind the decline was a 6.1% fall in exports to ¥47.55 trillion, the second year of falls. Automobiles and steel were among categories showing particularly conspicuous drops' [*Nikkei Weekly*]

'...the London Stock Exchange said that the value of domestic UK equities traded during the year was £1.4066 trillion, more than the capitalization of the entire London market and an increase of 36 per cent compared with previous year's total of £1.037 trillion' [*Times*]

**triple** /'trɪp(ə)/ *verb* to become three times larger, or to multiply something three times ○ *The company's debts tripled in twelve months.* ○ *The acquisition of the chain of stores has tripled the group's turnover.* ■ *adjective* three times as much ○ *The cost of airfreighting the goods is triple their manufacturing cost.*

**triple A rated** /,trɪp(ə)l 'eɪ reɪtɪd/ *adjective* referring to a bond or corporation which has the highest credit rating according to Standard & Poor's or Moody's (so called, because the rating is 'AAA')

**triple witching hour** /,trɪp(ə)l 'wɪtʃɪŋ aʊ/ *noun* a day when three major types of futures contract fall due at the same time

COMMENT: In the USA, this is the last hour of trading on the third Friday of the months of March, June, September and December, when futures contracts on the Stock Exchange Index, options on these futures contracts, and ordinary stock option contracts all fall due; in the UK, it is a day when euro-options, Footsie options and Footsie futures contracts all expire at the same time. It is normally a day when stock market prices show greater volatility than usual.

**triplicate** /'trɪplɪkət/ *noun* □ **in triplicate** with an original and two copies ○ *The invoices are printed in triplicate.* ○ *The application form should be completed in triplicate.* □ **invoicing in triplicate** the preparing of three copies of invoices

**trophy hunter** /'trɒfɪ ˌhʌntə/ *noun* an investor who looks for cheap shares

**troubled** /'trʌb(ə)ld/ *adjective* in a difficult financial position

**troubleshooter** /'trʌb(ə)lfu:tə/ *noun* a person whose job is to solve problems in a company ○ *They brought*

in a troubleshooter to try to sort out the management problems.

**trough** /trɒf/ *noun* a low point in the economic cycle

**trozy ounce** /trɔɪ 'aʊns/ *noun* a measurement of weight (= 31.10 grammes) (NOTE: In writing, often shortened to **trozy oz.** after figures: **25.2 trozy oz.**)

**trozy weight** /trɔɪ 'weɪt/ *noun* a system of measurement of weight used for gold and other metals, such as silver and platinum

COMMENT: Troy weight is divided into grains, pennyweights (24 grains = 1 pennyweight), ounces (20 pennyweights = 1 ounce) and pounds (12 troy ounces = 1 pound). Troy weights are slightly less than their avoirdupois equivalents; the troy pound equals 0.37kg or 0.82lb avoirdupois; see also **avoirdupois**.

**true** /tru:/ *adjective* correct or accurate  
**true and fair view** /,tru: ən feə 'vju:/ *noun* a correct statement of a company's financial position as shown in its accounts and confirmed by the auditors

**true copy** /tru: 'kɒpi/ *noun* an exact copy ○ *I certify that this is a true copy.* ○ *It is certified as a true copy.*

**truncate** /trʌŋ'keɪt/ *verb* to operate a simplified banking system by not returning physical cheques to the paying bank

**truncation** /trʌŋ'keɪʃ(ə)n/ *noun* a simplified banking system, where actual cheques are not sent to the paying bank, but held in the receiving bank which notifies the paying bank by computer of the details of cheques received

**trust** /trʌst/ *noun* **1.** the fact of being confident that something is correct or will work □ **we took his statement on trust** we accepted his statement without examining it to see if it was correct **2.** a legal arrangement to pass goods, money or valuables to someone who will look after them well ○ *He left his property in trust for his grandchildren.* **3.** the management of money or property for someone ○ *They set up a family trust for their grandchildren.* **4.** US a small group of companies which control the supply of a product ■ *verb* □ **to trust someone with something** to give something to someone to look after ○ *Can he be trusted with all that cash?*

**trustbusting** /'trʌstbʌstɪŋ/ *noun* US the breaking up of monopolies to encourage competition

**trust company** /'trʌst ˌkʌmp(ə)ni/ *noun* US an organisation which supervises the financial affairs of private trusts, executes wills, and acts as a bank to a limited number of customers

**trust deed** /'trʌst di:d/ *noun* a document which sets out the details of a private trust

**trustee** /trʌ'sti:z/ *noun* a person who has charge of money in trust ○ *the trustees of the pension fund*

**trust fund** /'trʌst fʌnd/ *noun* assets (money, securities, property) held in trust for someone

**Truth in Lending Act** /,tru:θ ɪn 'lendiŋ ækt/ *noun* a US Act of 1969, which forces lenders to state the full terms of their interest rates to borrowers

**tugrik** /'tu:ɡrɪk/ *noun* a unit of currency used in the Mongolian Republic

**tune** /tju:n/ *noun* □ **the bank is backing him to the tune of £10,000** the bank is helping him with a loan of £10,000

**turkey** /'tɜ:ki/ *noun* a bad investment, an investment which has turned out to be worthless (*informal*)

**turn** /tɜ:n/ *noun* **1.** a movement in a circle, or a change of direction **2.** a profit or commission ○ *He makes a turn on everything he sells.*

**turnaround** /'tɜ:nəraʊnd/ *noun* especially US same as **turnround**

**turn down** /,tɜ:n 'daʊn/ *verb* to refuse something ○ *The board turned down the proposal.* ○ *The bank turned down their request for a loan.* ○ *The application for a licence was turned down.* ○ *He turned down the job he was offered.*

**turnkey operation** /'tɜ:nki: ɒpə'reɪʃ(ə)n/ *noun* a deal where a company takes all responsibility for constructing, fitting and staffing a building (such as a school, hospital or factory) so that it is completely ready for the purchaser to take over

**turn over** /,tɜ:n 'əʊvə/ *verb* **1.** to have a specific amount of sales ○ *We turn over £2,000 a week.* **2.** US to pass something to someone ○ *She turned over the documents to the lawyer.*

(NOTE: In this meaning, the usual UK term is **hand over**.)

'...a 100,000 square foot warehouse can turn its inventory over 18 times a year, more than triple a discounter's turnover' [*Duns Business Month*]

'...he is turning over his CEO title to one of his teammates, but will remain chairman for a year' [*Duns Business Month*]

**turnover** /'tɜːnəʊvə/ *noun* **1.** the amount of sales of goods or services by a company ○ *The company's turnover has increased by 235%.* ○ *We based our calculations on the forecast turnover.* (NOTE: The US term is **sales volume**.)

**2.** the number of times something is used or sold in a period, usually one year, expressed as a percentage of a total

**turnover of shares** /'tɜːnəʊvə əv 'ʃeəz/ *noun* the total value of shares bought and sold on the Stock Exchange during the year

**turnover tax** /'tɜːnəʊvə tæks/ *noun* same as **sales tax**

**turn round** /'tɜːn 'raʊnd/ *verb* to make a company change from making a loss to become profitable □ **they turned the company round in less than a year** they made the company profitable in less than a year

**turnround** /'tɜːnraʊnd/ *noun* **1.** the value of goods sold during a year divided by the average value of goods held in stock **2.** the action of emptying a ship, plane, etc., and getting it ready for another commercial journey **3.** the act of making a company profitable again (NOTE: [all senses] The US term is **turnaround**.)

'...the US now accounts for more than half our world-wide sales; it has made a huge

contribution to our earnings turnround' [*Duns Business Month*]

**twenty-four-hour trading** /,tɛnti fɔː əʊ 'treɪdɪŋ/ *noun* trading in bonds, currencies or securities that can take place at any time of day or night (NOTE: Twenty-four-hour trading does not involve one trading floor being open all the time, but instead refers to the possibility of conducting operations at different locations in different time zones.)

**24-hour banking** /,tɛntifɔːr əʊ 'bæŋkɪŋ/ *noun* a banking service provided during the whole day (e.g. by cash dispensers in the street and online services)

**24-hour service** /,tɛnti fɔːr əʊ 'sɜːvɪs/ *noun* help which is available for the whole day

**24-hour trading** /,tɛnti fɔːr əʊ 'treɪdɪŋ/ trading in bonds, securities and currencies during the whole day

COMMENT: 24-hour trading is now possible because of instant communication to Stock Exchanges in different time zones; the Tokyo Stock Exchange closes about two hours before the London Stock Exchange opens; the New York Stock Exchange opens at the same time as the London one closes.

**two-tier market** /,tuː tiə 'mɑːkɪt/ *noun* an exchange market where two rates apply (usually one for tourists and a commercial rate for businesses)

**two-way market** /,tuː weɪ 'mɑːkɪt/ *noun* a market where there is active buying and selling

**tycoon** /taɪ'kuːn/ *noun* an important businessman

## U

**UBR** *abbreviation* uniform business rate

**ultimatum** /,ʌltɪ'meɪtəm/ *noun* a statement to someone that unless they do something within a period of time, action will be taken against them ○ *The union officials argued among themselves over the best way to deal with the ultimatum from the management.* ○ *The banks issued an ultimatum to their largest borrowers.* (NOTE: The plural is **ultimatums** or **ultimata**.)

**umbrella organisation** /ʌm'brelə,ʊ:ɡənəɪzɪj(ə)n/ *noun* a large organisation which includes several smaller ones

**unacceptable** /,ʌnək'septəb(ə)/ *adjective* which cannot be accepted ○ *The terms of the contract are quite unacceptable.*

**unaccounted for** /,ʌnə'kaʊntɪd fɔ:/ *adjective* lost without any explanation ○ *Several thousand units are unaccounted for in the stocktaking.*

**unanimous** /ju:'næniməs/ *adjective* where everyone agrees or votes in the same way ○ *There was a unanimous vote against the proposal.* ○ *They reached unanimous agreement.*

**unanimously** /ju:'næniməsli/ *adverb* with everyone agreeing ○ *The proposals were adopted unanimously.*

**unaudited** /ʌn'ɔ:dɪtɪd/ *adjective* which has not been audited ○ *unaudited accounts*

**unauthorised** /ʌn'ɔ:θəraɪzd/, **unauthorized** *adjective* not permitted ○ *unauthorised access to the company's records* ○ *unauthorised expenditure* ○ *No unauthorised persons are allowed into the laboratory.* ○ *The bank charges 26.8% interest on unauthorised overdrafts.*

**unauthorised unit trust** /ʌn-,ɔ:θəraɪzd 'ju:nɪt trʌst/ *noun* a private unit trust operated by a stockbroking firm for its clients

**unbalanced** /ʌn'bælənst/ *adjective* referring to a budget which does not balance or which is in deficit

**unbanked** /ʌn'bæŋkt/ *adjective* **1.** referring to a person who does not have a bank account **2.** referring to a cheque which has not been deposited in a bank account

**unbundling** /ʌn'bʌnd(ə)lɪŋ/ *noun* **1.** the process of separating companies from a conglomerate (the companies were independent in the past, and have been acquired by the conglomerate over a period of time) **2. US** the practice of charging separately for each different service provided

**uncalled** /ʌn'kɔ:ld/ *adjective* referring to capital which a company is authorised to raise and has been issued but for which payment has not yet been requested

**uncashed** /ʌn'kæʃt/ *adjective* which has not been cashed ○ *uncashed cheques*

**unchanged** /ʌn'tʃeɪndʒd/ *adjective* which has not changed

'...the dividend is unchanged at L90 per ordinary share' [*Financial Times*]

**unchecked** /ʌn'tʃekt/ *adjective* which has not been checked ○ *unchecked figures*

**uncollected** /,ʌnkə'lektɪd/ *adjective* which has not been collected ○ *uncollected subscriptions* ○ *uncollected taxes*

**uncollected funds** /,ʌnkəlektɪd 'fʌndz/ *plural noun* deposits which have not yet cleared through the clearing system and so cannot be drawn on

**unconditional** /,ʌnkən'dɪʃ(ə)nəl/ *adjective* with no conditions or provi-



sions attached ○ *unconditional acceptance of the offer by the board* ○ *After the interview he got an unconditional offer of a job.* □ **the offer went unconditional last Thursday** the takeover bid was accepted by the majority of the shareholders and therefore the conditions attached to it no longer apply

COMMENT: A takeover bid will become unconditional if more than 50% of shareholders accept it.

**unconditionally** /,ʌnkən-  
'dɪʃ(ə)n(ə)li/ *adverb* without imposing any conditions ○ *The offer was accepted unconditionally by the trade union.*

**uncontrollable** /,ʌnkən'trəʊləb(ə)/ *adjective* which cannot be controlled ○ *uncontrollable inflation*

**uncovered bear** /,ʌnkʌvəd 'beə/ *noun* a person who sells stock which he does not hold, hoping to be able to buy stock later at a lower price when he needs to settle

**uncrossed cheque** /,ʌnkɹɔst 'tʃek/ *noun* a cheque which does not have two lines across it, and can be cashed anywhere (NOTE: They are no longer used in the UK, but are still found in other countries.)

**undated** /ʌn'deɪtɪd/ *adjective* with no date indicated or written ○ *He tried to cash an undated cheque.*

COMMENT: The only British government stocks which are undated are the War Loan.

**undated bond** /ʌn'deɪtɪd 'bɒnd/ *noun* a bond with no maturity date

**under** /'ʌndə/ *preposition* **1.** lower than or less than ○ *The interest rate is under 10%.* ○ *Under half of the shareholders accepted the offer.* **2.** controlled by, according to ○ *Under the terms of the agreement, the goods should be delivered in October.* ○ *He is acting under rule 23 of the union constitution.*

**under-** /ʌndə/ *prefix* less important than or lower than

**underbid** /,ʌndə'brɪd/ *verb* to bid less than someone (NOTE: **underbidding – underbid**)

**underbidder** /'ʌndəbrɪdə/ *noun* a person who bids less than the person who buys at an auction

**undercapitalised** /,ʌndə-  
'kæpɪtəlaɪzd/, **undercapitalized** *ad-*

*jective* without enough capital ○ *The company is severely undercapitalised.*

**undercharge** /,ʌndə'tʃɑ:dʒ/ *verb* to ask someone for too little money ○ *She undercharged us by £25.*

**undercut** /,ʌndə'kʌt/ *verb* to offer something at a lower price than someone else ○ *They increased their market share by undercutting their competitors.* (NOTE: **undercutting- undercut**)

**underemployed** /,ʌndəɪm'plɔɪd/ *adjective* with not enough work ○ *The staff is underemployed because of the cutback in production.*

**underemployed capital** /,ʌndəɪmplɔɪd 'kæpɪt(ə)/ *noun* capital which is not producing enough interest

**underestimate** *noun* /,ʌndər-  
'estɪmət/ an estimate which is less than the actual figure ○ *The figure of £50,000 in turnover was a considerable underestimate.* ■ *verb* /,ʌndər'estɪmeɪt/ to think that something is smaller or not as bad as it really is ○ *They underestimated the effects of the strike on their sales.* ○ *He underestimated the amount of time needed to finish the work.*

**underlease** /'ʌndəli:s/ *noun* a lease from a tenant to another tenant

**underlying inflation rate** /,ʌndəlaɪɪŋ ɪn'fleɪʃ(ə)n reɪt/ *noun* the basic inflation rate calculated on a series of prices of consumer items, petrol, gas and electricity and interest rates. Compare **headline inflation rate**

**underlying value** /,ʌndəlaɪɪŋ  
'vælju:/ *noun* the basic value of a company, including its assets, goodwill, etc.

**undermentioned** /,ʌndə-  
'menʃ(ə)nd/ *adjective* mentioned lower down in a document ○ *See the undermentioned list of countries to which these terms apply.*

**underperform** /,ʌndəpə'fɔ:m/ *verb* □ **to underperform the market** to perform worse than the rest of the market ○ *The hotel group has underperformed the sector this year.*

**underperformance** /,ʌndəpə-  
'fɔ:məns/ *noun* the fact of performing worse than others ○ *The underperformance of the shares has worried investors.*

'Australia has been declining again. Because it has had such a long period of underperformance,

it is now not as vulnerable as other markets' [*Money Observer*]

**underrate** /ˌʌndə'reɪt/ *verb* to value someone or something less highly than they should be ○ *Do not underrate the strength of the competition in the European market.* ○ *The power of the yen is underrated.*

**underreact** /ˌʌndə'ri:ækt/ *verb* not to react strongly enough to a situation ○ *The markets underreacted to the oil crisis.*

**undersell** /ˌʌndə'sel/ *verb* to sell more cheaply than someone ○ *to undersell a competitor* □ **the company is never undersold** no other company sells goods as cheaply as this one

**undersigned** /ˌʌndə'saɪnd/ *noun* a person who has signed a letter □ **we, the undersigned** we, the people who have signed below

**underspend** /ˌʌndə'spend/ *verb* to spend less than you should have spent or were allowed to spend □ **he has underspent his budget** he has spent less than was allowed in the budget

**understanding** /ˌʌndə'stændɪŋ/ *noun* a private agreement ○ *to come to an understanding about the divisions of the market*

**understate** /ˌʌndə'steɪt/ *verb* to make something seem less than it really is ○ *The company accounts understate the real profit.*

**undersubscribed** /ˌʌndəsʌb-'skraɪbd/ *adjective* referring to a share issue where applications are not made for all the shares on offer, and part of the issue remains with the underwriters

**undertake** /ˌʌndə'teɪk/ *verb* to agree to do something ○ *They are undertaking* ○ *We asked the research unit to undertake an investigation of the market.* ○ *They have undertaken not to sell into our territory.* ○ *The union has undertaken not to call a strike without further negotiation with the management.* (NOTE: **undertaking** – **undertook** – **undertaken**)

**undertaking** /ˌʌndə'teɪkɪŋ/ *noun* 1. a business ○ *He is the MD of a large commercial undertaking.* 2. a promise, especially a legally binding one ○ *They have given us a written undertaking not to sell their products in competition with ours.*

**undervaluation** /ˌʌndəvælju-'eɪʃ(ə)n/ *noun* the state of being valued, or the act of valuing something, at less than the true worth

**undervalued** /ˌʌndə'vælju:d/ *adjective* not valued highly enough ○ *The dollar is undervalued on the foreign exchanges.* ○ *The properties are undervalued on the company's balance sheet.*

'...in terms of purchasing power, the dollar is considerably undervalued, while the US trade deficit is declining month by month' [*Financial Weekly*]

**underwater** /ˌʌndə'wɔ:tə/ *adjective* which has lost value

**underwater loan** /ˌʌndə'wɔ:tələʊn/ *noun* a loan which is worth less than its book value, as when an item bought with a loan loses its value on the market

**underwater option** /ˌʌndə'wɔ:tə'ɒpʃən/ *noun* an option which has no value

**underweight** /ˌʌndə'weɪt/ *adjective* not heavy enough □ **the pack is twenty grams underweight** the pack weighs twenty grams less than it should

**underwrite** /ˌʌndə'raɪt/ *verb* 1. to accept responsibility for something □ **to underwrite a share issue** to guarantee that a share issue will be sold by agreeing to buy all shares which are not subscribed ○ *The issue was underwritten by three underwriting companies.* 2. to insure, to cover a risk ○ *to underwrite an insurance policy* 3. to agree to pay for costs ○ *The government has underwritten the development costs of the project.* (NOTE: **underwriting** – **underwrote** – **has underwritten**)

'...under the new program, mortgage brokers are allowed to underwrite mortgages and get a much higher fee' [*Forbes Magazine*]

**underwriter** /ˌʌndə'raɪtə/ *noun* a person or company that underwrites a share issue or an insurance

COMMENT: When a major company flotation or share issue or loan is prepared, a group of companies (such as merchant banks) will form a syndicate to underwrite the flotation: the syndicate will be organized by the 'lead underwriter', together with a group of main underwriters; these in turn will ask others ('sub-underwriters') to share in the underwriting.

**underwriting** /'ʌndəraɪtɪŋ/ *noun* the action of guaranteeing to purchase shares in a new issue if no one purchases them

**underwriting fee** /'ʌndəraɪtɪŋ fi:/ *noun* a fee paid by a company to the underwriters for guaranteeing the purchase of new shares in that company

**underwriting syndicate** /'ʌndəraɪtɪŋ ˌsɪndɪkət/ *noun* a group of underwriters who insure a large risk

**undischarged bankrupt** /,ʌndɪstʃɑ:dʒd 'bæŋkrʌpt/ *noun* a person who has been declared bankrupt and has not been released from that state

**undistributed profit** /,ʌndɪstɪrɪbjʊ:tɪd 'prɒfɪt/ *noun* a profit which has not been distributed as dividends to shareholders

**unearned income** /,ʌnzɜ:nd 'ɪnkʌm/ *noun* same as **investment income**

**uneconomic** /,ʌni:kə'nɒmɪk/ *adjective* which does not make a commercial profit □ **it is an uneconomic proposition** it will not be commercially profitable

**uneconomic rent** /,ʌni:kənɒmɪk 'rent/ *noun* a rent which is not enough to cover costs

**unemployed** /,ʌnɪm'plɔɪd/ *adjective* not having any paid work ■ *noun* □ **the unemployed** the people without any jobs

**unemployment** /,ʌnɪm'plɔɪmənt/ *noun* the state of not having any work

'...tax advantages directed toward small businesses will help create jobs and reduce the unemployment rate' [*Toronto Star*]

**unemployment benefit** /,ʌnɪm'plɔɪmənt ˌbenɪfɪt/ *noun* a payment from the government made to someone who is unemployed (NOTE: The US term is **unemployment compensation**.)

**unemployment pay** /,ʌnɪm'plɔɪmənt peɪ/ *noun* money given by the government to someone who is unemployed

**unemployment rate** /,ʌnɪm'plɔɪmənt reɪt/ *noun* the number of people out of work, shown as a percentage of the total number of people available for work. Also called **rate of unemployment**

**unencumbered** /,ʌnɪn'kʌmbəd/ *adjective* referring to property which is not mortgaged

**unfair competition** /,ʌnfəə ˌkɒmpə'tɪʃ(ə)n/ *noun* the practice of trying to do better than another company by using techniques such as importing foreign goods at very low prices or by wrongly criticising a competitor's products

**unfavourable** /ʌn'feɪv(ə)rəb(ə)l/ *adjective* not favourable (NOTE: The US spelling is **unfavorable**.) □ **unfavourable balance of trade** a situation where a country imports more than it exports □ **unfavourable exchange rate** an exchange rate which gives an amount of foreign currency for the home currency which is not good for trade ○ *The unfavourable exchange rate hit the country's exports.*

**unfulfilled orders** /,ʌnfʊlftɪd 'ɔ:dəz/ *plural noun* orders received in the past and not yet supplied

**ungeared** /ʌn'gɪəd/ *adjective* with no borrowings

**uniform business rate** /,ju:nɪfɔ:m 'bɪznɪs reɪt/ *noun* a tax levied on business property which is the same percentage for the whole country. Abbreviation **UBR**

**unincorporated** /,ʌnɪn'kɔ:pəreɪtɪd/ *adjective* referring to a business which has not been made into a company (i.e. which is operating as a partnership or a sole trader)

**unissued capital** /ʌn'ɪʃu:d 'kæpɪtəl/ *noun* capital which a company is authorised to issue but has not issued as shares

**unit** /'ju:nɪt/ *noun* **1.** a single product for sale **2.** a single share in a unit trust

**unitary regulator** /,ju:nɪt(ə)rɪ 'regjʊleɪtə/ *noun* a single regulator, where before there were several

**Unitas index** an index of prices on the Helsinki Stock Exchange

**unit cost** /'ju:nɪt kɒst/ *noun* the cost of one item, i.e. the total product costs divided by the number of units produced

**United Nations** /,ju:nə'taɪd 'neɪʃ(ə)nz/ *noun* an organisation which links almost all the countries of the world to promote good relations between them

**unitise** /'ju:nɪtaɪz/, **unitize** *verb* to form investments into units which are sold to the public

**unit-linked insurance** /,ju:nɪt lɪŋkd ɪn'ʃʊərəns/ *noun* an insurance policy which is linked to the security of units in a unit trust or fund

**unit of account** /,ju:nɪt əv ə'kaʊnt/ *noun* a standard unit used in financial transactions among members of a group, such as SDRs in the IMF

**unit price** /'ju:nɪt praɪs/ *noun* the price of one item

**unit trust** /'ju:nɪt trʌst/ *noun* an organisation which takes money from small investors and invests it in stocks and shares for them under a trust deed, the investment being in the form of shares (or units) in the trust (NOTE: The US term is **mutual fund**.)

COMMENT: Unit trusts have to be authorised by the Department of Trade and Industry before they can offer units for sale to the public, although unauthorised private unit trusts exist.

**unlawful** /ʌn'lɔ:f(ə)/ *adjective* against the law, not legal

**unlimited** /ʌn'lɪmɪtɪd/ *adjective* with no limits ○ *The bank offered him unlimited credit.*

**unlimited liability** /ʌn,lɪmɪtɪd ,laɪə-'bɪlɪtɪ/ *noun* a situation where a sole trader or each partner is responsible for all a firm's debts with no limit on the amount each may have to pay

**unlisted company** /ʌn,lɪstɪd 'kʌmp(ə)nɪ/ *noun* a company whose shares are not listed on the stock exchange

**unlisted securities** /ʌn,lɪstɪd sɪ-'kʃʊərɪtɪz/ *plural noun* shares which are not listed on the Stock Exchange

**Unlisted Securities Market** /ʌn-,lɪstɪd sɪ'kʃʊərɪtɪz ,mɑ:kɪt/ *noun* formerly, the market for buying and selling shares which were not listed on the main Stock Exchange, now replaced by the Alternative Investment Market (AIM). Abbreviation **USM**

**unload** /ʌn'ləʊd/ *verb* **1.** to take goods off a ship, lorry etc. ○ *The ship is unloading at Hamburg.* ○ *We need a fork-lift truck to unload the lorry.* ○ *We unloaded the spare parts at Lagos.* ○ *There are no unloading facilities for*

*container ships.* **2.** to sell shares which do not seem attractive ○ *We tried to unload our shareholding as soon as the company published its accounts.*

**unlock** /ʌn'lɒk/ *verb* □ **to unlock value** to sell undervalued assets and so increase the value of a company to its shareholders

**unpaid** /ʌn'peɪd/ *adjective* not paid

**unpaid balance** /ʌn,peɪd 'bæləns/ *noun* a balance of a loan or invoice which still has to be paid after a part payment or instalment payment has been made

**unpaid cheque** /ʌn,peɪd 'tʃek/ *noun* a cheque which has been deposited but which is bounced by the bank on which it is written, so the account of the person who should receive is not credited

**unpaid invoices** /ʌn,peɪd 'ɪnvɔɪsɪz/ *plural noun* invoices which have not been paid

**unprofitable** /ʌn'prɒfɪtəb(ə)/ *adjective* not profitable

'...the airline has already eliminated a number of unprofitable flights' [*Duns Business Month*]

**unquoted shares** /,ʌnkwɔ:tɪd 'ʃeəz/ *plural noun* shares which have no Stock Exchange quotation

**unrealised** /ʌn'ri:əlaɪzd/, **unrealized** *adjective* not sold to make a profit

**unrealised capital gain** /ʌn-,ri:əlaɪzd ,kæpɪt(ə)l 'geɪn/ *noun* an investment which is showing a profit but has not been sold

**unrealised profit** /ʌn,ri:əlaɪzd 'prɒfɪt/ *noun* same as **paper profit**

**unredeemed pledge** /,ʌnrɪdɪ:md 'pledʒ/ *noun* a pledge which the borrower has not claimed back because he has not paid back his loan

**unregistered** /ʌn'redʒɪstəd/ *adjective* referring to a company which has not been registered

**unsecured creditor** /,ʌnsɪkjʊəd 'kredɪtə/ *noun* a creditor who is owed money, but has no security from the debtor for the debt

**unsecured debt** /,ʌnsɪkjʊəd 'det/ *noun* a debt which is not guaranteed by a charge on assets or by any collateral

**unsecured loan** /,ʌnsɪkjʊəd 'ləʊn/ *noun* a loan made with no security

**unseen** /ʌn'si:n/ *adverb* not seen □ **to buy something sight unseen** to buy something without having inspected it

**unsettled** /ʌn'set(ə)ld/ *adjective* which changes often or which is upset

**unstable** /ʌn'steɪb(ə)l/ *adjective* not stable, changing frequently ○ *unstable exchange rates*

**unsubsidised** /ʌn'sʌbsɪdaɪzd/, **unsubsidized** *adjective* with no subsidy

**unsuccessful** /ʌnsək'sesf(ə)l/ *adjective* not successful ○ *an unsuccessful businessman* ○ *The project was expensive and unsuccessful.* ○ *He made six unsuccessful job applications before he finally got a job.*

**unsuccessfully** /ʌnsək'sesf(ə)li/ *adverb* with no success ○ *The company unsuccessfully tried to break into the South American market.* ○ *He unsuccessfully applied for the job of marketing manager.*

**unweighted** /ʌn'weɪtɪd/ *adjective* without giving any extra value to a certain factor

**up** /ʌp/ *adverb, preposition* in or to a higher position ○ *The inflation rate is going up steadily.* ○ *Shares were up slightly at the end of the day.* ○ *She worked her way up to become sales director.*

**upcoming** /'ʌpkʌmɪŋ/ *adjective* which will come in the near future ○ *The company is banking on its upcoming new drug to treat strokes.*

**update** /ʌp'deɪt/ *verb* to revise something so that it is always up to date ○ *The figures are updated annually.*

**up front** /ʌp 'frʌnt/ *adverb* in advance

**uplift** /'ʌplɪft/ *noun* an increase ○ *The contract provides for an annual uplift of charges.*

**up market** /'ʌp ,mɑ:kɪt/ *noun* a stock market which is rising or is at its highest level ○ *How your emerging growth fund performs in a down market is just as important as in an up market.*

**upmarket** /'ʌp ,mɑ:kɪt/ *adverb, adjective* more expensive or appealing to a wealthy section of the population □ **the company has decided to move upmarket** the company has decided to start to produce more luxury items

**upscale** /'ʌpskeɪl/ *adjective* aimed at customers at the top end of the socio-economic ladder, who are well-educated and have higher incomes

**upset price** /'ʌpset praɪs/ *noun* the lowest price which the seller will accept at an auction

**upside potential** /'ʌpsaɪd pə'tenʃəl/ *noun* the possibility for a share to increase in value (NOTE: The opposite is **downside risk**.)

**upstream** /'ʌp'stri:m/ *adjective* referring to the operations of a company at the beginning of a process (as drilling for oil as an operation of a petroleum company). Compare **downstream**

**upswing** /'ʌpswɪŋ/ *noun* an upward movement of share prices (NOTE: The opposite is **downswing**.)

**uptick** /'ʌptɪk/ *noun* US a price of a share sold, which is higher than the previous price

**up to** /'ʌp tu:/ *preposition* as far as, as high as ○ *We will buy at prices up to £25.*

**upturn** /'ʌptɜ:n/ *noun* a movement towards higher sales or profits ○ *an upturn in the economy* ○ *an upturn in the market*

**upward** /'ʌpwəd/ *adjective* towards a higher position ○ *an upward movement*

**upwards** /'ʌpwədz/ *adverb* towards a higher position ○ *The market moved upwards after the news of the budget.* (NOTE: In the USA, **upward** is used as both adjective and adverb.)

**US, USA** *abbreviation* United States (of America)

**use** *noun* /ju:s/ a way in which something can be used □ **directions for use** instructions on how to run a machine □ **to make use of something** to use something □ **in use** being worked ○ *The computer is in use twenty-four hours a day.* □ **items for personal use** items which a person will use for himself, not on behalf of the company □ **he has the use of a company car** he has a company car which he uses privately ■ *verb* /ju:z/ to take something, e.g. a machine, a company or a process, and work with it ○ *We use airmail for all our overseas correspondence.* ○ *The photocopier is being used all the time.* ○ *They use freelancers for most of their work.*

**user** /'ju:zə/ *noun* a person who uses something

**user-friendly** /,ju:zə 'frendli/ *adjective* which a user finds easy to work ○ *These programs are really user-friendly.*

**user's guide** /'ju:zəz gaɪd/, **user's handbook** /'ju:zəz ,hændbʊk/, **user's manual** /'ju:zəz ,mænʃʊəl/ *noun* a book showing someone how to use something

**USM** *abbreviation* Unlisted Securities Market

**US Treasury bonds** /,ju: es 'trezəri bɒndz/ *plural noun* bonds issued by the US Treasury

**usual** /'ju:ʒʊəl/ *adjective* normal or ordinary ○ *Our usual terms or usual conditions are thirty days' credit.* ○ *The usual practice is to have the contract*

*signed by the MD.* ○ *The usual hours of work are from 9.30 to 5.30.*

**usurious** /ju'zjʊəriəs/ *adjective* referring to usury ○ *a usurious rate of interest*

**usury** /'ju:ʒəri/ *noun* lending money at high interest

**utilisation** /,ju:tɪlaɪ'zeɪʃ(ə)n/, **utilization** *noun* the act of making use of something

'...control permits the manufacturer to react to changing conditions on the plant floor and to keep people and machines at a high level of utilization' [*Duns Business Month*]

**utilise** /'ju:tɪlaɪz/, **utilize** *verb* to use something

**utility** /ju:'tɪlɪti/ *noun* a public service company, such as one that supplies water, gas or electricity or runs public transport ○ *Shares in utility companies or utilities offer good dividends.*

## V

**vacant possession** /,veɪkənt pə-  
'zeɪʃ(ə)n/ *noun* being able to occupy a  
property immediately after buying it be-  
cause it is empty ○ *The property is to be  
sold with vacant possession.*

**valorem** /və'lɔ:ɪrəm/ *noun* ⇨ **ad valo-  
rem duty**

**valuable** /'væljuəb(ə)/ *adjective*  
which is worth a lot of money

**valuation** /,vælju'eɪʃ(ə)n/ *noun* an  
estimate of how much something is  
worth ○ *to ask for a valuation of a prop-  
erty before making an offer for it* □ **to  
buy a shop with stock at valuation**  
when buying a shop, to pay a price for  
the stock which is equal to the value as  
estimated by the valuer □ **to purchase  
stock at valuation** to pay the price for  
stock which it is valued at

**value** /'vælju:/ *noun* the amount of  
money which something is worth ○ *the  
fall in the value of sterling* ○ *He im-  
ported goods to the value of £2500.* ○  
*The valuer put the value of the stock at  
£25,000.* □ **good value (for money)** a  
bargain, something which is worth the  
price paid for it ○ *That restaurant gives  
value for money.* ○ *Buy that computer  
now – it is very good value.* ○ *Holidays  
in Italy are good value because of the  
exchange rate.* □ **to rise or fall in value**  
to be worth more or less ■ **verb** to esti-  
mate how much money something is  
worth ○ *He valued the stock at £25,000.*  
○ *We are having the jewellery valued  
for insurance.*

**value added** /,vælju: 'ædɪd/ *noun*  
the amount added to the value of a prod-  
uct or service, being the difference be-  
tween its cost and the amount received  
when it is sold. Also called **net output**

**Value Added Tax** /,vælju: ædɪd  
'tæks/ *noun* full form of **VAT**

**value investing** /'vælju: ɪn,vestɪŋ/  
*noun* basing investment strategy on the

value of a company rather than simply  
on its share price

**value investor** /'vælju: ɪn,vestə/  
*noun* a person who buys shares for the  
value of the company

**value-priced goods** /,vælju: praɪst  
'gudz/ *noun* goods which are good  
value for money

**valuer** /'væljuə/ *noun* a person who  
estimates how much money something  
is worth

**value stocks** /'vælju: stɒks/ *plural  
noun* shares which provide a good re-  
turn on investment

**vanilla** /və'nɪlə/ *noun* ⇨ **plain vanilla  
swap**

**variable** /'veəriəb(ə)/ *adjective*  
which changes ■ *noun* something  
which varies

**variable annuity** /,veəriəb(ə)l ə-  
'nju:ətɪ/ *noun* an annuity based on  
funds invested in common stock, which  
varies with the value of the stock, as op-  
posed to a fixed annuity

**variable costs** /,veəriəb(ə)l 'kɒsts/  
*plural noun* production costs which in-  
crease with the quantity of the product  
made, e.g. wages or raw materials

**variable rate** /,veəriəb(ə)l 'reɪt/  
*noun* a rate of interest on a loan which is  
not fixed, but can change with the cur-  
rent bank interest rates. Also called  
**floating rate**

**variable redemption bond**  
'veəriəb(ə)l rɪ'dempʃən bɒnd/ *noun* a  
bond where the money to be repaid is  
linked to a variable, such as the price of  
gold at the time of payment

**variance** /'veəriəns/ *noun* the differ-  
ence between what was expected and  
the actual results □ **at variance with** not  
in agreement with ○ *The actual sales  
are at variance with the sales reported  
by the reps.*

**variation** /ˌveəri'eɪʃ(ə)n/ *noun* the amount by which something changes □ **seasonal variations** variations which take place at different times of the year  
○ *seasonal variations in buying patterns*  
○ *There are marked seasonal variations in unemployment in the hotel industry.*

**VAT** /ˌvi: eɪ 'ti: ,væt/ *noun* a tax on goods and services, added as a percentage to the invoiced sales price ○ *The invoice includes VAT at 17.5%.* ○ *The government is proposing to increase VAT to 22%.* ○ *Some items (such as books) are zero-rated for VAT.* ○ *He does not charge VAT because he asks for payment in cash.* Full form **Value Added Tax**

'...the directive means that the services of stockbrokers and managers of authorized unit trusts are now exempt from VAT; previously they were liable to VAT at the standard rate. Zero-rating for stockbrokers' services is still available as before, but only where the recipient of the service belongs outside the EC' [Accountancy]

COMMENT: In the UK, VAT is organised by the Customs and Excise Department, and not by the Treasury. It is applied at each stage in the process of making or selling a product or service. Company 'A' charges VAT for their work, which is bought by Company 'B', and pays the VAT collected from 'B' to the Customs and Excise; Company 'B' can reclaim the VAT element in Company 'A's' invoice from the Customs and Excise, but will charge VAT on their work in their invoice to Company 'C'. Each company along the line charges VAT and pays it to the Customs and Excise, but claims back any VAT charged to them. The final consumer pays a price which includes VAT, and which is the final VAT revenue paid to the Customs and Excise. Any company or individual should register for VAT if their annual turnover or income is above a certain level.

**VAT declaration** /'væt deklə-ˌreɪʃ(ə)n/ *noun* a statement declaring VAT income to the VAT office

**VAT inspection** /'væt ɪnˌspekʃ(ə)n/ *noun* a visit by officials of the Customs and Excise Department to see if a company is correctly reporting its VAT

**VAT inspector** /'væt ɪnˌspektə/ *noun* a government official who examines VAT returns and checks that VAT is being paid

**VAT invoice** /'væt ˌɪnvɔɪs/ *noun* an invoice which includes VAT

**VAT invoicing** /'væt ˌɪnvɔɪsɪŋ/ *noun* the sending of an invoice including VAT

**VATman** /'vætˌmæn/, **vatman** *noun* a VAT inspector

**VAT office** /'væt ˌɒfɪs/ *noun* the government office dealing with the collection of VAT in an area

**vault** /vɔ:lt/ *noun* a strongroom in a bank, usually underground, where valuables can be deposited

**vault cash** /'vɔ:lt kæʃ/ *noun* cash held by a bank in its vaults, used for day-to-day needs

**VC** *abbreviation* venture capitalist

**VCT** *abbreviation* venture capital trust

**velocity of money** /vəˌlɒsɪti əv 'mʌni/ *noun* the rate at which money circulates in the economy, usually calculated as the GNP shown as a percentage of the stock of money supply

**vending** /'vendɪŋ/ *noun* selling

**vendor** /'vendə/ *noun* 1. a person who sells something, especially a property ○ *the solicitor acting on behalf of the vendor* 2. a company selling its shares on a stock market for the first time

**vendor placing** /'vendə ˌpleɪsɪŋ/ *noun* the act of arranging for an issue of new shares to be bought by institutions, as a means of financing the purchase of another company

**venture** /'ventʃə/ *noun* a commercial deal which involves a risk ○ *They lost money on several import ventures.* ○ *She's started a new venture – a computer shop.* ■ *verb* to risk money

**venture capital** /ˌventʃə 'kæpɪt(ə)l/ *noun* capital for investment which may easily be lost in risky projects, but can also provide high returns. Also called **risk capital**

**venture capital fund** /ˌventʃə 'kæpɪt(ə)l fʌnd/ *noun* a fund which invests in finance houses providing venture capital

'...the Securities and Exchange Board of India allowed new companies to enter the primary market provided venture capital funds took up 10 per cent of the equity. At present, new companies are allowed to make initial public offerings provided their projects have been appraised by banks or financial institutions



which take up 10 per cent of the equity' [*The Hindu*]

**venture capitalist** /,ventʃə'kæpɪt(ə)lɪst/ *noun* a finance house or private individual specialising in providing venture capital. Abbreviation **VC**

'...along with the stock market boom of the 1980s, the venture capitalists piled more and more funds into the buyout business, backing bigger and bigger deals with ever more extravagant financing structures' [*Guardian*]

**venture capital trust** /,ventʃə'kæpɪt(ə)l trʌst/ *noun* a trust which invests in smaller firms which need capital to grow. Abbreviation **VCT**

**verification** /,verɪfɪ'keɪʃ(ə)n/ *noun* the process of checking if something is correct ○ *The shipment was allowed into the country after verification of the documents by customs.*

**verify** /'verɪfaɪ/ *verb* to check to see if something is correct

**vertical** /'vɜːtɪk(ə)l/ *adjective* upright, straight up or down

**vertical communication** /,vɜːtɪk(ə)l kəmjuːnɪ'keɪʃ(ə)n/ *noun* communication between senior managers via the middle management to the workforce

**vertical integration** /,vɜːtɪk(ə)l ,ɪn'tɪ'greɪʃ(ə)n/ *noun* same as **backward integration**

**vested interest** /,vestɪd 'ɪntrəst/ *noun* a special interest in keeping an existing state of affairs □ **she has a vested interest in keeping the business working** she wants to keep the business working because she will make more money if it does

**vesting day** /'vestɪŋ deɪ/ *noun* a day when a formerly nationalised industry becomes owned by its new shareholders

**vet** /vet/ *verb* to examine something carefully ○ *All candidates have to be vetted by the managing director.* ○ *The contract has been sent to the legal department for vetting.* (NOTE: **vetting** – **vetted**)

**viability** /vaɪə'bɪlɪti/ *noun* the fact of being viable or being able to make a profit

**viable** /'vaɪəb(ə)l/ *adjective* which can work in practice □ **not commercially viable** not likely to make a profit

**videoconference** /'vɪdɪəʊ-,kɒnf(ə)rəns/ *noun* a system linking

video, audio and computer signals from different locations so that distant people can talk and see each other, as if in the same conference room

**view** /vjuː/ *noun* a way of thinking about something ○ *We asked the sales manager for his views on the reorganisation of the reps' territories.* ○ *The chairman takes the view that credit should never be longer than thirty days.*

□ **to take the long view** to plan for a long period before your current investment will become profitable □ **in view of** because of ○ *In view of the falling exchange rate, we have redrafted our sales forecasts.*

**viewdata** /'vjuːdeɪtə/ *noun* a service on TV which gives share prices. Some services also allow trading over the phone.

**virement** /'vaɪəmənt/ *noun* a transfer of money from one account to another or from one section of a budget to another

**virtual credit card** /,vɜːtʃʊəl 'kredɪt kɑːd/ *noun* a technology that allows a user to set up a new credit account with a bank on the Internet and then use this account number to purchase goods, also on the Internet

**virtual tokens** /,vɜːtʃʊəl 'təʊkənz/ *plural noun* banking technology that allows a user to transfer money from their normal bank to an Internet bank and then use this credit to purchase goods on the Internet

**VISA** /'viːzə/ *trademark* a trademark for an international credit card system

**visible** /'vɪzɪb(ə)l/ *adjective* referring to real products which are imported or exported

**visible exports** /,vɪzəb(ə)l 'ekspɔːts/ *plural noun* real products which are imported or exported, as opposed to services

**visible trade** /,vɪzəb(ə)l 'treɪd/ *noun* trade involving visible imports and exports

**vivos** ◊ *inter vivos*

**voicemail** /'vɔːsmɛɪl/ *noun* an electronic communications system which stores digitised recordings of telephone messages for later playback

**void** /vɔɪd/ *adjective* not legally valid □ **the contract was declared null and**

**void** the contract was said to be no longer valid ■ *verb* □ **to void a contract** to make a contract invalid

**voidable** /'vɔɪdəb(ə)l/ *adjective* referring to a contract which can be annulled

**volatile** /'vɒlətaɪl/ *adjective* referring to a market or price which is not stable, but which rises and falls sharply ○ *The share has been very volatile since it was launched.*

\*...blue chip stocks are the least volatile while smaller stocks are the most volatile' [*The Times*]

\*...the investment markets appear to have become ever more volatile, with interest rates moving at times to extreme levels, and the stock market veering wildly from boom to slump and back again' [*Financial Times Review*]

\*...the FTSE 100 Index ended another volatile session a net 96.3 easier at 6027' [*Financial Times*]

**volatility** /'vɒlə'tɪlɪti/ *noun* the fact of being volatile ○ *Investors are recommended to keep their money in building society accounts because the increasing volatility of the stock market.*

\*...while the technology sector has certainly captured the imagination of private investors, the enthusiasm it has aroused among them is likely to cause extreme share price volatility in the short term' [*Financial Times*]

**volatility rating** /'vɒlə'tɪlɪti ˌreɪtɪŋ/ *noun* a calculation of how volatile a share is, by calculating how much its performance is different from the normal pattern

**volume** /'vɒljʊ:m/ *noun* **1.** a quantity of items **2.** the quantity of shares traded on a stock market ○ *average daily volume: 130,000 shares*

**volume discount** /'vɒljʊ:m ˌdɪskaʊnt/ *noun* the discount given to a customer who buys a large quantity of goods

**volume of business** /'vɒljʊ:m əv 'bɪznɪs/ *noun* the number of items sold, or the number of shares sold on the Stock Exchange during a day's trading ○ *The company has maintained the same volume of business in spite of the recession.*

**volume of sales** /'vɒljʊ:m əv 'seɪlz/ *noun* **1.** the number of items sold □ **low or high volume of sales** a small or large number of items sold **2.** *US* an amount of money produced by sales (NOTE: The UK term is **turnover**.)

**volume of trade** /'vɒljʊ:m əv 'treɪd/ *noun* same as volume of business

**volume-weighted prices** /'vɒljʊ:m ˌweɪtɪd 'praɪsɪz/ *plural noun* prices which are calculated according to the volume of turnover

**voluntarily** /'vɒlənt(ə)rəli/ *adverb* without being forced or paid

**voluntary** /'vɒlənt(ə)ri/ *adjective* **1.** done freely without anyone forcing you to act **2.** done without being paid

**voluntary liquidation** /'vɒlənt(ə)ri ˌlɪkwɪ'deɪʃ(ə)n/ *noun* a situation where a company itself decides it must close and sell its assets

**voluntary organisation** /'vɒlənt(ə)ri ɔ:gənəɪˌzeɪʃ(ə)n/ *noun* an organisation which has no paid staff

**voluntary redundancy** /'vɒlənt(ə)ri rɪ'dʌndənsi/ *noun* a situation where the employee asks to be made redundant, usually in return for a large payment

**vostro account** /'vɒstrəʊ əˌkaʊnt/ *noun* an account held by a correspondent bank for a foreign bank. ♦ **nostro account**

**vote** /vəʊt/ *noun* the act of marking a paper or holding up your hand, to show your opinion or to show who you want to be elected □ **to take a vote on a proposal, to put a proposal to the vote** to ask people present at a meeting to say if they do or do not agree with the proposal ■ *verb* to show an opinion by marking a paper or by holding up your hand at a meeting ○ *The meeting voted to close the factory.* ○ *52% of the members voted for Mr Smith as chairman.* ○ *Most of the staff voted for a strike.* □ **to vote for or against a proposal** to say that you agree or do not agree with a proposal □ **two directors were voted off the board at the AGM** the AGM voted to dismiss two directors □ **she was voted on to the committee** she was elected a member of the committee

**voter** /'vəʊtə/ *noun* a person who votes

**voting** /'vəʊtɪŋ/ *noun* the act of making a vote

**voting paper** /'vəʊtɪŋ ˌpeɪpə/ *noun*  
a paper on which the voter puts a cross to show for whom he wants to vote

**voting rights** /'vəʊtɪŋ raɪts/ *plural noun*  
the rights of shareholders to vote at company meetings

**voting shares** /'vəʊtɪŋ ʃeəz/ *plural noun*  
shares which give the holder the right to vote at company meetings

**voucher** /'vaʊtʃə/ *noun*  
**1.** a piece of paper which is given instead of money  
**2.** a written document from an auditor to show that the accounts are correct or that money has really been paid

## W

**wage** /weɪdʒ/ *noun* the money paid to an employee in return for work done, especially when it is paid weekly and in cash ○ *She is earning a good wage or good wages for a young person.* (NOTE: The plural **wages** is more usual when referring to the money earned, but **wage** is used before other nouns.)

'European economies are being held back by rigid labor markets and wage structures' [*Duns Business Month*]

'...real wages have been held down dramatically: they have risen at an annual rate of only 1% in the last two years' [*Sunday Times*]

COMMENT: The term 'wages' refers to weekly or hourly pay for workers, usually paid in cash. For employees paid by a monthly cheque, the term used is 'salary'.

**wage adjustments** /'weɪdʒ əˌdʒʌstmənts/ *plural noun* changes made to wages

**wage claim** /'weɪdʒ kleɪm/ *noun* an act of asking for an increase in wages

**wage differentials** /'weɪdʒ dɪfəˌrenʃəlz/ *plural noun* same as **pay differentials**

**wage drift** /'weɪdʒ drɪft/ *noun* same as **earnings drift**

**wage-earner** /'weɪdʒ ˌɜːnə/ *noun* a person who earns a wage

**wage-earning** /'weɪdʒ ˌɜːnɪŋ/ *adjective* □ **the wage-earning population** people who have jobs and earn money

**wage indexation** /'weɪdʒ ˌɪndeksɪʃ(ə)n/ *noun* the linking of increases to the percentage rise in the cost of living

**wage negotiations** /'weɪdʒ nɪɡəʊʃiˌeɪʃ(ə)nz/ *plural noun* same as **pay negotiations**

**wage packet** /'weɪdʒ ˌpækɪt/ *noun* same as **pay packet**

**wage-price spiral** /ˌweɪdʒ ˈpraɪs ˌspaɪərəl/ *noun* a situation where price

rises encourage higher wage demands which in turn make prices rise

**wage restraint** /'weɪdʒ rɪˌstreɪnt/ *noun* the act of keeping increases in wages under control

**wages and prices freeze** /ˌweɪdʒɪz ən ˈpraɪsɪz friːz/ *noun* a period when wages and prices are not allowed to be increased

**wage scale** /'weɪdʒ skeɪl/ *noun* same as **pay scale**

**wages clerk** /'weɪdʒɪz kluːk/ *noun* same as **payroll clerk**

**wages drift** /weɪdʒs drɪft/ *noun* same as **earnings drift**

**wages policy** /'weɪdʒɪz ˌpɒlɪsi/ *noun* a government policy on what percentage increases should be paid to workers

**waive** /weɪv/ *verb* to give up a right ○ *He waived his claim to the estate.* □ **to waive a payment** to say that payment is not necessary

**waiver** /'weɪvə/ *noun* an act of giving up a right or removing the conditions of a rule ○ *If you want to work without a permit, you will have to apply for a waiver.*

**waiver clause** /'weɪvə kləʊz/ *noun* a clause in a contract giving the conditions under which the rights in the contract can be given up

**walk-in** /'wɔːk ɪn/ *noun* a person who approaches an organisation for a job, without knowing if any jobs are available (NOTE: The plural is **walk-ins**.)

**wall of money** /ˌwɔːl əv ˈmʌni/ *noun* a large amount of money ready to be invested on the stock market (especially, money from new investment funds, or foreign investors) (NOTE: Similar to the **weight of money**.)

**wallpaper** /'wɔːlpeɪpə/ *noun* shares issued in large numbers during a take-

over bid where the purchasing company offers them in exchange for the shares in the company being bought

**wall safe** /'wɔ:l seɪf/ *noun* a safe installed in a wall

**Wall Street** /'wɔ:l stri:t/ *noun* **1.** a street in New York where the Stock Exchange is situated **2.** the US financial centre ○ *Wall Street analysts predict a rise in interest rates.* ○ *She writes the Wall Street column in the newspaper.*

**warehouse** /'weəhaʊs/ *noun* a large building where goods are stored

**warehouse capacity** /'weəhaʊs kə,pæsi'ti/ *noun* the space available in a warehouse

**warehousing** /'weəhaʊzɪŋ/ *noun* **1.** the act of storing goods in a warehouse ○ *Warehousing costs are rising rapidly.* **2.** an illegal act where someone buys shares in a company on behalf of another company and holds them in readiness to be surrendered when the second company makes a takeover bid

**War Loan** /'wɔ: ləʊn/ *noun* a government loan issued in time of war

**warning** /'wɔ:niŋ/ *noun* a notice of possible danger ○ *Warning notices were put up around the construction site.*

**warrant** /'wɒrənt/ *noun* an official document which allows someone to do something

‘...the rights issue will grant shareholders free warrants to subscribe for further new shares’  
[*Financial Times*]

**warrantee** /,wɒrən'ti:/ *noun* a person who is given a warranty

**warrant holder** /'wɒrənt ˌhəʊldə/ *noun* a person who holds a warrant for shares

**warrantor** /,wɒrən'tɔ:/ *noun* a person who gives a warranty

**warrant premium** /'wɒrənt ˌpri:miəm/ *noun* a premium paid to buy share warrants, above the price of the shares it entitles you to

**warranty** /'wɒrənti/ *noun* **1.** a legal document which promises that a machine will work properly or that an item is of good quality ○ *The car is sold with a twelve-month warranty.* ○ *The warranty covers spare parts but not labour costs.* **2.** a promise in a contract **3.** a statement made by an insured person

which declares that the facts stated by him are true

**washing** /'wɒʃɪŋ/ *noun* *US* the practice of selling and buying back the same security, so as to reduce tax liability, or to increase trading volume. ♦ **bond-washing**

**wash sale** /'wɒʃ seɪl/ *noun* *US* the sale and then repurchase of a block of shares (similar to the British ‘bed-and-breakfast deal’, though in the US it may also be used as a means of creating fictitious trading volume)

**waste** /weɪst/ *noun* material left over from a production process which is of no value and is thrown away ■ *verb* to use more than is needed ○ *to waste money or paper or electricity or time* ○ *The MD does not like people wasting his time with minor details.* ○ *We turned off all the heating so as not to waste energy.*

COMMENT: Industrial waste has no value, as opposed to scrap which may be sold to a scrap dealer.

**wasting asset** /,weɪstɪŋ ˌæsɪt/ *noun* an asset which becomes gradually less valuable as time goes by (e.g. a short lease on a property)

**watchdog** /'wɒtʃdɒg/ *noun* a person or group that examines public spending or financial deals, etc. □ **the City watchdog** the Financial Services Authority (FSA), which supervises the financial institutions

**water down** /,wɔ:tə 'daʊn/ *verb* to make something less strong ○ *The family's holdings have been watered down by the creation of the new shares.*

**weak** /wi:k/ *adjective* not strong, not active □ **share prices remained weak** share prices did not rise

**weak currency** /wi:k 'kʌrənsi/ *noun* a currency which is trading at a low level against other currencies

**weaken** /'wi:kən/ *verb* to become weak □ **the market weakened** share prices fell

‘...the Fed started to ease monetary policy months ago as the first stories appeared about weakening demand in manufacturing industry’  
[*Sunday Times*]

**weak market** /wi:k 'mɑ:kit/ *noun* a share market where prices tend to fall because there are no buyers

**weakness** /'wi:knəs/ *noun* the fact of being weak

'...indications of weakness in the US economy were contained in figures from the Fed on industrial production' [*Financial Times*]

**wealth tax** /'welθ tæks/ *noun* a tax on money, property or investments owned by a person

**web** /web/ *noun* same as **World Wide Web**

**webpage** /'webpeɪdʒ/ *noun* a single file of text and graphics, forming part of a website

**website** /'websaɪt/ *noun* a position on the web, which is created by a company, organisation or individual, and which anyone can visit ○ *How many hits did we have on our website last week?*

**Wechsel** *noun* the German word for foreign exchange

**weight** /weɪt/ *noun* a measurement of how heavy something is □ **to sell fruit by weight** the price is per pound or per kilo of the fruit □ **to give short weight** to give less than you should ■ *verb* to give an extra value to a certain factor

**weighted average** /,weɪtɪd 'æv(ə)rɪdʒ/ *noun* an average which is calculated taking several factors into account, giving some more value than others

**weighted index** /,weɪtɪd 'ɪndeks/ *noun* an index where some important items are given more value than less important ones

**weighting** /'weɪtɪŋ/ *noun* additional salary or wages paid to compensate for living in an expensive part of the country ○ *The salary is £15,000 plus London weighting.*

**weight of money** /,weɪt əv 'mʌni/ *noun* a large amount of money ready to be invested on the stock market (especially cash available in pension funds)

**wheeler-dealer** /,wi:lə 'di:lə/ *noun* a person who lives on money from a series of profitable business deals

**whisper number** /'wɪspə ,nʌmbə/ *noun* a figure which is mentioned as a rumour

**whistleblower** /'wɪs(ə)l,bləʊə/ *noun* a person who reveals dishonest practices (*informal*)

**white-collar** /,waɪt 'kɒlə/ *adjective* referring to office workers

'...the share of white-collar occupations in total employment rose from 44 per cent to 49 per cent' [*Sydney Morning Herald*]

**white-collar crime** /,waɪt 'kɒlə 'kraɪm/ *noun* crimes committed by business people or office workers (such as embezzlement, computer fraud or insider dealing)

**white-collar job** /waɪt 'kɒlə dʒɒb/ *noun* a job in an office

**white-collar union** /waɪt 'kɒlə 'ju:nj:ən/ *noun* a trade union formed of white-collar workers

**white-collar worker** /waɪt 'kɒlə 'wɜ:kə/ *noun* a worker in an office, not in a factory

**white knight** /waɪt 'naɪt/ *noun* a person or company which rescues a firm in financial difficulties, especially one which saves a firm from being taken over by an unacceptable purchaser

**White Paper** /waɪt 'peɪpə/ *noun* a report issued by the UK government as a statement of government policy on a particular problem. Compare **Green Paper**

**whizz-kid** /'wɪz kɪd/ *noun* a brilliant young person who quickly becomes successful in business ○ *She was a whizz-kid who reached head of department in five years.*

**whole-life insurance** /,həʊl 'laɪf ɪn,ʃʊərəns/, **whole-life policy** /,həʊl 'laɪf ,pɒləsɪ/ *noun* an insurance policy where the insured person pays a fixed premium each year and the insurance company pays a sum when he or she dies (also called 'whole-of-life assurance')

**wholesale** /'həʊlseɪl/ *adjective, adverb* referring to the business of buying goods from manufacturers and selling them in large quantities to traders who then sell in smaller quantities to the general public ○ *I persuaded him to give us a wholesale discount.* □ **he buys wholesale and sells retail** he buys goods in bulk at a wholesale discount and then sells in small quantities to the public

**wholesale banking** /,həʊlseɪl 'bæŋkɪŋ/ *noun* banking services between merchant banks and other financial institutions (as opposed to retail banking)

**wholesale dealer** /'həʊlseɪl ,di:lə/ *noun* a person who buys in bulk from manufacturers and sells to retailers

**wholesale market** /'həʊlseɪl ,mɑ:kɪt/ *noun* an interbank money market, where banks and other financial institutions deal with each other

**wholesale price** /'həʊlseɪl praɪs/ *noun* the price charged to customers who buy goods in large quantities in order to resell them in smaller quantities to others

**wholesale price index** /,həʊlseɪl 'praɪs ,ɪndeks/ *noun* an index showing the rises and falls of prices of manufactured goods as they leave the factory

**wholesaler** /'həʊlseɪlə/ *noun* a person who buys goods in bulk from manufacturers and sells them to retailers

**wholly-owned subsidiary** /,həʊlli əʊnd səb'sɪdjəri/ *noun* a subsidiary which belongs completely to the parent company

**will** /wɪl/ *noun* a legal document where someone says what should happen to his or her property when he or she dies ○ *He wrote his will in 1984.* ○ *According to her will, all her property is left to her children.*

COMMENT: A will should best be drawn up by a solicitor; it can also be written on a form which can be bought from a stationery shop. To be valid, a will must be dated and witnessed by a third party (i.e. by someone who is not mentioned in the will).

**windfall** /'wɪndfɔ:l/ *noun* a sudden winning of money or a sudden profit which is not expected

**windfall profit** /,wɪndfɔ:l 'prɒfɪt/ *noun* a sudden profit which is not expected

**windfall profits tax** /'wɪndfɔ:l ,prɒfɪts tæks/, **windfall tax** /'wɪndfɔ:l tæks/ *noun* a special tax on unexpected profits

**windfall wealth** /'wɪndfɔ:l welθ/ *noun* wealth which comes from a windfall

**winding up** /'waɪndɪŋ 'ʌp/ *noun* liquidation, the act of closing a company and selling its assets □ **a compulsory winding up order** an order from a court saying that a company must be wound up

**windmill** /'wɪndmɪl/ *noun* same as **accommodation bill** (*informal*)

**window** /'wɪndəʊ/ *noun* a short period when something is available or possible

**window dressing** /'wɪndəʊ ,dresɪŋ/ *noun* **1.** the practice of putting goods on display in a shop window, so that they attract customers **2.** the practice of putting on a display to make a business seem better or more profitable or more efficient than it really is

**window of opportunity** /,wɪndəʊ əv əpə'tju:nɪtɪ/ *noun* a short period which allows an action to take place

**window shopping** /'wɪndəʊ ,ʃɒpɪŋ/ *noun* the practice of looking at goods in shop windows, without buying anything

**wind up** /,waɪnd 'ʌp/ *verb* **1.** to end a meeting ○ *He wound up the meeting with a vote of thanks to the committee.*

**2.** □ **to wind up a company** to put a company into liquidation ○ *The court ordered the company to be wound up.*

**WIP** *abbreviation* work in progress

**wipe off** /,waɪp 'ɒf/ *verb* to remove something completely

**wire transfer** /'waɪə ,traɪnsfɜ:z/ *noun* a transfer of money from one account to another by telegraph

**witching hour** /'wɪtʃɪŋ aʊə/ *noun* a critical moment on a stock exchange, where several options expire at the same time

**withdraw** /wɪð'drɔ:z/ *verb* **1.** to take money out of an account ○ *to withdraw money from the bank or from your account* ○ *You can withdraw up to £50 from any cash machine by using your card.* **2.** to take back an offer ○ *When he found out more about the candidate, the HR manager withdrew the offer of a job.*

○ *When the workers went on strike, the company withdrew its revised pay offer.*

(NOTE: **withdrawing** – **withdrew**) □ **one of the company's backers has withdrawn** he or she stopped supporting the company financially ○ *We expect they will withdraw their takeover bid.* ○ *The chairman asked him to withdraw the remarks he has made about the finance director.*

**withdrawal** /wɪð'drɔ:zəl/ *noun* the act of removing money from an account ○

to give seven days' notice of withdrawal  
 ○ Withdrawals from bank accounts reached a peak in the week before Christmas. □ **withdrawal without penalty at seven days' notice** money can be taken out of a deposit account, without losing any interest, provided that seven days' notice has been given

**withholding tax** /wɪð'həʊldɪŋ ˌtæks/ *noun* **US** a tax which removes money from interest or dividends before they are paid to the investor (usually applied to non-resident investors)

**with-profit bond** /wɪð 'prɒfɪt bɒnd/ *noun* a bond which guarantees a capital return plus the profits which have accumulated during its lifetime

**with profits** /wɪθ 'prɒfɪts/ *adverb* referring to an insurance policy which guarantees the policyholder a share in the profits of the fund in which the premiums are invested

**won** /wʌn/ *noun* a unit of currency used in North and South Korea

**work** /wɜ:k/ *noun* **1.** things done using the hands or brain **2.** a job, something done to earn money ○ *It is not the work itself that the employees are complaining about* ○ *He goes to work by bus.* ○ *She never gets home from work before 8 p.m.* ○ *His work involves a lot of travelling.* ○ *He is still looking for work.* ○ *She has been out of work for six months.*

...the quality of the work environment demanded by employers and employees alike' [*Lloyd's List*]

**worker** /'wɜ:kə/ *noun* a person who is employed □ **worker representation on the board** the fact of having a representative of the workers as a director of the company

**worker director** /,wɜ:kə daɪ'rektə/ *noun* a director of a company who is a representative of the workforce

**workforce** /'wɜ:kfɔ:s/ *noun* the total number of employees in an organisation, industry or country

**working** /'wɜ:kɪŋ/ *adjective* **1.** referring to work **2.** □ **working control of a company** having enough shares in a company to be able to control all its actions (usually, this means 51% of shares)

**working capital** /'wɜ:kɪŋ ˌkæpɪt(ə)l/ *noun* capital in the form of cash, stocks and debtors (less creditors)

used by a company in its day-to-day operations. Also called **circulating capital, floating capital, net current assets**

**working conditions** /'wɜ:kɪŋ kən-,dɪʃ(ə)nəl/ *plural noun* the general state of the place where people work (e.g. whether it is hot, noisy, dark or dangerous)

**working partner** /'wɜ:kɪŋ ˌpɑ:tɪnə/ *noun* a partner who works in a partnership

**working-time directive** /,wɜ:kɪŋ 'taɪm daɪ'rektɪv/ *noun* a directive concerning the maximum number of hours an employee can work in the EU

**working underwriter** /,wɜ:kɪŋ ˌʌndəraɪtə/ *noun* a member of a Lloyd's syndicate who actively generates business (as opposed to the 'names' who put up the security)

**working week** /,wɜ:kɪŋ 'wi:k/ *noun* the usual number of hours worked per week ○ *Even though he is a freelance, he works a normal working week.*

**work in progress** /,wɜ:k ɪn 'prɒɡres/ *noun* the value of goods being manufactured which are not complete at the end of an accounting period ○ *Our current assets are made up of stock, goodwill and work-in-progress.* Abbreviation **WIP** (NOTE: The US term is **work in process.**)

...the control of materials from purchased parts through work in progress to finished goods provides manufacturers with an opportunity to reduce the amount of money tied up in materials' [*Duns Business Month*]

**workload** /'wɜ:kkləʊd/ *noun* the amount of work which a person has to do ○ *He has difficulty in coping with his heavy workload.*

**work out** /,wɜ:k ɪ 'aʊt/ *verb* to calculate ○ *He worked out the costs on the back of an envelope.* ○ *He worked out the discount at 15%.* ○ *She worked out the discount on her calculator.*

**work permit** /'wɜ:k ˌpɜ:mɪt/ *noun* an official document which allows someone who is not a citizen to work in a country

**works** /wɜ:ks/ *noun* a factory ○ *There is a small engineering works in the same street as our office.* ○ *The steel works is expanding.* (NOTE: takes a singular or plural verb)



**works committee** /'wɜ:kz kə,mɪti/,  
**works council** /'wɜ:kz ,kəʊnsəl/ *noun*  
 a committee of employees and management which discusses the organisation of work in a factory

**work-sharing** /'wɜ:k ʃeəriŋ/ *noun*  
 a system that allows two or more part-timers to share one job, each doing part of the work for part of the pay

**works manager** /'wɜ:kz ,mæniɪdʒə/ *noun*  
 a person in charge of a works

**workspace** /'wɜ:kspes/ *noun*  
 the memory or space available on a computer for temporary work

**workstation** /'wɜ:k,steɪʃ(ə)n/ *noun*  
 a desk with a computer terminal, printer, telephone, etc., at which an employee in an office works

**world** /wɜ:ld/ *noun* **1.** the Earth □ **the world market for steel** the possible sales of steel throughout the world **2.** the people in a specific business or people with a special interest ○ *the world of big business* ○ *the world of lawyers or the legal world*

'...the EU pays farmers 27 cents a pound for sugar and sells it on the world market for 5 cents' [*Duns Business Month*]

'...manufactures and services were the fastest growing sectors of world trade' [*Australian Financial Review*]

**World Bank** /wɜ:ld 'bæŋk/ *noun*  
 a central bank, controlled by the United Nations, whose funds come from the member states of the UN and which lends money to member states

**world rights** /wɜ:ld 'raɪts/ *plural noun*  
 the right to sell the product anywhere in the world

**World Trade Organization** /wɜ:ld 'treɪd ɔ:gəneɪ,zetʃ(ə)n/ *noun*  
 an international organisation set up with the aim of reducing restrictions in trade between countries. Abbreviation **WTO**

**worldwide** /'wɜ:ldwaɪd/ *adjective, adverb*  
 everywhere in the world ○ *The company has a worldwide network of distributors.* ○ *Worldwide sales or Sales worldwide have topped two million units.* ○ *This make of computer is available worldwide.*

**World Wide Web** /,wɜ:ld ,waɪd 'web/ *noun*  
 an information system on the Internet that allows documents to be linked to one another by hypertext links

and accommodates websites and makes them accessible. Also called **web**

**worth** /wɜ:θ/ *adjective*  
 having a value or a price ○ *Don't get it repaired – it's worth only £25.* ○ *The car is worth £6,000 on the secondhand market.* □ **he is worth £10m** he owns property, investments, etc., which would sell for £10m □ **what are ten pounds worth in dollars?** what is the equivalent of £10 in dollars? ■ *noun*  
 a value □ **give me ten pounds' worth of petrol** give me as much petrol as £10 will buy

**worthless** /'wɜ:θləs/ *adjective*  
 having no value ○ *The cheque is worthless if it is not signed.*

**wraparound mortgage** /'ræpəraʊnd ,mɔ:ɡɪdʒ/ *noun*  
 US a type of second mortgage where the borrower pays interest only to the second lender (who then pays the interest payments on the first mortgage to the first lender)

**wreck** /rek/ *noun* **1.** a ship which has sunk, which has been badly damaged and cannot float ○ *They saved the cargo from the wreck.* ○ *Oil poured out of the wreck of the tanker.* **2.** the fact of collapsing, or a company which has collapsed ○ *He managed to save some of his investment from the wreck of the company.* ○ *Investors lost thousands of pounds in the wreck of the investment trust.* ■ *verb*  
 to damage something badly or to ruin it ○ *They are trying to salvage the wrecked tanker.* ○ *The negotiations were wrecked by the unions.*

**writ** /rɪt/, **writ of summons** /,rɪt əv 'sʌmənz/ *noun*  
 a legal document which begins an action in the High Court ○ *The court issued a writ to prevent the trade union from going on strike.* ○ *The company obtained a writ to prevent the trade union from going on strike.* □ **to serve someone with a writ, to serve a writ on someone** to give someone a writ officially, so that he or she has to defend it

**write down** /,raɪt 'daʊn/ *verb*  
 to note an asset at a lower value than previously ○ *written down value* ○ *The car is written down in the company's books.*

**writedown** /'raɪtdaʊn/ *noun*  
 the act of noting of an asset at a lower value

'...the holding company has seen its earnings suffer from big writedowns in conjunction with its \$1 billion loan portfolio' [*Duns Business Month*]

**write-down allowance** /'raɪt daʊn ə,laʊəns/ *noun* an allowance for the depreciation of an asset over a period of years

**write off** /,raɪt 'ɒf/ *verb* to cancel a debt, or to remove an asset from the accounts as having no value ○ *We had to write off £20,000 in bad debts.* □ **two cars were written off after the accident** the insurance company considered that both cars were a total loss □ **the cargo was written off as a total loss** the cargo was so badly damaged that the insurers said it had no value

'\$30 million from usual company borrowings will either be amortized or written off in one sum' [*Australian Financial Review*]

**write-off** /'raɪt ɒf/ *noun* **1.** the total loss or cancellation of a bad debt, or the removal of an asset's value from a company's accounts ○ *to allow for write-offs in the yearly accounts* **2.**

something which is so badly damaged that it cannot be repaired (*informal*) ○ *The car was a write-off.*

**write out** /,raɪt 'aʊt/ *verb* to write something in full ○ *She wrote out the minutes of the meeting from her notes.* □ **to write out a cheque** to write the words and figures on a cheque and then sign it

**writer** /'raɪtə/ *noun* a person who writes a cheque □ **writer of an option** person who sells an option

**writing** /'raɪtɪŋ/ *noun* something which has been written ○ *to put the agreement in writing* ○ *He had difficulty in reading the candidate's writing.*

**written-down value** /,rɪt(ə)n daʊn 'vælju:/ *noun* a value of an asset in a company's accounts after it has been written down

**WTO** *abbreviation* World Trade Organization

## X Y Z

**xa** abbreviation ex-all

**xc** abbreviation ex-capitalisation

**xd** abbreviation ex dividend

**xr** abbreviation ex-rights

**Yankee bank** /'jæŋki bæŋk/ *noun* a foreign bank trading in the US

**Yankee bond** /'jæŋki bɒnd/ *noun* a dollar bond issued in the American market by a non-US company. Compare **bulldog bond**, **samurai bond**

**year** /jɪə/ *noun* a period of twelve months

**yearbook** /'jɪəbʊk/ *noun* a reference book which is published each year with updated or new information

**year end** /jɪə 'end/ *noun* the end of the financial year, when a company's accounts are prepared ○ *The accounts department has started work on the year-end accounts.*

**yearling bond** /'jɪəlɪŋ bɒnd/ *noun* a local authority bond which matures in 12 months

**yearly** /'jɪəli/ *adjective* happening once a year ○ *We make a yearly payment of £1000.* ○ *His yearly insurance premium has risen to £250.* ○ *For the past few years he has had a yearly pay rise of 10%.*

**Yellow Book** /'jeləʊ bʊk/ *noun* a publication by the London Stock Exchange which gives details of the regulations covering the listing of companies on the exchange

**yen** /jɛn/ *noun* a unit of currency used in Japan (NOTE: It is usually written as ¥ before a figure: **¥2,700** (say two thousand seven hundred yen).)

**yield** /ji:ld/ *noun* the money produced as a return on an investment, shown as a percentage of the money invested ■ *verb* to produce an amount or percentage as interest or dividend, ○ *govern-*

*ment stocks which yield a small interest*  
○ *shares which yield 10%*

'...if you wish to cut your risks you should go for shares with yields higher than average' [*Investors Chronicle*]

COMMENT: To work out the yield on an investment, take the gross dividend per annum, multiply it by 100 and divide by the price you paid for it (in pence): an investment paying a dividend of 20p per share and costing £3.00, is yielding 6.66%.

**yield curve** /'ji:ld kɜ:v/ *noun* a graph showing the yields on different types of investment

**yield to maturity** /,ji:ld tə mə'tɪʒərɪti/ *noun* a calculation of the yield on a fixed-interest investment, assuming it is bought at a certain price and held to maturity

**yuan** /ju'a:n/ *noun* a unit of currency used in China

**ZDPS** abbreviation zero dividend preference shares

**zero** /'ziərəʊ/ *noun 1. nought, the number 0 ○ *The code for international calls is zero zero (00).* 2. same as **zero dividend preference share***

**zero-coupon bond** /,ziərəʊ 'ku:pən bɒnd/ *noun* a bond which carries no interest, but which is issued at a discount and so provides a capital gain when it is redeemed at face value

**zero dividend preference share** /,ziərəʊ ,dɪvɪdend 'pref(ə)rəns ʃeəz/ *noun* a bond which pays no dividend, but has a fixed term and a fixed redemption price, which is a little higher than the redemption price on similar gilts though the redemption price is not in fact guaranteed. Abbreviation **ZDPS**. Also called **zero**

**zero inflation** /,ziərəʊ ɪn'fleɪʃ(ə)n/  
*noun* inflation at 0%

**zero-rated** /,ziərəʊ 'reɪtɪd/ *adjective*  
referring to an item which has a VAT  
rate of 0%

**zero-rated bond** /'ziərəʊ ,reɪtɪd  
bɒnd/ *noun* same as **zero-coupon  
bond**

**zero-rating** /'ziərəʊ ,reɪtɪŋ/ *noun* the  
rating of an item at 0% VAT

**zinc** /zɪŋk/ *noun* a metal which is  
traded on commodity markets, such as  
the London Metal Exchange

**ZIP code** /'zi:p kəʊd/ *noun* US num-  
bers in an address that indicate a postal  
delivery area (NOTE: The UK term is  
**postcode**.)

**zloty** /'zlɒti/ *noun* a unit of currency  
used in Poland

**zone** /zəʊn/ *noun* an area of a town or  
country for administrative purposes ■  
*verb* to divide a town into different ar-  
eas for planning and development pur-  
poses □ **land zoned for light industrial  
use** land where planning permission has  
been given to build small factories for  
light industry



# **SUPPLEMENTS**

Central Banks  
Principal Stock Exchanges  
World Commodity Markets  
International Currencies

## Central Banks

Afghanistan	da Afghanistan Bank, Kabul
Albania	Bank of Albania, Tirana
Algeria	Banque d'Algérie, Algiers
Angola	Banco Nacional de Angola, Luanda
Argentina	Banco Central de la República Argentina, Buenos Aires
Armenia	Central Bank of Armenia, Yerevan
Australia	Reserve Bank of Australia, Sydney
Austria	Oesterreichische Nationalbank, Vienna
Azerbaijan	National Bank of Azerbaijan, Baku
Bahamas	Central Bank of the Bahamas, Nassau
Bahrain	Bahrain Monetary Agency, Manama
Bangladesh	Bangladesh Bank, Dhaka
Barbados	Central Bank of Barbados, Bridgetown
Belarus	National Bank of the Republic of Belarus, Minsk
Belgium	Banque Nationale de Belgique, Brussels
Bermuda	Bermuda Monetary Authority, Hamilton
Bhutan	Royal Monetary Authority, Thimphu
Bolivia	Banco Central de Bolivia, La Paz
Bosnia & Herzegovina	Centralna Banka Bosne i Hercegovine, Sarajevo
Botswana	Bank of Botswana, Gaborone
Brazil	Banco Central do Brasil, Brasilia
Brunei	Brunei Currency Board
Bulgaria	Bulgarska Narodna Banka, Sofia
Burundi	Banque de la République du Burundi, Bujumbura
Cambodia	National Bank of Cambodia, Phnom Penh
Cameroon	Banque des Etats de l'Afrique Centrale, Yaoundé
Canada	Bank of Canada, Ottawa
Central African Republic	Banque des Etats de l'Afrique Centrale, Bangui
Chad	Banque des Etats de l'Afrique Centrale, N'Djamena
Chile	Banco Central de Chile, Santiago
China	People's Bank of China, Beijing
Colombia	Banco de la República de Colombia, Bogotá
Congo (Republic of)	Banque des Etats de l'Afrique Centrale, Brazzaville
Congo (Democratic Republic of)	Banque Centrale du Congo, Kinshasa
Costa Rica	Banco Central de Costa Rica, San José
Côte d'Ivoire	Banque Centrale des Etats de l'Afrique de l'Ouest, Abidjan
Croatia	Hrvatska Narodna Banka, Zagreb
Cuba	Banco Central de Cuba, Havana
Cyprus	Kentrike Trapeza tes Kyprou, Nicosia
Czech Republic	Ceská Národní Banka, Prague
Denmark	Danmarks Nationalbank, Copenhagen
Dominican Republic	Banco Central de la República Dominicana, Santo Domingo
Ecuador	Banco Central del Ecuador, Quito
Egypt	Central Bank of Egypt, Cairo
El Salvador	Banco Central de Reserva de El Salvador, San Salvador
Estonia	Eesti Pank, Tallinn
Ethiopia	National Bank of Ethiopia, Addis Ababa
European Union	European Central Bank, Frankfurt
Finland	Suomen Pankki, Helsinki
France	Banque de France, Paris
Gabon	Banque des Etats de l'Afrique Centrale, Libreville
The Gambia	Central Bank of the Gambia, Banjul
Georgia	National Bank of Georgia, Tbilisi
Germany	Deutsche Bundesbank, Frankfurt
Ghana	Bank of Ghana, Accra
Greece	Trapeza tes Ellados, Athens
Guatemala	Banco de Guatemala, Guatemala City
Guinea	Banque Centrale de la République de Guinée, Conakry
Guinea-Bissau	Banque Centrale des Etats de l'Afrique de l'Ouest, Bissau

## Central Banks *continued*

Guyana	Bank of Guyana, Georgetown
Haiti	Banque de la République d'Haïti, Port-au-Prince
Honduras	Banco Central de Honduras, Tegucigalpa
Hungary	Magyar Nemzeti Bank, Budapest
Iceland	Sedlabanki Islands, Reykjavik
India	Reserve Bank of India, Mumbai
Indonesia	Bank Indonesia, Jakarta
Iran	Bank Markazi Jomhuri Islami Iran, Teheran
Iraq	Central Bank of Iraq, Baghdad
Ireland	Bank Ceannais na hÉireann, Dublin
Israel	Bank of Israel, Jerusalem
Italy	Banca d'Italia, Rome
Jamaica	Bank of Jamaica, Kingston
Japan	Nippon Ginko (Bank of Japan), Tokyo
Jordan	Central Bank of Jordan, Amman
Kazakhstan	National Bank of Kazakhstan, Almaty
Kenya	Central Bank of Kenya, Nairobi
Korea (North)	Central Bank of the Democratic People's Republic of Korea, Pyongyang
Korea (South)	Bank of Korea, Seoul
Kuwait	Central Bank of Kuwait, Kuwait City
Kyrgyzstan	National Bank of the Kyrgyz Republic, Bishkek
Laos	Bank of the Lao People's Democratic Republic, Vientiane
Latvia	Latvijas Banka, Riga
Lebanon	Banque du Liban, Beirut
Lesotho	Central Bank of Lesotho, Maseru
Liberia	National Bank of Liberia, Monrovia
Libya	Central Bank of Libya, Tripoli
Liechtenstein	Liechtensteinische Landesbank
Lithuania	Lietuvos Bankas, Vilnius
Luxembourg	Banque Centrale du Luxembourg
Macedonia	Narodna Banka na Republika Makedonja, Skopje
Madagascar	Banque Centrale du Madagascar, Antananarivo
Malawi	Reserve Bank of Malawi, Lilongwe
Malaysia	Bank Negara Malaysia, Kuala Lumpur
Mali	Banque Centrale des Etats de l'Afrique de l'Ouest, Bamako
Malta	Central Bank of Malta, Valletta
Mauritania	Banque Centrale de Mauritanie, Nouakchott
Mauritius	Bank of Mauritius, Port Louis
Mexico	Banco de Mexico, Mexico
Moldova	National Bank of Moldova, Chisinau
Mongolia	Bank of Mongolia, Ulaanbaatar
Montenegro	Central Bank of Montenegro, Podgorica
Morocco	Banque al-Maghrib, Rabat
Mozambique	Banco de Moçambique, Maputo
Myanmar	Central Bank of Myanmar, Yangon
Namibia	Bank of Namibia, Windhoek
Nepal	Nepal Rastra Bank, Kathmandu
Netherlands	de Nederlandsche Bank, Amsterdam
New Zealand	Reserve Bank of New Zealand, Wellington
Nicaragua	Banco Central de Nicaragua, Managua
Niger	Banque Centrale des Etats de l'Afrique de l'Ouest, Niamey
Nigeria	Central Bank of Nigeria, Lagos
Norway	Norges Bank, Oslo



## Central Banks *continued*

Oman	Central Bank of Oman, Muscat
Pakistan	State Bank of Pakistan, Karachi
Panama	Banco Nacional de Panamá, Panama
Papua New Guinea	Bank of Papua New Guinea, Port Moresby
Paraguay	Banco Central de Paraguay, Asuncion
Peru	Banco Central de Reserva del Perú, Lima
Philippines	Bangko Sentral ng Pilipinas, Manila
Poland	Narodowy Bank Polski, Warsaw
Portugal	Banco de Portugal, Lisbon
Qatar	Qatar Central Bank
Romania	National Bank of Romania, Bucharest
Russia	Central Bank of the Russian Federation, Moscow
Rwanda	Banque Nationale du Rwanda, Kigali
Saudi Arabia	Saudi Arabian Monetary Agency, Riyadh
Senegal	Banque Centrale des Etats de l'Afrique de l'Ouest, Dakar
Serbia	National Bank of Serbia, Belgrade
Seychelles	Central Bank of the Seychelles, Victoria
Sierra Leone	Bank of Sierra Leone, Freetown
Singapore	Monetary Authority of Singapore
Slovakia	Národná Banka Slovenska, Bratislava
Slovenia	Banka Slovenije, Ljubljana
Somalia	Baanka Somaliland, Mogadishu
South Africa	South African Reserve Bank, Pretoria
Spain	Banco de España, Madrid
Sri Lanka	Central Bank of Sri Lanka, Colombo
Sudan	Bank of Sudan, Khartoum
Sweden	Sveriges Riksbank, Stockholm
Switzerland	Schweizerische Nationalbank, Banque Centrale Suisse, Berne
Syria	Central Bank of Syria, Damascus
Taiwan	Central Bank of China, Taipei
Tanzania	Bank of Tanzania, Dar es Salaam
Thailand	Bank of Thailand, Bangkok
Togo	Banque Centrale des Etats de l'Afrique de l'Ouest, Lomé
Tonga	Bank of Tonga, Nuku'alofa
Trinidad and Tobago	Central Bank of Trinidad and Tobago, Port of Spain
Tunisia	Banque Centrale de Tunisie, Tunis
Turkey	Türkiye Cumhuriyet Merkez Bankasi, Ankara
Uganda	Bank of Uganda, Kampala
Ukraine	National Bank of Ukraine, Kiev
United Arab Emirates	Central Bank of the United Arab Emirates, Abu Dhabi
United Kingdom	Bank of England, London
United States of America	Federal Reserve System, Washington
Uruguay	Banco Central del Uruguay, Montevideo
Uzbekistan	Central Bank of the Republic of Uzbekistan, Tashkent
Venezuela	Banco Central de Venezuela, Caracas
Vietnam	State Bank of Vietnam, Hanoi
Yemen	Central Bank of Yemen, Sana'a
Zambia	Bank of Zambia, Lusaka
Zimbabwe	Reserve Bank of Zimbabwe, Harare

## Principal Stock Exchanges

Argentina	Bolsa de Comercio de Buenos Aires
Australia	Australian Stock Exchange
Austria	Wiener Börse AG, Vienna
Bangladesh	Dhaka Stock Exchange
Barbados	Barbados Securities Exchange, Bridgetown
Belgium	Euronext Brussels
Bermuda	Bermuda Stock Exchange
Botswana	Botswana Stock Exchange
Brazil	Bolsa de Valores do Rio de Janeiro Bolsa de Valores de São Paulo
Bulgaria	Bulgarian Stock Exchange, Sofia
Canada	Alberta Stock Exchange, Calgary Montreal Stock Exchange Toronto Stock Exchange Vancouver Stock Exchange Winnipeg Stock Exchange
Chile	Bolsa de Comercio de Santiago
Colombia	Bolsa de Valores de Colombia
Costa Rica	Bolsa Nacional de Valores, San José
Croatia	Zagreb Stock Exchange
Cyprus	Cyprus Stock Exchange
Czech Republic	Prague Stock Exchange
Denmark	Københavns Fondsbørs
Ecuador	Bolsa de Valores de Quito
Egypt	Cairo Stock Exchange Alexandria Stock Exchange
El Salvador	Bolsa de Valores de El Salvador
Finland	Helsinki Stock Exchange
France	Euronext Paris
Germany	Deutsche Börse Börse Berlin-Bremer Börse Düsseldorf BÖAG Börse AG, Hamburg/Hanover Börse-Stuttgart
Greece	Athens Stock Exchange
Hong Kong	Hong Kong Exchange and Clearing
Hungary	Budapest Stock Exchange
India	National Stock Exchange of India The Stock Exchange, Mumbai Calcutta Stock Exchange Delhi Stock Exchange Madras Stock Exchange
Indonesia	Jakarta Stock Exchange
Iran	Teheran Stock Exchange
Ireland	Dublin Stock Exchange
Israel	Tel Aviv Stock Exchange
Italy	Borsa Italiana
Jamaica	Jamaica Stock Exchange
Japan	Fukuoka Stock Exchange Hiroshima Stock Exchange Nagoya Stock Exchange Osaka Stock Exchange Sapporo Stock Exchange Tokyo Stock Exchange

## Principal Stock Exchanges *continued*

Jordan	Amman Stock Exchange
Kenya	Nairobi Stock Exchange
Kuwait	Kuwait Stock Exchange
Lebanon	Beirut Stock Exchange
Lithuania	National Stock Exchange of Lithuania
Luxembourg	Bourse de Luxembourg
Macedonia	Macedonian Stock Exchange
Malaysia	Kuala Lumpur Stock Exchange
Mexico	Bolsa Mexicana de Valores
Morocco	Bourse de Casablanca
Nepal	Nepal Stock Exchange
Netherlands	Euronext Amsterdam
New Zealand	New Zealand Stock Exchange
Nigeria	Nigerian Stock Exchange, Lagos
Norway	Oslo Børs
Pakistan	Karachi Stock Exchange Lahore Stock Exchange
Panama	Bolsa de Valores de Panamá
Peru	Bolsa de Valores de Lima
Philippines	Philippine Stock Exchange
Poland	Warsaw Stock Exchange
Portugal	Euronext Lisbon
Romania	Bucharest Stock Exchange
Russia	Russian Exchange
Singapore	Singapore Exchange
Slovakia	Burza cenných papierov v Bratislave
Slovenia	Ljubljana Stock Exchange
South Africa	Johannesburg Stock Exchange
Spain	Bolsa de Bilbao Bolsa de Madrid Bolsa de Barcelona Bolsa de Valencia
Sri Lanka	Colombo Stock Exchange
Sweden	Stockholmbörsen
Switzerland	Swiss Exchange
Taiwan	Taiwan Stock Exchange
Thailand	Stock Exchange of Thailand
Trinidad and Tobago	Trinidad and Tobago Stock Exchange, Port of Spain
Turkey	Istanbul Menkul Kıymetler Borsası
United Kingdom	London Stock Exchange
United States	American Stock Exchange, New York NASDAQ Boston Stock Exchange Chicago Stock Exchange New York Stock Exchange Pacific Exchange, Los Angeles and New York Philadelphia Stock Exchange
Uruguay	Bolsa de Valores de Montevideo
Venezuela	Bolsa de Valores de Caracas
Zimbabwe	Zimbabwe Stock Exchange, Harare

## World Commodity Markets

Argentina	Bolsa de Cereales, Buenos Aires	grains
Australia	Sydney Futures Exchange	wool, cattle, electricity
Austria	Wiener Börse	raw skins and hides, leather, driving belts, technical leather products, timber
Brazil	Bolsa de Mercadorias & Futuros	gold, coffee, alcohol, sugar, cotton, cattle, soybean, corn
Canada	Winnipeg Commodity Exchange	canola, canola meal, flaxseed, feed wheat, feed barley
China	Shanghai Gold Exchange Shanghai Futures Exchange	gold copper cathode, aluminium ingot
France	MATIF (Marché a Terme International de France)	European rapeseed futures, milling wheat futures, corn futures, sunflower seeds
German	Südwestdeutscher Warenbörsen (Mannheimer Produktenbörse, Stuttgarter Waren- und Produktenbörse, Frankfurter Getreide- und Produktenbörse, Wormser Getreide- und Produktenbörse) Warenterminbörse, Hanover Bremer Baumwollbörse	grain, fodder, oilseed, eggs, roughage, potatoes, fuel oil potatoes, hogs, wheat, rapeseed, heating oil, recyclable paper cotton
Hong Kong	Chinese Gold and Silver Exchange	gold, silver
Hungary	Budapest Commodity Exchange	grain, livestock, financials
India	Tobacco Board, Andhra Pradesh Coffee Board, Bangalore Central Silk Board, Mumbai Tea Board of India, Calcutta Cardamom Board, Cochin Coir Board, Cochin Rubber Board, Kerala	tobacco coffee silk tea cardamoms coir rubber
Italy	Borsa Merci Telematicade Mediterraneo	bergamot orange, essential oil of bergamot, tangerine, orange, lemon, citron, mandarin, grapefruit, oil, wine
Japan	Central Japan Commodity Exchange Hokkaido Grain Exchange Kanmon Commodity Exchange Kansai Commodities Exchange Osaka Mercantile Exchange	gasoline, kerosene, eggs, azuki beans, soybeans corn, soybean, soybean meal, azuki bean, arabica coffee, robusta coffee, raw sugar futures broiler, corn, soybean, redbean, refined sugar frozen shrimp, coffee, corn, soybeans, azuki beans, raw sugar, raw silk aluminium, cotton, rubber

## World Commodity Markets *continued*

Japan cont'd	Tokyo Commodity Exchange	aluminium, gold, silver, platinum, palladium, gasoline, kerosene, crude oil, rubber
	Tokyo Grain Exchange	corn, soybean, coffee, rawsugar, redbean
	Tokohashi Dried Cocoon Exchange	silk cocoons
Kenya	Coffee Board of Kenya	coffee
	East African Tea Trade Association	tea
	Kenya Tea Development Authority	tea
Malaysia	Malaysian Rubber Board	rubber
	Malaysia Derivatives Exchange	crude palm oil, interest rate futures, government securities futures
Netherlands	Euronext, Amsterdam	pigs, potatoes
Singapore	Singapore Commodities Exchange	rubber, coffee
United Kingdom	Liverpool Cotton Association	raw cotton
	Euronext LIFFE (London International Financial Futures and Options Exchange)	cocoa, coffee, sugar, wheat, barley, weather futures
	London Metal Exchange	aluminium, copper
	International Petroleum Exchange	crude oil, gas oil, natural gas
United States	Mid-American Commodity Exchange	gold, silver, platinum
	Kansas City Board of Trade	wheat, natural gas, stock indexes
	New York Board of Trade (NYBOT, parent company of Coffee, Sugar & Cocoa Exchange (CSCE), New York Cotton Exchange (NYCE), New York Futures Exchange (NYFE))	cocoa, coffee, cotton, sugar
	New York Mercantile Exchange (NYMEX)	crude oil, gasoline, heating oil, natural gas, coal, propane, gold, silver, platinum, palladium, aluminium, copper
	Chicago Board of Trade	corn, oats, soya bean oil, wheat, soya beans, rough rice, gold, silver, Treasury bonds, Treasury notes, other interest rates, and stock indexes
	Chicago Mercantile Exchange	beef, dairy, forest, e-livestock, hogs, crude oil, natural gas, weather futures, chemical futures, foreign currencies
	Minneapolis Grain Exchange	spring wheat
	BrokerTec Futures Exchange	government securities
	Merchants Exchange	barge freight rates, energy products
	NASDAQ LIFFE FutureCom	securities futures cattle

## International Currencies

In the following list, units of currency marked (\*) usually have no plural: e.g. 1 kyat (one kyat), 200 kyat (two hundred kyat), etc.

<b>Country</b>	<b>Currency</b>	<b>Divided into</b>	<b>Abbreviation</b>
Afghanistan	Afghani*	puli	Af <i>or</i> Afs
Albania	Lek*	qindars	Lk
Algeria	Algerian dinar	centimes	DA
Andorra	Euro	cents	€
Angola	Kwanza*	lwei	Kzrl
Antigua	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
Argentina	Argentinian peso	australes	
Australia	Australian dollar	cents	A\$
Austria	Euro	cents	€
Bahamas	Bahamian dollar	cents	B\$
Bahrain	Bahraini dinar	fihs	BD
Bangladesh	Taka*	poisha	Tk
Barbados	Barbados dollar	cents	Bd\$ <i>or</i> BD\$
Belarus	Rouble	kopeks	
Belgium	Euro	cents	€
Belize	Belize dollar	cents	BZ\$
Benin	CFA franc	centimes	CFA Fr
Bermuda	Bermuda dollar	cents	Bda\$
Bhutan	Ngultrum*	chetrum	N
Bolivia	Boliviano <i>or</i> Bolivian peso	centavos	\$b
Bosnia	Marka	para	
Botswana	Pula	thebe	P
Brazil	Real	centavos	R\$
Brunei	Brunei dollar	sen	B\$
Bulgaria	Lev*	stotinki	Lv
Burkina Faso	CFA franc	centimes	CFA Fr
Burma ( <i>see</i> Myanmar)			
Burundi	Burundi franc	centimes	Bur Fr <i>or</i> FrBr
Cambodia	Riel*	sen	RI
Cameroon	CFA franc	centimes	CFA Fr
Canada	Canadian dollar	cents	Can\$ <i>or</i> C\$
Cape Verde Islands	Escudo Caboverdiano	centavos	CV esc
Cayman Islands	Cayman Island dollar	cents	CayI\$
Central African Republic	CFA franc	centimes	CFA Fr
Chad	CFA franc	centimes	CFA Fr
Chile	Chilean peso	centavos	Ch\$
China	Yuan* <i>or</i> renminbi*	fen	Y
Colombia	Colombian peso	centavos	Col\$
Comoros	CFA franc	centimes	CFA Fr
Congo (Republic of)	CFA franc	centimes	CFA Fr
Congo (Democratic Republic of)	Congolese franc	centimes	
Costa Rica	Colón*	centimos	₡
Croatia	Kuna	lipas	
Cuba	Cuban peso	centavos	Cub\$
Cyprus	Cyprus pound	cents	£C <i>or</i> C£
Czech Republic	Koruna	haleru	Kč
Denmark	Krone	øre	DKr <i>or</i> DKK

## International Currencies *continued*

Country	Currency	Divided into	Abbreviation
Djibouti	Djibouti franc	centimes	Dj Fr
Dominica	East Caribbean dollar	cents	EC\$
Dominican Republic	Dominican peso	centavos	DR\$
Ecuador	Sucre*	centavos	Su
Egypt	Egyptian pound	piastres	£E or E£
Eire ( <i>see</i> Irish Republic)			
El Salvador	Colón*	centavos	ES¢
Equatorial Guinea	CFA franc	centimes	CFA Fr
Estonia	Kroon	sents	
Ethiopia	Birr* or Ethiopian dollar	cents	EB
Fiji	Fiji dollar	cents	\$F or F\$
Finland	Euro	cents	€
France	Euro	cents	€
French Guiana	Euro	cents	€
Gabon	CFA franc	centimes	CFA Fr
Gambia, The	Dalasi*	butut	Di
Germany	Euro	cents	€
Ghana	Cedi*	pesewas	¢
Georgia	Lari	tetri	
Greece	Euro	cents	€
Grenada	East Caribbean dollar	cents	Ecar\$ or EC\$
Guatemala	Quetzal	centavos	Q
Guinea	Guinea franc	centimes	
Guinea-Bissau	CFA franc	centimes	CFA Fr
Guyana	Guyana dollar	cents	G\$ or Guy\$
Haiti	Gourde*	centimes	Gde
Holland ( <i>see</i> Netherlands)			
Honduras	Lempira*	centavos	La
Hong Kong	Hong Kong dollar	cents	HK\$
Hungary	Forint	filler	Ft
Iceland	Króna	aurar	lkr
India	Rupee	paisa	R or Re or R\$
Indonesia	Rupiah*	sen	representative
Iran	Rial*	dinars	RI
Iraq	Iraqi dinar	fiIs	ID
Irish Republic	Euro	cents	€
Israel	Shekel	agora	IS
Italy	Euro	cents	€
Ivory Coast	CFA franc	centimes	CFA Fr
Jamaica	Jamaican dollar	cents	J\$
Japan	Yen*	sen	Y or ¥
Jordan	Jordanian Dinar	fiIs	JD
Kazakhstan	Tenge		
Kenya	Kenya shilling	cents	KSh or Sh
Korea (North)	North Korean won*	chon	NK W
Korea (South)	South Korean won*	jeon	SK W
Kuwait	Kuwaiti dinar	fiIs	KD
Kyrgystan	Som	tyin	
Laos	Kip*	at	K or Kp

## International Currencies *continued*

Country	Currency	Divided into	Abbreviation
Latvia	Lat	santims	
Lebanon	Lebanese pound	piastres	£Leb <i>or</i> L£
Lesotho	Loti*	lisente	L
Liberia	Liberian dollar	cents	L\$
Libya	Libyan dinar	dirhams	LD
Liechtenstein	Swiss franc	centimes	SFr <i>or</i> FS
Lithuania	Lita		
Luxembourg	Euro	cents	€
Macedonia	Dinar	paras	
Macau	Pataca*	avos	P <i>or</i> \$
Madeira	Euro	cents	€
Malagasy Republic	Malagasy franc	centimes	FMG <i>or</i> Mal Fr
Malawi	Kwacha*	tambala	K <i>or</i> MK
Malaysia	Ringgit <i>or</i> Malaysian Dollar	sen	M\$
Maldives	Rufiyaa	laaris	MvRe
Mali	CFA franc	cents	CFA Fr
Malta	Maltese pound <i>or</i> lira	cents	£M <i>or</i> M£
Mauritania	Ouguiya*	khoums	U
Mauritius	Mauritius rupee	cents	Mau Rs <i>or</i> R
Mexico	Peso	centavos	Mex\$
Moldova	Leu		
Monaco	Euro	cents	€
Mongolian Republic	Tugrik*	möngös	Tug
Montserrat	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
Morocco	Dirham	centimes	DH
Mozambique	Metical*	centavos	M
Myanmar	Kyat*	pyas	Kt
Namibia	Namibian dollar	cents	
Nauru	Australian dollar	cents	A\$
Nepal	Nepalese rupee	paise	NR <i>or</i> Nre
Netherlands	Euro	cents	€
New Hebrides ( <i>see</i> Vanuatu)			
New Zealand	New Zealand dollar	cents	NZ\$
Nicaragua	Córdoba	centavos	C\$ <i>or</i> C
Niger	CFA franc	centimes	CFA Fr
Nigeria	Naira*	kobo	N <i>or</i> ₦
Norway	Krone	ore	NKr
Oman	Rial Omani	baizas	RO
Pakistan	Pakistan rupee	paise	R <i>or</i> Pak Re
Panama	Balboa	centesimos	Ba
Papua New Guinea	Kina*	toea	Ka <i>or</i> K
Paraguay	Guarani*	centimos	G
Peru	Sol	cents	S
Philippines	Philippine peso	centavos	P <i>or</i> PP
Poland	Zloty	groszy	Zl
Portugal	Euro	cents	€
Puerto Rico	US dollar	cents	\$ <i>or</i> US\$
Qatar	Qatar Riyal	dirhams	QR
Reunion	CFA franc	centimes	CFA Fr
Romania	Leu*	bani	L <i>or</i> l
Rwanda	Rwanda franc	centimes	Rw Fr



## International Currencies *continued*

Country	Currency	Divided into	Abbreviation
Russia	Rouble	kopeks	Rub
St Lucia	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
St Vincent	East Caribbean dollar	cents	Ecar\$ <i>or</i> EC\$
Samoa	Tala	sene	
Saudi Arabia	Saudi riyal <i>or</i> rial	halala	SA R
Senegal	CFA franc	centimes	CFA Fr
Serbia & Montenegro	Dinar	paras	DN
Seychelles	Seychelles rupee	cents	Sre <i>or</i> R
Sierra Leone	Leone	cents	Le
Singapore	Singapore dollar	cents	S\$ <i>or</i> Sing\$
Slovakia	Koruna	haliers	Sk
Slovenia	Tolar	stotin	SIT
Solomon Islands	Solomon Island dollar	cents	SI\$
Somalia	Somali shilling	cents	Som Sh
South Africa	Rand*	cents	R
Spain	Euro	cents	€
Sri Lanka	Sri Lankan rupee	cents	SC Re
Sudan	Sudanese dinar	pounds	SD
Suriname	Suriname guilder	cents	S Gld
Swaziland	Lilangeni*	cents	Li <i>or</i> E
Sweden	Krona	örer	SKr
Syria	Syrian pound	piastres	S£
Taiwan	New Taiwan dollar	cents	T\$ <i>or</i> NT\$
Tanzania	Tanzanian shilling	cents	TSh
Thailand	Baht*	satang	Bt
Togo	CFA franc	centimes	CFA Fr
Tonga	Pa'anga	seniti	
Trinidad & Tobago	Trinidad & Tobago dollar	cents	TT\$
Tunisia	Tunisian dinar	millimes	TD
Turkey	Turkish lira	kurus	TL
Turkmenistan	Manat	tenesi	
Tuvalu	Australian dollar	cents	\$A
Uganda	Uganda Shilling	cents	Ush
Ukraine	Hryvna	kopiykas	
United Arab Emirates	UAE dirham	fil	UAE Dh <i>or</i> UD
United Kingdom	Pound sterling	pence	£ <i>or</i> £Stg
USA	Dollar	cents	\$ <i>or</i> US\$
Uruguay	Uruguayan peso	centesimos	N\$
Uzbekistan	Sum	tiyin	
Vanuatu	Vatu	centimes	
Venezuela	Bolívar	centimos	BS
Vietnam	Dong*	xu	D
Virgin Islands	US dollar	cents	US\$
Yemen	Riyal	fil	YR
Zambia	Kwacha*	ngwee	K
Zimbabwe	Zimbabwe dollar	cents	Z\$