

Unit 2 Jobs in banking

Word	Definition	Polish
administrative (adj)	relating to the work of managing a company or organisation	administracyjny
annual (adj)	happening once each year	roczny, coroczny
appraisal (n)	a meeting between a manager and a worker to discuss the quality of the worker's work and how well they do their job	ocena pracownika
attentive (adj)	listening or watching carefully	uważny
balance (n)	the amount of money that you have in your bank account	saldo
boss (n)	your boss at work is the person who tells you what work to do	szef
branch (n)	one part of an organization	oddział
building society (n)	<i>British English</i> a type of bank that you pay money into in order to save it and earn interest and that will lend you money to buy a house or flat [= <i>savings and loan association American English</i>]	oszczędnościowa kasa mieszkaniowa
cafeteria (n)	a restaurant where you collect your own food and take it to a table to eat it	bar szybkiej obsługi
cashier (n)	someone whose job is to help customers in a bank	kasjer
current account (n)	<i>British English</i> a bank account that you can take money out of at any time [= <i>checking account American English</i>]	rachunek bieżący
customer (n)	someone who buys things from a shop or company	klient
deposit (n)	an amount of money that you pay into a bank account	wpłata
efficient (adj)	working well, without wasting time or energy	wydajny
elderly (adj)	an elderly person is old	starszy
enquiry (n)	a question you ask in order to get information	zapytanie

English for Banking & Finance



foreign exchange (n)	used to talk about buying and selling foreign money	wymiana walut
friendly (adj)	someone who is friendly talks to people or behaves pleasantly towards them	przyjazny
get up (phr v)	to wake up and get out of your bed, especially in the morning	wstawać
graduate (n)	someone who has finished university and passed the final examinations [= <i>someone who has completed a course at a school, college or university American English</i>]	absolwent
handle (v)	to deal with or organise something	zajmować się
head office (n)	the main office of a company	centrala
helpful (adj)	providing useful help willingly	pomocny
image (n)	the way that people believe someone or something to be	wizerunek
impression (n)	the opinion or feeling you have about someone or something because of the way they seem	wrażenie
information (n)	facts or details about something	informacje
interest rate (n)	the amount that is charged by a bank when you borrow money or is paid to you when you keep money in a bank account	stopa procentowa
international (adj)	involving or existing in many countries	międzynarodowy
knowledgeable (adj)	a knowledgeable person knows a lot about a particular subject	posiadający dużą wiedzę
leading (adj)	best or most important	główny, przodujący
loan (n)	an amount of money that you borrow	pożyczka
lunchtime (n)	the time in the middle of the day when people usually eat lunch	pora lunchu
patient (adj)	able to stay calm and not get angry when you have to wait for a long time or when someone is behaving badly	cierpliwy
point of	a place you go to or a person you	punkt kontaktowy

English for

Banking & Finance



contact (n phr)	meet when you ask an organisation for help	
polite (adj)	someone who is polite speaks or behaves in a way that is not rude and shows respect for other people	uprzejmy
positive (adj)	having a good or useful effect, especially on someone's character	pozytywny
product (n)	something that is made or sold by a company	produkt
qualification (n)	an official examination that you have passed, which shows what level of education you have reached or what training you have had	kwalifikacje, dyplom
responsible (adj)	if you are responsible for something, it is your job to do it	odpowiedzialny
restaurant (n)	a place where you can buy and eat a meal	restauracja
savings account (n)	a bank account in which you keep money that you want to save, and which pays you interest on the money you have in it	rachunek oszczędnościowy
service (n)	work or help that is provided by a bank to customers	usługi
supervisor (n)	someone whose job is to supervise people who are doing a job	przełożony
take care (n phr)	to look after someone or something	opiekować się
watch over (phr v)	to watch and make sure that someone behaves properly or something happens in the correct way	pilnować
weekend (n)	Saturday and Sunday; in <i>British English</i> you do things at the weekend and in <i>American English</i> you do things on the weekend	weekend
withdraw (v)	to take money out of a bank account	podejmować, wypłacać
withdrawal (n)	the act of taking money from a bank account or the amount you take out	podjęcie, wypłacenie