

BGE NYVK	C1	Writing	
English for Finance		80 minutes	20 marks
Sample			

***A megoldások piszkozatát erre a feladatlagra írhatja.
A megoldólapra a végleges megoldásokat írja.***

A feladatok megoldásához egy- és kétnyelvű általános szótár használható.

Kérjük, mindkét feladatot oldja meg.

Task 1

You are Barbara/Barnabas Vedres working for 4YourSafety Insurance Company (London).

Write a letter to an outside auditor of the company, Susan Hugh (5StarAudit plc) **in 100–120 words**. Explain why you have decided NOT TO renew Mrs Jane Sober's property insurance policy.

- Her flat with her jewels and Rembrandt miniatures is insured by your company.
- Her daughter and son-in-law moved in with her.
- The young man has been convicted twice.

Task 2

You are Barbara/Barnabas Emmer, a financial advisor. Your client, Mr Steve Gordon wants you to help him decide whether to hold on to his shares or to sell them. Give him advice and summarize your opinion **in a memo in 120-150 words**.

ABC BANK					
Income			Expenditure		
	Previous year (€m)	This year (€m)		Previous year (€m)	This year (€m)
Interest received	500	540	Labour costs	55	60
Interest paid	400	440	Depreciation	15	17
Net interest income	100	100	Other expenses	25	30
Fees, commissions	50	75	Tax	23	28
Total income	150	175	Dividends	10	15
			Profit retained	12	15
			Total expenditure	150	175

BGE NYVK	C1	Writing	
English for Finance		80 minutes	20 marks
Sample			

KEY

Task 1

4YourSafety Insurance Company
London

Ms Susan Hugh
5StarAudit plc

7 June 2016

Re: Mrs Sober's policy renewal

Dear Ms Hugh

Mrs Sober has been our client for nearly twelve years and has always paid the premiums on time. She has always disclosed any minor change in her status. However, ignoring some of the recent changes could be hazardous for our company.

It seems to me it would be rather risky to renew her property insurance policy. As her twenty-year-old daughter and her husband have moved in with her, the property is exposed to theft. The husband's past is far from pure as he has been found guilty of theft and burglary, two crimes which are not to be taken lightly.

In view of these facts I propose to reject her request to renew her policy.

Yours sincerely
Barnabas Vedres
Premiums Manager

Task 2

To: Mr S. Gordon
From: B. Emmer
Date: 10/10/2020
Subject: Advice to Client on his investment in ABC Bank

The bank has increased its income. Although its net interest earnings have not risen, its fee income has increased by 50 per cent.

On the expenditure side, we can see that labour costs have increased by €5m. This hike may be connected to the rise in the bank's fee income – the number of employees had to be increased to meet the increased workload.

Bad-debt provisions have not changed, which means the bank's credit risks are managed well.

However, other expenses have gone up by €5m. It shows that there is still scope for improvement in managing the bank's costs.

Dividends have gone up by 50 per cent. Also, the bank has retained 50 per cent of the profit, which will reduce its exposure to various risks.

All in all, it seems that for a long-term investor it is a sound idea to keep the ABC's shares for a while.