Basic Concepts in Banking

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عادل بهمنی
بهرام مولائی (دانشگاه آزاد اسلامی واحد تهران جنوب)

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Introduction

Authoring the present collection aims at helping bank personnel get familiar with basic banking concepts in English. The specific focus is on the most common conversational subjects in the bank branches accompanied by their Persian equivalents. Observing the international standards of designing EFL educational materials; compiling, translating, and authoring the subject matters simultaneously address two groups of EFL learners: The first group is a majority at lower intermediate level and the latter a minority at intermediate and/ or possibly upper intermediate levels. What follows sheds light on the structure of the units.

The prelude of each unit includes questions which on the one hand warm up the readers for learning the new material, and on the other assess their background knowledge. Next, comes the text with a general view of the topic followed by the mini-dictionary in which the meanings of some of the words in the text are defined. This is followed by the comprehension questions and then a matching test in which pedagogically crucial vocabularies and their definitions are presented to the learners to distinguish. Finding different parts of speech of the selected words is another task of each unit. Triple teller-customer dialogues are the most practical part of the book because verbal structures used by English native speakers in the bank and their received Persian equivalents are juxtaposed.

This part is considered important because it was postulated that practical proficiency level in this regard cannot be attained only through focusing on the meaning of banking terms and English grammar. The first dialogue and its Persian translation have been designed for the readers to practice, while the second and the third respectively gauge learners' proficiency in translation and completing sentences.

Finally, wishing progress for the Iranian banking in the private and public sectors, we hope this collection is considered an efficient pace to get the manpower of this field prepared for reaching the international standards. The last but not the least is the readers' points of view with the help of which we will be encouraged to better publish our other educational materials in banking.

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