



## FAKULTETI EKONOMIK PRISHTINË

Lista e termave të përzgjedhura ekonomike për kolloguiumin e parë nga lënda **Gjuhë angleze II**, për të cilat duhet të shkruhen definicionet përkatëse në gjuhën angleze. Kjo listë e termave vlen për kolloguiumin e parë në prill 2015, respektivisht për këtë gjeneratë, tek Prof. Ass. Dr. Sadete Pllana.

<b>Unit 15-Venture capital</b>
venture capital: money invested in a possibly risky new business.
competitive advantage: what an organization can do better than its competitors.
sales forecast: the sales businesses expect to achieve in a particular period of time
break-even point: where total costs equal total income from sales and the company makes neither a profit nor a loss.
revenue: the total income received by a business before any expenses are paid.
exit strategy: an investor's plan for getting their investment back and potentially realizing a profit.
founders: the people who establish a company or other organization.
<b>Unit 16-Bonds</b>
bonds: an official document promising that a government or company will pay back money that it has borrowed, often with interest.
cash flows: the money a company receives minus the money it spends during a certain period.
mutual funds: funds operated by investment companies that invest people's money in various assets.
coupon: the amount of interest that a bond pays.
maturity: the length of time for which a bond is issued (until it is repaid)/the date when a loan becomes repayable
bankrupt: insolvent, unable to pay debts.
dividends: payments by companies to their shareholders.
bid or bid price: the price at which a buyer is prepared to buy a security at a particular time.
offer or offer price: the price at which a seller is prepared to sell a security at a particular time.
yield: the rate of income an investor receives from a security. (rendiment fitimi)
mortgage: a loan, usually to buy property, which serves as a security for the loan.
gilt-edged stocks or shares: do not give you much interest but are considered very safe as they are sold mainly by governments.
Triple A: AAA- (the official rating of bonds) also called 'gold standard' of bonds, meaning they are very safe, as safe as gold.
<b>Unit 17-Stocks and shares</b>
stocks and shares: a unit of ownership interest in a corporation or a financial asset.
IPO (initial public offering) US/flotation GB: selling stocks for the first time.
bull market: a financial market of a group of securities in which prices are rising or are expected to rise.
bear market: a financial market of a group of securities in which prices are falling or are expected to fall.
hedge funds: are private investment funds for wealthy investors that trade in securities and derivatives, and try to get high returns whether markets move up or down.

'bubble': means prices which rise and fall rapidly in a short period of time.
shorting shares: means borrowing shares from a fund or company, selling them, waiting for their price to fall, and then buying them back at a lower price and returning them to their original owner.
<b>Unit 18-Derivatives</b>
The main types of derivatives: futures, options and swaps
future: a contract agreement to buy or sell a security, commodity or financial instrument at a determined price at a determined future.
option: offers the buyer the right, but not the obligation, to buy (call option) or sell (put option) an asset at an agreed-upon price (the strike price), either during a certain period of time, or on a specific date.
swap: the exchange of one security for another to change the maturity (bonds), quality of issues (stocks or bonds), or because investment objectives have changed.
commodities: are raw materials or primary products such as metals, cereals, coffee, etc., that are traded at special markets.
hedging: means making contract to buy or sell commodities or financial assets in the future, at a pre-arranged price, as a protection against price changes.
speculation: means buying assets in the hope of making a capital gain by selling them later at a higher price (or selling them in the hope of buying them back at a lower price).
spread-betting: a type of speculation that involves taking a bet on the price movement of a security.
Pain barrier: means to set up a 'stop-loss' limit, which will close your trade at a set level if the price moves against you.
<b>Unit 19-Accounting and financial statements</b>
accounting: preparing financial statements showing income and expenditure, assets and liabilities.
auditing: inspecting and reporting on accounts and financial records.
bookkeeping: writing down the details of transactions (debits and credits)
`creative accounting`: using all available accounting procedures and tricks to disguise the true financial position of a company.
tax accounting: calculating how much an individual or a company will have to pay to the local and national governments (and trying to reduce this to a minimum).
budget: a financial operating plan showing expected income and expenditure
Intangibles: assets whose value can only be turned into cash with difficulty (e.g. reputation, patents, trademarks, etc.)
Accrued Expenses: expenses such as wages, taxes and interest, which have not yet been paid at the date of the balance sheet.
Total Receivables: money owed by customers for goods or services purchased on credit.
Accounts Payable: money owed to suppliers for purchases made on credit.
Prepaid Expenses: money paid in advance for goods and services.
Goodwill: the difference between the purchase price of acquired companies and their net tangible assets.
<b>Unit 20-Market structure and competition</b>
market leader: the firm with the largest market share.
market challenger: the second largest market share/company in an industry.
market follower: small companies in any industry that can be attacked by market challengers.
cluster: a group of similar things (e.g. companies) situated close together.
landlord: a person or organization that owns a building or an area of land and rents it to other people.
entrepreneur: a person who starts their own business, especially when this involves taking risks.
headhunter: a recruiter of important personnel for companies.
patent: the official legal right to make or sell an invention for a particular number of years.

## Unit 21 - Takeovers

retail outlets: places where goods are sold (shops, stores, kiosks, markets, etc.)

conglomerates: companies that own or control several smaller businesses selling very different products or services.

subsidiaries: companies that are owned by a larger parent company.

pension fund: a sum of money reserved to pay a company's retired employees.

raid: means an attempt by a company to buy enough shares in another company to take control of it.

takeover bid: a public offer to a company's stockholders to buy their stocks at a certain price (above the current market price) during a limited period of time.

hostile bid/takeover: when the company does not want to be taken over.

friendly bid: when the directors of a company agree to a takeover.

asset stripping: means buying a company in order to sell its profitable parts, or to close the company and sell its assets at a profit.

### Njohuritë gramatikore, që do të kërkohen në këtë kolloguium:

- Simple Past or Present Perfect Simple?
- Present Perfect Continuous
- Past Perfect Continuous
- Future I Continuous
- Passive voice
- Adverb or Adjective?
- Comparative or Superlative?
- Prepositions
- Irregular verbs
- Relative pronouns (who / which / whose)
- Synonyms
- Antonyms

# English Tenses

Explanation		Past	Present	Future
		<b><u>Simple Past</u></b>  <b>Signal words:</b> yesterday, 2 minutes ago, in 1990, the other day, last Friday	<b><u>Simple Present</u></b>  <b>Signal words:</b> always, every ..., never, normally, often, seldom, sometimes, usually	<b><u>Future I Simple</u></b>  <b>Signal words:</b> in a year, next ..., tomorrow If-sentence Type I ( <i>If you ask her, she will help you.</i> ) <i>Assumption:</i> I think, probably, perhaps
<b>Moment</b>	action that takes place once, never or several times	P: He played football every Tuesday. N: He didn't play football .. Q: Did he play football ...?	P: He plays football every Tuesday. N: He doesn't play football... Q: Does he play football .....	P: He will / is going to play football every Tuesday. N: He won't/isn't going to play football .. Q: Will he../Is he going to play football....?
	actions that happen one after another	He played football and then he went home.	He plays football and then he goes home.	He will play football and then he will go home.
	state	He loved football.	He loves football.	He will love football.
		<b><u>Past Continuous</u></b>  <b>Signal words:</b> when, while, as long as	<b><u>Present Continuous</u></b>  <b>Signal words:</b> at the moment, just, just now, Listen!, Look!, now, right now	<b><u>Future I Continuous</u></b>  <b>Signal words:</b> in one year, next week, tomorrow
<b>Period</b>	action going on at that moment	P: He was playing football. N: He wasn't playing football. Q: Was he playing football?	P: He is playing football. N: He isn't playing football. Q: Is he playing football?	P: He will be playing football. N: He won't be playing ... Q: Will he be playing ....?
	actions taking place at the same time	He was playing football and she was watching.	He is playing football and she is watching.	He will be playing football and she will be watching.
		<b><u>Past Perfect Simple</u></b>  <b>Signal words:</b> already, just, never, not yet, once, until that day	<b><u>Present Perfect Simple</u></b>  <b>Signal words:</b> already, ever, just, never, not yet, so far, till now, up to now	<b><u>Future II Simple</u></b>  <b>Signal words:</b> by Monday, in a week
<b>Result</b>	action taking place before a certain moment in time; emphasises the result	P: He had won five matches until that day. N: He hadn't won five .....	P: He has won five matches so far. N: He hasn't won five .... Q: Has he won five matches?	P: He will have won five matches by then. N: He won't have won .....
		Q: Had he won five matches?	Q: Has he won five matches?	Q: Will he have won....?
		<b><u>Past Perfect Continuous</u></b>  <b>Signal words:</b> for, since, the whole day, all day	<b><u>Present Perfect Cont.</u></b>  <b>Signal words:</b> all day, for 4 years, since 1993, how long?, the whole week	<b><u>Future II Cont.</u></b>  <b>Signal words:</b> for ..., the last couple of hours, all day long
<b>Duration</b>	action taking place before a certain moment in time (and beyond), emphasises the duration	P: He had been playing football for ten years. N: He hadn't been playing... Q: Had he been playing....?	P: He has been playing football for ten years. N: He hasn't been playing... Q: Has he been playing....?	P: He will have been playing football for ten years. N: He won't have been playing football for ... Q: Will he have been playing?

# Passive Voice

## Use of Passive

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.

**Example: My bike was stolen.**

In the example above, the focus is on the fact that my bike was stolen. I do not know, however, who did it.

Sometimes a statement in passive is more polite than active voice, as the following example shows:

**Example: A mistake was made.**

In this case, I focus on the fact that a mistake was made, but I do not blame anyone (e.g. You have made a mistake.).

## Form of Passive

Subject + finite form of *to be* + Past Participle (3rd column of [irregular verbs](#))

**Example: A letter was written.**

- When rewriting active sentences in passive voice, note the following:
- the object of the active sentence becomes the subject of the passive sentence
- the finite form of the verb is changed (*to be* + past participle)
- the subject of the active sentence becomes the object of the passive sentence (or is dropped)

Tense		Subject	Verb	Object
<b>Simple Present</b>	<i>Active:</i>	Rita	writes	a letter.
	<i>Passive:</i>	A letter	is written	by Rita.
<b>Simple Past</b>	<i>Active:</i>	Rita	wrote	a letter.
	<i>Passive:</i>	A letter	was written	by Rita.
<b>Present Perfect</b>	<i>Active:</i>	Rita	has written	a letter.
	<i>Passive:</i>	A letter	has been written	by Rita.
<b>Future I</b>	<i>Active:</i>	Rita	will write	a letter.
	<i>Passive:</i>	A letter	will be written	by Rita.
<b>Auxiliary verbs</b>	<i>Active:</i>	Rita	can write	a letter.
	<i>Passive:</i>	A letter	can be written	by Rita.

## Rewrite the sentences in passive voice.

Has she solved the problem? (Pres. Perfect)- Has the problem been solved by her?

She did not sign the contract. (Simple Past) - The contract was not signed (by her).

She pays a lot of money. (Simple Present) - A lot of money is paid by her.

They have not caught the thieves. (Pres. Perfect) - The thieves have not been caught by them.

I did not tell them. (Simple Past) - They were not told by me.

We had lost the key. (Past Perfect) - The key had been lost by us.

We stopped the bus. (Simple Past) - The bus was stopped by us.

She will read the book. (Future I) - The book will be read by her.

Jane had booked a flight. (Past Perfect) - A flight had been booked (by her).

Kerrie can pay the bill. (Auxiliary verbs) - The bill can be paid by Kerrie.