



Worksheet 5: Categorise the concepts

- 1 For each trading document, identify whether it is sent by the buyer or by the seller by putting a tick (✓) in the correct box below.

Trading document	Buyer	Seller
Credit note		
Enquiry		
Receipt		
Order		

- 2 For each banking payment method, identify whether it is used in home trade or international trade by putting a tick (✓) in the correct box below.

Method	Home trader	International trader
Electronic transfer		
Documentary credit		
Standing order		
Credit transfer		

- 3 For each method of communication, identify whether it is either oral or written by putting a tick (✓) in the correct box below.

Method	Oral	Written
Podcast		
Email		
Face to face		
Telephone		