



## Worksheet 5: Categorise the concepts answers

- 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	✓	