

LANGUAGE USED IN BANK VOUCHERS AND CHEQUES

A Thesis Submitted to the Department of English Education

In Partial Fulfillment for the Master of Education in English

Submitted by

Jivan Ghimire

Faculty of Education

Tribhuvan University

Janata Multiple Campus,

Itahari, Sunsari, Nepal

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RECOMMENDATION FOR ACCEPTANCE

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DECLARATION

I hereby declare that to the best of my knowledge this thesis is original; no part of it was earlier submitted for the candidature of research to any university.

Date: 17th December 2014 (2071-09-02)

Jivan Ghimire

DEDICATION

Dedicated

To

My Parents Who Devoted Their Life to Make Me What I am Today

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Jivan Ghimire

17th December 2014

ABSTRACT

This research entitled “**LANGUAGE USED IN BANK CHEQUES AND VOUCHERS**”. This thesis includes four different aspects such as Vocabulary, Sentence Structure, Voice and Tense. They have been analyzed and interpreted in the present study. Altogether 10/10 Cheques and deposit vouchers collected from different government and non government banks were the major sources of data. These Cheques and deposit vouchers have been analyzed linguistically. The non random judgmental sampling procedure was used to collect the data. Observation is the major tool of data collection. The researcher found some similarities and differences of language used in cheques and deposit vouchers. The four Major word classes i.e. nouns, verbs, adverbs and adjectives that are found in different cheques and vouchers of governmental and non-governmental banks, nouns are most frequent. Verbs and Adjectives are found in second and third position respectively. In minor words classes; Auxiliary is the highest frequently used in all types of cheques and vouchers. All the rest of others are less frequently used. Moreover, certain classes of minor words are found to be absent in some cheques. The highest average percentage is found in major words and lowest average percentage is found in minor word classes. He found various sentence structures simple, compound and complex. He found active sentences and passive sentences. The researcher found non-past sentences and imperatives. But the past sentence is not found in the language of cheque and deposit voucher.

This thesis consists of five chapters. Chapter one is **Introduction** which consists of, The Language of Bank Vouchers and Cheques, Statement of the Problem, Rationale of the Study, Objectives of the Study, Research Questions, Significance of the Study,

Delimitation of the Study and the Terminologies Used in Bank Vouchers and Cheques. Chapter two is **Review of Related Literature and Conceptual Framework**. It consists of Review of the Related Theoretical Literature, General Background and Growth of ESP, Meaning of ESP, Main Characteristics of ESP, Difference between ESP and General English, Scope of ESP, Study of Management, Finance and Economics, Impacts of ESP, Review of the Related Literature, Implication of Literature Review and Conceptual Framework. Chapter three deals with the **Methodology and Procedures** applied to conduct the research. This chapter consists of Design of the Study, Sources of Data i.e. Primary Sources of Data and Secondary Sources of Data. Secondly Sampling Procedure, Tools for Data Collection and Process of Data Collection. Chapter four deals with **Result and Discussion** and consists of Result; Vocabulary Analysis, Analysis of Major Word Classes, Analysis of Minor Word Classes, The Comparison of the Use of Major Words and Minor Words, Sentence Structure in Cheques and Deposit Vouchers, Voice Used in the Language of Cheques and Deposit Vouchers, and Tense Used in Cheques and Deposit Vouchers. The fifth chapter deals with the **Summary, Conclusion and Pedagogical Implication**.

References and Appendices have been included in the final section of thesis.

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LIST OF ABBREAVATIONS AND SYMBOLS

ATM - Automated Teller Machine

Av - Average

A - Attribute

A/C - Account

CAB - Citizens Advice Bureau

Diff - Difference

ESP - English for Specific Purpose

ELT - English Language Teaching

EST - English for Science and Technology

EFL - English for Foreign Language

EAP - English for Academic Purpose

EVP - English for Vocational Purpose

esp - Especially

Etc. - Etcetera

i.e. - Example

No - Number

PINs - Personal Identification Numbers

S.N. - Serial Number