

Training Schedule: English for Accounting

The purpose of the course for the accountants is to develop abilities of using English in the accounting environment, taxes and finances. The course is conducted at the intermediate B1/B2 level. After the course the participants will be communicating in financial English far more fluently and with self-confidence using the contemporary financial expressions.

Lp.	Title	Realised points	Useful language and skills	Time
1.	Introduction to accounting	<ul style="list-style-type: none"> Jobs in accounting Accounting principles Crative accounting CPA & Chartered Accountant 	<ul style="list-style-type: none"> Meeting people/introduction Agreeing and disagreeing 	2
2.	English vocabulary for Banking and Finance	<ul style="list-style-type: none"> Extension of the vocabluary 	<ul style="list-style-type: none"> Interactive consolidation of the vocabluary Finance sector Fiscal policy Money Capital Financial economy 	4
3.	Financial statements and ratios	<ul style="list-style-type: none"> Profit and Loss Statement Balance sheet Explaining accounts Ratio analysis 	<ul style="list-style-type: none"> Saying numbers in English Saying formulas/equations Making comparisons 	4
4.	Tax accounting	<ul style="list-style-type: none"> Tax systems Methods of depreciation 	<ul style="list-style-type: none"> Clarifying information Being polite 	4

		<ul style="list-style-type: none"> • Calculating tax expense • Taxation planning 		
5.	English vocabulary for Banking and Finance	<ul style="list-style-type: none"> • Extension of the vocabulary 	<ul style="list-style-type: none"> • Interactive consolidation of the vocabulary • Credits • Banking • Stock Exchange • Accounting 	4
6.	Auditing	<ul style="list-style-type: none"> • Role and types of auditors • Relationship between auditor-client • Describing graph 	<ul style="list-style-type: none"> • Telephone phrases • Making appointments • Talking about trends • Talking about causes and results 	4
7.	Management accounting	<ul style="list-style-type: none"> • Defining management accounting • Statement of Cash Flows • Budgets • The future of accounting 	<ul style="list-style-type: none"> • Meeting phrases 	4
8.	Investment	<ul style="list-style-type: none"> • Cross-border investment • Different accounting practices • Intercultural issues • Globalization and the role of the accountants 	<ul style="list-style-type: none"> • Presentation phrases • Organizing a presentation 	4
	English vocabulary for Banking and Finance	<ul style="list-style-type: none"> • Extension of the vocabulary 	<ul style="list-style-type: none"> • Interactive consolidation of the vocabulary • Budgeting • Insurance • Financial correspondence • Financial jargon • Idiomatic expressions money related • How to translate financial texts 	4

Newspapers	• Articles on finance taken from <i>The Economist</i>	• Discussion on modern economy issues	4
Revision of the whole course	•	•	2

Reference list:

1. *Check your English vocabulary for Banking and Finance*, John Marks.
2. *First Steps in Financial English*, Koziarkiewicz Roman.
3. *Dictionary of Business Terms*, Koziarkiewicz Michał.
4. *Słownik Terminologii prawniczej i gospodarczej*, Gordon Jacek .
5. *Business English Magazine*
6. *The Economist newspaper*