



English for Accounting

UNIT TITLE		TOPICS	USEFUL LANGUAGE AND SKILLS
1	Introduction to accounting	Jobs in accounting Accounting principles Creative accounting CPA & Chartered Accountant	Meeting people Offering hospitality Agreeing and disagreeing
2	Financial Statements And ratios	Profit and Loss Statement Balance Sheet Explaining accounts Ratio analysis	Saying numbers in English Saying formulas / equations Making comparisons
3	Tax accounting	Tax systems Method of depreciation Calculating tax expense Taxation planning	Clarifying information Being polite
4	Auditing	Role of auditors Types of audits Auditor-client relationship Describing graphs An auditor's report	Telephone phrases Making appointments Talking about trends Talking about causes and results
5	Management Accounting	Defining management accounting Statement of Cash flows Budgets The future of accounting	Meeting phrases
6	Investment	Cross-border investments Different accounting practices Globalization and the role of accountants	Presentation phrases Organizing a presentation