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Firstly, there are general information about users, their functions and classification. Further, the textbook deals with taxes individually, namely income, property, and consumption taxes. The second part (chapter 7 to 10) includes the accounting issues. There is presented basic knowledge, such as definition of accounting unit, accounting period and accounting principles and requirements. The attention is also focused on the financial statements and on the processes at the end of the accounting period.

Every chapter includes English terminology referring to the contents of each topic. The end of each chapter includes materials and tasks which allow the learners to check their knowledge and skills. Within these parts, there are quiz questions, true or false tests, crosswords, or practical exercises. This part could be used as a self-study material, or with a teacher in the classroom for studying activities. There is an answer key (chapter 12 – Solutions) at the back of the textbook.

In conclusion, we can only state that we currently live in a time when knowledge of at least one foreign language is taken for granted. I believe that the information and knowledge presented in this textbook will contribute to the acquisition, development and especially improvement of professional English terminology in the field of accounting and taxation.

I hope you enjoy using this textbook and use your new knowledge in professional life or during your further studies.

in Brno, March 2021

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