Contents

PAGE	UNITTITLE	TOPICS	USEFUL LANGUAGE AND SKILLS
5	1 Introduction to	Jobs in accounting	Meeting people
	accounting	Accounting principles	Offering hospitality
	projekt představi	Creative accounting	Agreeing and disagreeing
	lužeb a výroby v r	CPA & Chartered Accountant	
14 mie 511 ob int	2 Financial	Profit and Loss Statement	Saying numbers in English
	statements	Balance Sheet	Saying formulas/equations
	and ratios	Explaining accounts	Making comparisons
	jit nezpytne komuli	Ratio analysis	
22	3 Tax Accounting	Tax systems	Clarifying information
	v upplotičnom min	Methods of depreciation	Being polite
	v. Domananad Door	Calculating tax expense	
	acich, na poradaci	Taxation planning	
29	4 Auditing	Role of auditors	Telephone phrases
	atických celků (Uni	Types of audits	Making appointments
	INTER VITTE MAINTE	Auditor-client relationship	Talking about trends
		Describing graphs	Talking about causes and results
		An auditor's report	
35	5 Management	Defining management accounting	Meeting phrases
	accounting	Statement of Cash Flows	
		Budgets	
	alm uniforma distribution	The future of accounting	
42	6 Investment	Cross-border investments	Presentation phrases
		Different accounting practices	Organizing a presentation
	The state of the s	Intercultural issues	
	pouze na produkti	Globalization and the role of accountants	
	ově zaměřených mater	accountains	
DAGE	ADDENDIY		

PAGE APPENDIX

- 48 Test yourself!
- Partner file
- 50 Partner A
- 52 Partner B
- 54 Answer key
 - 57 A-Z wordlist
 - 62 Glossary of financial terms
 - 64 Useful phrases and vocabulary