

## INSTITUTO NACIONAL DE JUAYUA

<b>TEACHER</b>	Saul Salaverria
<b>SUBJECT</b>	English
<b>GRADE</b>	1o Tec. Administrativo B
<b>TOPIC</b>	Interpretación de información en Ingles sobre contabilidad y documentación
<b>GUIDE</b>	1

**NOTA:** Aquí está el link con el que pueden unirse al grupo de WhatsApp. Es requisito imprescindible unirse al grupo. Háganlo dando click al siguiente enlace:

<https://chat.whatsapp.com/lzIk6sqqP7dliiqE4BxLu2>

Imagine that you are on a business trip and have to meet some important clients for the first time, or let's suppose that you are the receptionist of a very famous and fancy hotel where you meet hundreds of guests every week. In these cases, you will need to know some common vocabulary to introduce yourself and to ask personal information.

The next table presents some of the most common words and expressions you may use in these situations:

EXAMPLE 1
<b>Kasia:</b> <i>Good morning!</i> You must be Olivier.
<b>Olivier:</b> Yes, I am. Good morning! I'm sorry, <i>what is your name?</i>
<b>K:</b> My name's Kasia. Very <i>nice to meet you.</i> Welcome to Madrid!
<b>O:</b> Thank you very much.
<b>K:</b> <i>How are you</i> today?
<b>O:</b> Very well, <i>thank you</i> , how about you?
<b>K:</b> I'm good, thanks for asking.





## Exercises 2:

Using your previous English knowledge write an informal conversation. Imagine that you meet a new friend in a public place, then you go for a coffee and have a nice conversation. Try to use vocabulary that you know and that we have studied.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_



### **Exercise 3**

**Objective:** To acquire new accounting vocabulary

**Direction:** Look up the meaning in Spanish for the following words and then write "in your own words" an explanation for each of them.

**annual financial statements:**

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the set of accounts which are prepared each year

"Once a year the shareholders review the annual financial statements to see if the company made a profit or loss."

**Auditor:**

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a specialist whose job is to carefully check the accounts and accounting practices of a company

"The entire department were scared when the team of auditors arrived and asked to see all of the previous year's records."

**Bookkeeper:**

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a person, who may or may not be qualified, that records the financial transactions of a business

"A lot of smaller companies use bookkeepers for their daily accounting needs and only use an accountant for the yearly financial statements."

**CA (chartered accountant):**

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a fully qualified accountant, holding current certification

"When the bank asked for confirmation that John would be able to repay the loan, his chartered accountant provided it."

**code of conduct:**

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a set of rules (often used within a company) which show the correct way to behave

"All employees must follow the company's code of conduct."

**Confidentiality:**

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the state of being secret and/or kept secret

"James was dismissed when he broke confidentiality and told his wife that the company was having financial problems."

**creative accounting:**

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the use of holes in financial law to have an advantage or to show figures in a deceptive way

"Some accountants often use creative accounting to try and cheat the tax authority out of monies due."

**income tax:**

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the tax which is due on personal earnings

"Most people complain about the rate of income tax, but for those earning over 40,000 a year who have to pay 32% it is an even less comfortable situation"

**local accounting standards:**

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the set of rules and laws for a country which govern how accounts should be prepared

"Multinational corporations need to be aware of the local accounting standards of each country they operate in."

**management accountant:**

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a senior member of the accounting team, who liaises with company owners / directors and advises on the financial aspects of any planned action

"After the meeting with the management accountant, I realized that launching the new product line didn't make financial sense."

**payroll clerk:**

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the member of the accounting team who deals with employees

"The sales-director asked the payroll clerk to issue bonuses to the top five sales people."

**purchase ledger clerk:**

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(U.S. accounts payable) the member of the accounting team who deals with suppliers, issues payment for goods and services and keeps track of expenditure

"When the supplier contacted the company to ask why the invoice wasn't paid, the purchase ledger clerk explained that the cheque was in the mail."

**sales ledger clerk:**

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(U.S. accounts receivable) the member of the accounting team who

deals with sales, raises invoices and collects payment.

"The sales ledger clerk made sure to issue the invoice on the same day as the sale."

**tax advisor:**

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a specialist who is able to give advice on matters of taxation

"Larger corporations often have a dedicated tax advisor to help them minimize the amount of tax that they need to pay."

**VAT (value added tax):**

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the tax which is due on the difference between the value of a product or service and the cost of its production





## **Exercise 5**

Objective: To expose the students to a listening activity and to learn new accounting vocabulary through a very funny and catchy song.

Directions: Watch the video in YouTube: "Accounting is the Language of Business (Lyric Video)" <https://www.youtube.com/watch?v=GpS1GpPAhww> then, using a dictionary, look up the meaning in Spanish for the new words that are in capital letters.

Debit: \_\_\_\_\_

Credit: \_\_\_\_\_

Balance sheet: \_\_\_\_\_

Assets: \_\_\_\_\_

Liabilities: \_\_\_\_\_

Owners' equity: \_\_\_\_\_

Revenues: \_\_\_\_\_

Expenses: \_\_\_\_\_

Income statement: \_\_\_\_\_

Spent: \_\_\_\_\_

Net income: \_\_\_\_\_

State: \_\_\_\_\_

ment of cash flows: \_\_\_\_\_

Cash: \_\_\_\_\_