

English for Accounting - Syllabus

18 hours

2 X 1.5 hour classes (2 times/week)

6 weeks

The proposed curriculum will take place over 6 weeks totaling 18 hours of classroom time. The course will consist of English for special purposes (English for Accounting) for students at B1+ to B2 (Intermediate - Upper-intermediate) Level. There will be a strong emphasis on speaking and presenting in class and on writing as homework assignments. The main goal of this curriculum will be to improve business English and communication in the context of working in an accounting department.

Focus 1: English for Accounting

Focus 2: Business Communication

This is a short course intended for people working in accounting and finance who need English to communicate in a variety of situations with colleagues and business partners. In this short course, you will learn the language related to accounting as well as ways to achieve your goals in meetings, in presentations, on the telephone, or when making small talk.

Lesson	Focus	Aims/ Outcomes <u>Students will be able to:</u>	Activities	Assessment/ Feedback
1	Introduction to Accounting	<ul style="list-style-type: none"> - Introduce themselves and talk about their role - Take part in small talk 	<ol style="list-style-type: none"> 1. Ss Make a list of all the different types of job they know about in accounting 2. Ss Fill in the gaps in the definitions with job titles in accounting 3. SS Listen a conversation - add the jobs mentioned to the list 4. SS Reorder some mixed-up phrases from the conversation so that they make sense. 5. SS Make two lists. opics which would be safe to talk about with a foreign business partner and unsafe topics. Then Compare with a partner. 6. Ss Work with a partner to take part in a roleplay activity to practise greetings 	Roleplay: Small talk

			and small talk.	
2	Creative Accounting	<ul style="list-style-type: none"> - Express agreement and disagreement - Explain common accounting terms and abbreviations 	<ol style="list-style-type: none"> 1. Ss guess what abbreviations mean then check answers in an article. 2. Ss Use words from 2 boxes to make word partnerships. Then match them to definitions. 3. Ss reread the article to identify four basic principles of accounting then match them to definitions. 4. Ss Read an email on creative accounting, and then decide if statements are true or false 5. Ss listen to a conversation between the Managing Director and the Financial Director. Answer questions. 6. Match these words with their meanings (debt, ease, gearing, liabilities, contract, transaction, shareholder) 7. Homework Assignment: Writing: Becoming an Accountant 	Writing: Becoming an Accountant
3	Financial Statements	<ul style="list-style-type: none"> - Say numbers clearly in English - Describe and compare financial statements 	<ol style="list-style-type: none"> 1. Ss look at a picture about different types of financial statements. Then discuss and explain the different types. 2. Students compare a US and UK financial statement and answer some comprehension questions 3. Ss Match the words with their collocations, to make phrases from the financial statements. Then Ss read the statements again to match the words to their definitions. 4. Ss Compare the financial statements on pages to ones from their country. Then make some notes for a colleague in the U.S., summarising the major differences in the layout. 5. Ss Choose the best way to say large numbers and equations in a multiple choice speaking activity 6. Ss Work with a partner to take part in a roleplay activity to check on some figures. 	Roleplay: Checking Figures
4	Explaining accounts	<ul style="list-style-type: none"> - Explain accounts clearly - Make comparisons between figures 	<ol style="list-style-type: none"> 1. Ss Look again at the Statement of Earnings from lesson 4 and find the figures for the items listed. Which sentences (a-h) can be used to describe and compare the figures? 2. Ss Write definitions for the following terms: Working Capital, Return on Assets, Debt/Asset Ratio. Then listen to an accountant explaining ratio analysis to some managers in her company and check definitions . 	

			<ol style="list-style-type: none"> 3. Ss match ratios with formulas and descriptions. 4. Ss use words from the previous activity to complete a word form table then use verbs or nouns to complete sentences. 5. Ss listen for phrases the accountant uses during a meeting and fill in the missing notes. 	
5	Depreciation methods	<ul style="list-style-type: none"> - Explain and present on methods of depreciation 	<ol style="list-style-type: none"> 1. Ss solve some word puzzles to discover words for describing different kinds of tax then briefly discuss to explain any unfamiliar terms with the group. 2. Ss Listen to an accountant explaining depreciation. Listen and answer questions. 3. Ss look at the accountant's list of definitions and match them to the methods of depreciation she mentioned in previous activity. 4. Ss Prepare a short presentation on depreciation methods. First read the questions and note down answers. Then organise notes and give a presentation in groups. 	Group Presentation: depreciation methods
6	Tax Accounting	<ul style="list-style-type: none"> - Describe different tax systems - Explain tax expense calculations 	<ol style="list-style-type: none"> 1. Ss listen to a dialogue and answer questions about taxation expenses disclosure requirements then listen again to complete notes. 2. Ss match Questions about the tax requirements to the correct answers. 3. Ss Use the words from the box to complete a conversation then listen and check answers . 4. Ss work with a partner to practise explaining and clarifying information. Explain a standard procedure from the workplace, and the other asks questions about it. 5. Ss Match expressions with tax to their definitions. (tax avoidance, tax bracket, tax evasion, tax exempt, tax exile, to abolish tax, to impose tax, to increase tax) 6. Ss use expressions with tax to fill in the gaps 7. Homework Assignment: Report on local tax laws 	Writing: Report on local tax laws
7	Auditing	<ul style="list-style-type: none"> - Explain different types of Audits - Describe the Auditor - client relationship 	<ol style="list-style-type: none"> 1. Ss Discuss What an auditor does. Then Look at activities and decide which ones are normally done internally or externally. 2. Ss Listen to a dialogue, then decide if the statements are true or false. 3. Ss solve anagrams and put the letters into the correct order to make words used in the conversation that have a similar meaning to other phrases. (e.g. Preliminary / initial) 4. Ss match sentences using common business phrases to their definitions in a multiple choice activity 5. Ss Listen to follow-up conversation, but the sentences are in the wrong order. 	Roleplay: Telephone appointments

			<p>They Rearrange them so that the conversation makes sense.</p> <p>6. Work with a partner to complete a roleplay activity to practise making a telephone call.</p>	
8	Describing Data	- Describe graphs trends and data	<ol style="list-style-type: none"> 1. Ss listen to two colleagues from an auditing firm discussing a financial scandal and answer the questions. 2. Ss listen to part 2 of the dialogue and complete the gaps. 3. Ss match graphs and charts with descriptions. 4. Ss read a short paragraph describing financial trends and complete the gaps. 5. Roleplay: Work with a partner to practise describing graphs or trends. 	Roleplay: Describing Graphs and trends
9	Management Accounting	<ul style="list-style-type: none"> - Define management accounting clearly - Understand and explain a Statement of cash flow. 	<ol style="list-style-type: none"> 1. Ss discuss statements about management accounting to decide which are true and which are false. 2. Ss discuss what type of info is required to complete the notes for a meeting. Then Listen to complete financial information. 3. Students complete a word form table based on the meeting dialogue then use the correct word form to complete sentences. 4. Ss read a Statement of Cash Flow and answer true or false questions 5. Ss match words from the Statement of Cash Flows with their meanings. 6. Ss work with a partner to write a brief report for their manager. First SsA explains where the money has come from. SsBr explains where it has gone. Together write a brief report for your manager. 	Group Writing: Cash flow report
10	Budgets	- Use key phrases for meetings to Conduct a budget planning meeting	<ol style="list-style-type: none"> 1. SS Match the expressions with cash with the pictures. 2. Ss Listen to a meeting to discuss the budgeting process and match statements to the people who said them. 3. Ss listen to the meeting again to complete an extract from the transcript 4. Ss use words from each box to make word partnerships. Then match them to their definitions 5. Students match meeting phrases to their functions and then discuss any other phrases they commonly use in meetings 6. Ss use phrases from previous activity in a meeting role-play. SS work with a partner to discuss next year's budget. 	Roleplay: Budget Meeting
11	Investment	- Discuss investments with	<ol style="list-style-type: none"> 1. Ss brainstorm questions to ask the owners of a company you are thinking of investing in. 	

		reference to important factors	<ol style="list-style-type: none"> 2. Students listen to a management team discussing investment and list the factors each speaker mentions. 3. Ss use words from the conversation to complete a word form table then use the correct word form to complete an email. 4. Ss read another email and then decide if the statements are true or false. 5. Ss Listen to a CFO talking about differences in accounting practices in other countries. Listen and match each comment he makes with a point from his list. Then Students analyse the pronunciation and stress patterns. 6. Ss Discuss their experiences of cross-border investments and analyse possible reasons for success/ failure. 	
12	International Investments	- Present information using key phrase and clear organisation	<ol style="list-style-type: none"> 1. Ss Listen to 3 presentation extracts and answer questions 2. Ss match parts of sentences to make common phrases for giving a presentation 3. Students work in groups to give short presentations on a project they are currently working on using the phrases and structure from the previous activities. 4. Work with a partner to have a meeting about investing abroad 	Roleplay: Investing Abroad