**English Class / M1 Accounting § Auditing TD1**

**Exercise1: Saying numbers in English.**

Saying **Zero** in English.

1. The exact figure is 0.002
2. Can you get back to me on 01244 249071? I’ll be here all morning.
3. Can you put that on my bill? I’m in room 804.
4. Do we have to hold the conference in Reykjavik? It’s 30 degrees bellow 0!
5. What’s the score? 2 – 0 to Juventus.

Saying the **decimal point**.

1. It’s somewhere between 3.488 and 3.491
2. Look, it’s less than 0.0001! it’s hardly worth worrying about
3. I changed all those yen into sterling and l only got £13.60.
4. That’s about 14.50 in Swiss francs.
5. Did you say 0.225 or 0.229.
6. The dollar is at 1.95.
7. No? l meant 15.005 not 15,005.

**Exercise2**: **Here are some phrases the accountant uses during meetings. Can you fill in the missing words?**

***Questions just that got over ask***

1. The boss has asked me to go …………………… some of the ratios I used in the report.
2. Every one ……………………….. it?
3. Before you …………………………
4. Is …………………………. Clear?
5. I was ………………… coming to that.
6. Ok, if there are no ………………………., I’d like to close the meeting.

**Exercise3: Choose the best response for each one**

1. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ our profits for the previous accounting period.
2. **Called b. gathered c. calculated**
3. Your job will be to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and maintain financial records.
4. **Promise b. prepare c. make**
5. An accounting period is a period of time over which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are calculated.
6. **Prophets b. profits c. profiteering**
7. Accounts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ refers to the money that is owed to the company by its clients/customers.
8. **Receivable b. receptive c. respected**
9. To accrue means to accumulate or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. **Decrease b. regret c. increase**
11. My house has \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( = increased in value) by 10% in the past 9 months.
12. **Appreciated b. depreciated c. approximated**
13. I indicated all the accrued expenses on your balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
14. **Sheet b. paper c. note**
15. These expenses are typically \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ( = they occur regularly)
16. **Pragmatic b. prodigal c. periodic**
17. Another word for accounting is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
18. **Finance b. bookkeeping c. money counting**
19. A good accountant will help you keep \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of your business's finances.
20. **Track b. trace c. score**