**English Class / Master2 Accounting § Auditing TD 02**

**Exercise1: *Match these accounting terms with the definitions below, and then use five of them to label the drawings:***

**current or circulating or floating assets**

**fixed or capital or permanent assets**

**intangible assets**

**liquid or available assets**

**net assets**

**net current assets or working capital**

**wasting assets**

1. …………………………… are anything that can quickly be turned into cash.

2. ……………………………. are the excess of current assets (such as cash, inventories, debtors) over current liabilities (creditors, overdrafts, etc.).

3. ……………………………..are those which are gradually exhausted (used up in production and cannot be  replaced.)

4. …………………………….. are those which will be consumed or turned into cash in the ordinary course of business.

5. …………………………….. are those whose value can only be quantified or turned into cash with difficulty, such as goodwill, patents, copyrights and trade marks.

6. …………………………….. or shareholders' equity, on a business's balance sheet, is assets minus liabilities (which is generally equal to fixed assets plus the difference between current assets and current liabilities).

7. …………………… such as land, buildings and machines, cannot be sold or turned into cash, as they are required for making and selling the firm’s products.

**Exercise2: *Match the words (1-6) with the definitions (A-F).***

1 source documents **A** a purchase, sale, or payment.

2 \_ transaction **B** a receipt for a credit card purchase.

3 – credit card slip **C** a file containing employee's salary information.

4 - purchase invoice **D** a document requesting payment for a purchase.

5 - payroll master file **E** a computer program that organizes financial data.

6 \_ accounting software **F** documents from various financial transactions.

**Exercise3: Saying numbers in English.**

**Saying PER CENT in English:**
1. What's 30% of 260?
2. They have put the rate up by another 0.5%.
3. 0.75% won't make a lot of difference.

**Saying HUNDREDS, THOUSANDS, AND MILLIONS in English:**
1. Why do you say 175 in Britain? In the States we usually say 175.
2 It's got 1001 different uses.
3 Profits will have doubled by the year 2000
4. Thanks. You're one in 1,000,000!
5. No, that's 2,000,000,000 not 2,000,000!