

Exercise1: Saying numbers in English.

Saying **Zero** in English.

1. Can I have my bill please? I'm in Room 204.
2. Look, it's less than 0.0001! Let's not worry about it.
3. You need to take Bus 205.
4. She was born in 1907.
5. 0.75% won't make a lot of difference.
6. My telephone number is 07781 020 560.
7. The exact figure is 0.002.
8. Can you get back to me on 0208 775 3001.

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 I 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? I 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.
a. Called **b. gathered** **c. calculated**
2. Your job will be to _____ and maintain financial records.
a. Promise **b. prepare** **c. make**
3. An accounting period is a period of time over which _____ are calculated.
a. Prophets **b. profits** **c. profiteering**
4. Accounts _____ refers to the money that is owed to the company by its clients/customers.
a. Receivable **b. receptive** **c. respected**
5. To accrue means to accumulate or _____.
a. Decrease **b. regret** **c. increase**
6. My house has _____ (= increased in value) by 10% in the past 9 months.

a. Appreciated **b. depreciated** **c. approximated**

7. I indicated all the accrued expenses on your balance _____.

a. Sheet **b. paper** **c. note**

8. These expenses are typically _____. (= they occur regularly)

a. Pragmatic **b. prodigal** **c. periodic**

9. Another word for accounting is _____.

a. Finance **b. bookkeeping** **c. money counting**

10. A good accountant will help you keep _____ of your business's finances.

a. Track **b. trace** **c. score**