**English Class / M1 Accounting § Auditing TD2**

**Exercise1: 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!

**Exercise2:** *Jobs, tasks and responsibilities.* ***Match the words on the left with the activities on the right answers.***

**1** an accountant **a**. gives expert advice to investors

**2** an auditor **b**. is responsible for a branch of a bank

**3** a cashier **c**. analyzes the financial performance of companies

**4** a bank manager **d**. invests money in the stock market

**5** a financial consultant **e**. inspects a company’s accounts once a year

**6** an investor **f**. works at a cash desk in a bank

**7** a stockbroker **g**. prepares financial records for a company

**8** a customer **h**. deposits money in a bank to earn interest

**9** a financial analyst **i**. buys and sells shares in companies

**10** a saver **j**. owes money

**11** a creditor **k**. is a general word for a person who uses a bank

**12** a debtor **l**. is owed money by another person or company

***Exercise3: Fill the gaps using words derived from the verbs in bold.***

**invest**

**1** A person or organisation that invests money is called an ……………………..

**2** The money invested by a person or organisation is called an …………………

**advise**

**3** A financial………………… is someone who advises clients where to invest their money.

**4** Clients have to pay for this ……………………

**save**

**5** A ………………… is a person who saves money.

**6** The money that a person saves is known as their ………………………. .

**lend**

**7** The money lent by a bank to a client is called a ……………………….. .

**8** A …………………… is a bank or a financial institution from which a person or organisation borrows money.

**bank**

**9** A ………………… draft is a document used to transfer a large amount of money from one company to another, often to another country.

**10** If you are …………………., you officially admit that you have no money and you cannot pay your debts.

**borrow**

**11** The cost of ………………….. increases when interest rates go up.

**12** In the UK there are more …………………………………. than investors.

**Exercise 4: Match these terms with their definitions.**

1. business entities a. focusing on the customer rather than the product

2. set up b. new, original

3. innovative c. companies

4. flopped d. something that makes you better than other companies

5. outsourcing e. did not succeed, failed

6. customercentric f. structure

7. competitive edge g. getting external companies to do work for your

company.