**English Class / Master1 Accounting TD 06**

**Exercise 1: *Say the following numbers and operations.***

187.362 …………………………………………………………………………..

7,273,325,192 ……………………………………………………………………

…………………………………………………………………………………….

0.75% …………………………………………………………………………….

£72.50 ……………………………………………………………………………

In 2003 …………………………………………………………………………..

4/5 ……………………………………………………………………………

**Exercise 2: Choose the correct alternative to complete each sentence:**

1. Money in notes and coins is called …………………………
a. cash b. capital C. reserves

2. The dollar, the mark and the yen are all ………………….....
a. currencies b. funds C. monies

3. Money borrowed from a bank is a …………………………..
a. deposit b. income c. loan

4. Borrowed money that has to be paid back constitutes a ………………
a. debt b. fund C. subsidy

5. All the money received by a person or a company is known as ………….
a. aid b. income c. wages

6. The money earned for a week's manual work is called …………………..
a. income b. salary c. wages

7. The money paid for a month's (professional) work is a ………………….
a. loan b. salary c. wages

8. Money placed in banks and other savings institutions constitutes…………
a. capital b. deposits c. finance

9. Money paid by the government or a company to a retired person is a …….
a. pension b. rebate c. subsidy

10. The money that will ultimately be used to pay pensions is kept in a ……….
a. budget b. deposit c. fund

11. The money needed to start a company is called …………………………
a. aid b. capital c. debt

12. The money paid to lawyers, architects, private schools, etc. is called …….
a. fees b. instalments C. wages

13. Regular part payments of debts are called …………………………….;
a. deposits b. loans c. instalments

14. Part of a payment that is officially given back (for example, from taxes) is called a …………………………..
a. gift b. instalment C. rebate

15. Estimated expenditure and income is written in a …………………….
a. budget b. reserve C. statement

16. A person's money in a business is known as his or her ………………..
a. deposit b. fund c. stake

17. Money given to producers to allow them to sell cheaply is called a …….
a. loan b. rebate C. subsidy

18. Money given to developing countries by richer ones is known as ……….
a. aid b. debt C. subsidy

**N.B**. Remember that subvention is not an English word.

**Exercise3: *Match the words (1-5) with the definitions (A-E).***

**1** gross margin **A** a statement showing financial information

 for a certain period.

**2** P & L **B** money that is paid to a government

**3** sales revenue **C** the costs associated with organizing and

running a business.

**4** taxes **D** an amount that is calculated by subtracting

 cost of goods sold.

**5** \_ general and administrative **E** the money that is received from

 Expenses selling goods or services

**EXERCISE 4:** All the words below can be combined with **account**, **accounts** or **accounting**, in a two-word partnership: e.g. bank account, accounts payable or tax accounting. Add the word account, accounts or accounting to each of the words below:
1………………….holder 12. Bank ………………….
2. …………………methods 13. Current ………………..
3. ……………….…day 14. Deposit………………..
4. …………………equation 15. Cost …………………..
5. …………………payable 16. Managerial …………...
6. …………………Principles 17. Numbered …………….
7. ………………….period 18. profit and loss………….

8………………….procedure 19. savings………………...
9. …………………receivable 20. tax ................................
10. …………..……….Standards 11. ……………………book

**EXERCISE 5: Now complete the following sentences:**

1. Auditors are supposed to make sure that companies follow their stated …………………….
2. Companies can choose from a variety of ..........., but they are not allowed to change them too often.
3. Lots of money obtained in dubious or illegal ways is deposited in …………………………… in Swiss banks.
4. The basic …………………………. is Assets = Liabilities + Owners' Equity.
5. The ………………………..at the London Stock Exchange usually lasts two weeks. It is followed by an …………………. on which all bills must be settled.
6. The …………………………… is one of the three basic financial statements.
7. …………………….. consist of money that is expected to be received. The contrary, ………………………..consist of money that is owed to other people.
8. The role of ……………………….. is to provide figures and statements that will aid decision-making.