

Book map

Unit	Topics	
1 What is accountancy? Listening · Speaking	<ul style="list-style-type: none"> • users of accountancy data • branches of accountancy 	
2 Financial accounting Reading · Writing	<ul style="list-style-type: none"> • balance sheet • profit and loss account • cash flow statements 	
3 Management accounting (1) Listening · Speaking	<ul style="list-style-type: none"> • classification of costs • budgetary control 	
4 Computers in accounting Reading · Writing	<ul style="list-style-type: none"> • databases • business intelligence 	
5 The accounting profession Listening · Speaking	<ul style="list-style-type: none"> • technicians • professional bodies • public practice 	
6 Management accounting (2) Reading · Writing	<ul style="list-style-type: none"> • strategic management accounting • control systems • divisional performance measurement 	
7 Costing Listening · Speaking	<ul style="list-style-type: none"> • types of costing 	
8 Auditing Reading · Writing	<ul style="list-style-type: none"> • development of auditing • practical aspects 	
9 Accounts, governance, regulation and management Listening · Speaking	<ul style="list-style-type: none"> • corporate governance • contrasting schools of ethics • regulation 	
10 Sources of finance Reading · Writing	<ul style="list-style-type: none"> • how companies fund their activities 	
11 Taxation Listening · Speaking	<ul style="list-style-type: none"> • general introduction • personal taxation • business taxation 	
12 Financial management Reading · Writing	<ul style="list-style-type: none"> • mergers and acquisitions 	

Vocabulary focus	Skills focus	Unit
<ul style="list-style-type: none"> words from general English with a special meaning in accountancy prefixes and suffixes 	<p>Listening</p> <ul style="list-style-type: none"> preparing for a lecture predicting lecture content from the introduction understanding lecture organization choosing an appropriate form of notes making lecture notes <p>Speaking</p> <ul style="list-style-type: none"> speaking from notes 	1
<ul style="list-style-type: none"> English-English dictionaries: headwords, definitions, parts of speech, phonemes, stress markers, countable/uncountable, transitive/intransitive 	<p>Reading</p> <ul style="list-style-type: none"> using research questions to focus on relevant information in a text using topic sentences to get an overview of the text <p>Writing</p> <ul style="list-style-type: none"> writing topic sentences summarizing a text 	2
<ul style="list-style-type: none"> stress patterns in multi-syllable words prefixes 	<p>Listening</p> <ul style="list-style-type: none"> preparing for a lecture predicting lecture content making lecture notes using different information sources <p>Speaking</p> <ul style="list-style-type: none"> reporting research findings formulating questions 	3
<ul style="list-style-type: none"> computer jargon abbreviations and acronyms discourse and stance markers verb and noun suffixes 	<p>Reading</p> <ul style="list-style-type: none"> identifying topic development within a paragraph using the Internet effectively evaluating Internet search results <p>Writing</p> <ul style="list-style-type: none"> reporting research findings 	4
<ul style="list-style-type: none"> word sets: synonyms, antonyms, etc. the language of trends common lecture language 	<p>Listening</p> <ul style="list-style-type: none"> understanding 'signpost language' in lectures using symbols and abbreviations in note-taking <p>Speaking</p> <ul style="list-style-type: none"> making effective contributions to a seminar 	5
<ul style="list-style-type: none"> synonyms, replacement subjects, etc., for sentence-level paraphrasing 	<p>Reading</p> <ul style="list-style-type: none"> locating key information in complex sentences <p>Writing</p> <ul style="list-style-type: none"> reporting findings from other sources: paraphrasing writing complex sentences 	6
<ul style="list-style-type: none"> compound nouns fixed phrases from accounting English fixed phrases from academic English common lecture language 	<p>Listening</p> <ul style="list-style-type: none"> understanding speaker emphasis <p>Speaking</p> <ul style="list-style-type: none"> asking for clarification responding to queries and requests for clarification 	7
<ul style="list-style-type: none"> 'neutral' and 'marked' words synonyms nouns from verbs paraphrasing fixed phrases from accounting English fixed phrases from academic English 	<p>Reading</p> <ul style="list-style-type: none"> understanding dependent clauses with passives <p>Writing</p> <ul style="list-style-type: none"> paraphrasing expanding notes into complex sentences recognizing different essay types/structures: descriptive · analytical · comparison/evaluation · argument writing essay plans and writing essays 	8
<ul style="list-style-type: none"> fixed phrases associated with governance and regulation fixed phrases from academic English 	<p>Listening</p> <ul style="list-style-type: none"> using the Cornell note-taking system recognizing digressions in lectures <p>Speaking</p> <ul style="list-style-type: none"> making effective contributions to a seminar referring to other people's ideas in a seminar 	9
<ul style="list-style-type: none"> 'neutral' and 'marked' words fixed phrases from accounting English fixed phrases from academic English 	<p>Reading</p> <ul style="list-style-type: none"> recognizing the writer's stance and level of confidence or tentativeness inferring implicit ideas <p>Writing</p> <ul style="list-style-type: none"> writing situation–problem–solution–evaluation essays using direct quotations compiling a bibliography/reference list 	10
<ul style="list-style-type: none"> words/phrases used to link ideas (<i>moreover, as a result, etc.</i>) stress patterns in noun phrases and compounds fixed phrases from academic English 	<p>Listening</p> <ul style="list-style-type: none"> recognizing the speaker's stance writing up notes in full <p>Speaking</p> <ul style="list-style-type: none"> building an argument in a seminar agreeing/disagreeing 	11
<ul style="list-style-type: none"> verbs used to introduce ideas from other sources (<i>X contends/suggests/asserts that ...</i>) linking words/phrases conveying contrast (<i>whereas</i>), result (<i>consequently</i>), reasons (<i>due to</i>), etc. words for quantities (<i>a significant minority</i>) 	<p>Reading</p> <ul style="list-style-type: none"> understanding how ideas in a text are linked <p>Writing</p> <ul style="list-style-type: none"> deciding whether to use direct quotation or paraphrase incorporating quotations writing research reports writing effective introductions/conclusions 	12