

English of Finance and Accounting – Autumn 2005

## Units 1 – 8 – topics and material

### 1. Introduction.

#### **Company and corporate finance.**

Founding a company, flotation and subscription of shares, winding up a company, takeovers, mergers, raids.

Company's assets, liabilities and equity.

#### **Material:**

Company Law (2.1) - *Financial English*, p. 14

Takeovers (5.13) - *Financial English*, p. 81

Company, Partnership – *A Dictionary of Finance (Oxford)*, pp. 59, 214

### 2. Accounting.

Bookkeeping, accounting, accounting methods and principles.

Types of assets and liabilities, depreciation and amortization.

#### **Material:**

Bookkeeping (2.2) - *Financial English*, p. 15

Types of Assets (2.6) - *Financial English*, p. 19

Accounting principles – *placed in the IS*

### 3. Chart of Accounts (Účtová osnova).

**Financial statements** – Profit and Loss Account / Income Statement (výkaz zisku a ztráty), Balance Sheet (rozhava), Cash Flow statement (výkaz *cash flow*), Source and Application of Funds Statement.

#### **Material:**

Profit and Loss Account - *Dictionary of Accounting (Collin & Joliffe)*, Supplement

Balance Sheet - *Dictionary of Accounting (Collin & Joliffe)*, Supplement

Cash Flow Statement - *Dictionary of Accounting (Collin & Joliffe)*, Supplement

Statement of Source and Application of Funds - *Dictionary of Accounting (Collin & Joliffe)*, Supplement

Profit and Loss Account / Výkaz zisků a ztrát – *Anglicko-český slovník hospodářský (Straková, Bürger, Hrdý)*, p. 730

Balance Sheet / Rozvaha – *Anglicko-český slovník hospodářský (Straková, Bürger, Hrdý)*, pp. 727-729 (Consolidated Balance Sheet - Wolfe and Company Inc. - *Intermediate Accounting*, p. 194)

(**optional:** Depreciation (2.7) - *Financial English*, p. 20,

Statement of Financial Position – US GAAP – *placed in the IS*)

### 4. Shares.

Types of shares. Stock exchanges, share/stock indexes, market price development.

#### **Material:**

Stocks and Shares 1 (5.1) - *Financial English*, pp. 66-67

Stocks and Shares 2 (5.2) - *Financial English*, p. 68

Types of Shares (5.3) - *Financial English*, p. 69  
(optional: Trading (37) – *Business Vocabulary in Use*, pp. 82-83)

## **5. Bonds, notes and other financial instruments.**

Futures, forward contracts, options, swaps, etc.

### **Material:**

Bonds (5.6) - *Financial English*, p. 72  
Financial instruments (5.7) - *Financial English*, p. 73  
(optional: Futures and Options (5.8) - *Financial English*, pp. 74-75 or  
Futures, Options and Swaps – *English for Business Studies*, pp. 101-102).

## **6. Money.**

Forms of money, borrowing and lending. Income, remuneration.

### **Material:**

Forms of Money (3.1) – *Financial English*, p. 34  
Borrowing and Lending (3.2) – *Financial English*, p. 35  
Income (6.15) – *Financial English*, p. 106  
Pay (6.16) – *Financial English*, p. 107

## **7. Price.**

Cost/expenses, revenue/income, profit, margin, markup, yield. Cost accounting.

### **Material:**

Sales and costs (27) – *Business Vocabulary in Use*, pp. 62-63  
Word Partnerships - Price (4.9) – *Financial English*, p. 62  
Word Partnerships - Cost (4.10) – *Financial English*, p. 63  
(optional: Cost Accounting (2.15) - *Financial English*, p. 29)

## **8. Financial ratios.**

Bad debts, liquidity, solvency, bankruptcy.

### **Material:**

Financial Ratios (5.12) – *Financial English*, pp. 79-80  
Phrasal Verbs - Bad Debts (2.12) - *Financial English*, p. 26  
Bankruptcy (2.11) - *Financial English*, p. 25  
(optional: Liquid Metaphors (2.10) - *Financial English*, p. 24)