

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
Донецький національний університет  
економіки і торгівлі  
ім. М.І. Туган-Барановського

Кафедра іноземних мов

**Г. М. Удовіченко**

**МЕТОДИЧНІ РЕКОМЕНДАЦІЇ З ВИВЧЕННЯ  
ДИСЦИПЛІНИ  
ІНОЗЕМНА МОВА**

Кривий Ріг  
2017

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
Донецький національний університет  
економіки і торгівлі  
ім. М.І. Туган-Барановського

Кафедра іноземних мов

**Г. М. Удовіченко**

## **МЕТОДИЧНІ РЕКОМЕНДАЦІЇ З ВИВЧЕННЯ ДИСЦИПЛІНИ**

### **ІНОЗЕМНА МОВА**

Галузь знань: 07 «Управління та адміністрування»  
Спеціальність: 071 «Облік і оподаткування»  
Ступінь: бакалавр

Затверджено на засіданні  
кафедри іноземних мов  
Протокол № 20  
від “4” травня 2017 р.

Схвалено навчально-методичною  
радою ДонНУЕТ  
Протокол № 8  
від “29” травня 2017 р.

Кривий Ріг  
2017

**УДК 811.111'276.6:33 (075.8)**

**ББК 81.2 Англ-923**

**У 31**

Рецензенти:

О. І. Дрогайцев, кандидат педагогічних наук, доцент

С. К. Ревуцька, кандидат філологічних наук, доцент

**Удовіченко, Г. М.**

**У 31** Методичні рекомендації з вивчення дисципліни «Іноземна мова» [Текст] : для студ. спец. 071 «Облік і оподаткування», ступінь бакалавр / М-во освіти і науки України, Донец. нац. ун-т економіки і торгівлі ім. М. Туган-Барановського, каф. іноземних мов; Г. М. Удовіченко. – Кривий Ріг : [ДонНУЕТ], 2017. – 218 с.

Запропонована методична розробка сприятиме розвитку лексичних навичок та комунікативній діяльності студентів. Робота містить вправи за темами, які вивчаються на першому етапі вивчення іноземної мови.

Зміст посібника викликає зацікавленість, пов'язану з актуальністю розроблених тем. Завдання складені на основі сучасних вимог з урахуванням розвитку комунікативної компетенції.

Посібник відповідає сучасним методичним вимогам до навчальної літератури.

**ББК 81.2 Англ-923**

© Удовіченко Г. М., 2017

© Донецький національний  
університет економіки і торгівлі  
ім. М. Туган-Барановського, 2017

## ЗМІСТ / CONTENTS

<b>ВСТУП / INTRODUCTION</b>	<b>6</b>
<b>ЧАСТИНА 1. ЗАГАЛЬНІ РЕКОМЕНДАЦІЇ ЩОДО ВИВЧЕННЯ ДИСЦИПЛІНИ / GENERAL STUDY GUIDE</b>	<b>8</b>
<b>ЧАСТИНА 2. ЗМІСТ ПРАКТИЧНИХ ЗАНЯТЬ / PRACTICAL TRAINING SUBJECT MATTER</b>	<b>20</b>
<b>UNIT 1. JOBS IN BUSINESS</b>	
1.1 Jobs In Accounting	21
1.2 Bank Manager	21
1.3 Accountant	23
1.4 Tax Consultant	25
1.5 Financial Advisor	28
1.6 Stock Brokers	30
1.7 Trader	32
<b>UNIT 2 OFFICE WORK</b>	<b>34</b>
2.1. Office Materials	37
2.2 Electronic Tools	37
2.3 The Back Office	39
2.4 Communicating With Clients	42
<b>UNIT 3 BOOKKEEPING</b>	<b>44</b>
3.1 Bookkeeping Cycle	48
3.2 GAAP And IASB	50
3.3 Describing Change	52
3.4 Gleaning Information From Financial Statements	55
<b>UNIT 4 ACCOUNTING DOCUMENTATION</b>	<b>58</b>
4.1 Income Statements	58
4.2 Balance Sheets	60
4.3 Cash Flow Statements	63
<b>UNIT 5 PLANNING AND CONTROL</b>	<b>66</b>
5.1 Presenting A P & L Statement	66
5.2 Analyzing Balance Sheets	69
5.3 Fraud	71
5.4 Solvency	73
5.5 Budgeting	76
<b>UNIT 6 DECISION-MAKING</b>	<b>79</b>
6.1 Accrual Basis Accounting - Non-Cash Accounts	79
6.2 Unpaid Expenses	81
6.3 Leverage - Good Or Bad?	83
6.4 Variable Expenses	86
6.5 End-Of-Period Procedures	88
6.6 Is Profit Ethical?	91

UNIT 7 COSTING	93
7.1 Numbers	93
7.2 Overdrafts	96
7.3 Costs	98
7.4 Depreciation	101
7.5 Direct And Indirect Costs	103
UNIT 8 AUDITING	107
8.1 Controllers	107
8.2 Cash And Liquidity	109
8.3 Intangible Assets	112
8.4 Internal Controls Against Mistakes And Theft	114
8.5 Auditing	117
UNIT 9 TAXATION	120
9.1 Taxes	120
9.2 Viability	122
9.3 Buy Or Lease?	125
9.4 Tax Havens	127
9.5 Tax Accounting	129
UNIT 10 FUTURE OF ACCOUNTING	133
10.1 The Future Of Accounting	133
10.2 Globalization	135
10.3. International Organizations	137
<b>ЧАСТИНА 3. МЕТОДИЧНІ РЕКОМЕНДАЦІЇ З ОРГАНІЗАЦІЇ САМОСТІЙНОЇ РОБОТИ СТУДЕНТІВ / STUDENTS' SELF-DIRECTED ACTIVITY ORGANIZATION GUIDE</b>	140
TENSE FORMS OF THE VERB	141
Indefinite Tenses	141
Continuous Tenses	148
NOUN	154
ADJECTIVE	162
ARTICLE	166
TENSE FORMS OF THE VERB	171
Perfect Tenses	171
Perfect Continuous Tenses	179
THE PASSIVE VOICE	185
ADJECTIVES AND ADVERBS	191
MODAL VERBS	198
CONDITIONAL SENTENCES	203
<b>СПИСОК ВИКОРИСТАНОЇ ЛІТЕРАТУРИ / REFERENCES</b>	217

## ВСТУП / INTRODUCTION

«Іноземна мова» є навчальною дисципліною, що забезпечує підготовку студентів ступеня «бакалавр».

**Мета курсу** - формування необхідної комунікативної спроможності у сферах професійного та ситуативного спілкування в усній і письмовій формах; вдосконалення вмінь та навичок читання, перекладу, реферування спеціальної літератури за фахом; вироблення навичок читання та реферування наукової інформації з фаху, ведення бесіди з професійної тематики, ділового листування та роботи з комерційною документацією.

**Завданнями дисципліни «Іноземна мова» є:**

- набуття навичок практичного володіння іноземною мовою в різних видах мовленнєвої діяльності в обсязі тематики, зумовленої професійними потребами; одержування новітньої фахової інформації через іноземні джерела;
- користування усним монологічним та діалогічним мовленням у межах побутової, суспільно-політичної, загальноекономічної та фахової тематики;
- переклад з іноземної мови на рідну текстів загальноекономічного характеру;
- формування основних вмінь використання знань на практиці під час ведення ділової бесіди або спілкування по телефону в ділових цілях з урахуванням конкретних умов;
- ознайомлення з найбільш відомими зразками мовленнєвої поведінки під час проведення ділових зборів, презентацій та переговорів;
- навчання підготовці до участі у наукових конференціях, семінарах, дебатах, тощо;
- ознайомлення з особливостями оформлення найбільш вживаних паперів.

У результаті вивчення навчальної дисципліни студент повинен

**знати:**

- лексику, граматику, фонетику і орфографію іноземної мови;
- правила усного ділового спілкування;
- основні вимоги до культури мовлення.

**вміти:**

- конструювати параграфи для організації думок в єдину інтелектуальну структуру;
- читати та перекладами текст з побутової та професійної тематики середньої складності;
- спілкуватися іноземною мовою на побутові, суспільно-політичні та професійні теми в межах вивченої лексики та граматики;

- писати короткі повідомлення та есе іноземною мовою дотримуючись правил орфографії та граматики;
- складати ділові документи на задану тему, дотримуючись міжнародних стандартів;
- одержувати новітню фахову інформацію через новітні джерела.
- грамотно спілкуватися в межах усного мовлення;
- вести презентації згідно вимог ділового мовлення.

Дані методичні рекомендації мають за мету набуття студентами навичок читати та перекладати тексти з побутової та професійної тематики середньої складності, спілкуватися іноземною мовою на побутові, суспільно-політичні та професійні теми в межах вивченої лексики та граматики, писати короткі повідомлення та есе іноземною мовою дотримуючись правил орфографії та граматики.

Методичні рекомендації складаються з десяти тем, передбачених робочою навчальною програмою з дисципліни. Кожен розділ містить вправи на розвиток усіх видів мовленнєвої діяльності: аудіювання, читання, говоріння та писемного мовлення, виконання яких сприяє розвитку комунікативної компетенції студентів першого та другого рівнів вивчення іноземної мови.

**ЧАСТИНА 1.  
ЗАГАЛЬНІ РЕКОМЕНДАЦІЇ ЩОДО ВИВЧЕННЯ ДИСЦИПЛІНИ**

**PART 1.  
GENERAL STUDY GUIDE**



## 1. Опис дисципліни

Найменування показників	Характеристика дисципліни
Обов'язкова (для студентів спеціальності "назва спеціальності") / вибіркова дисципліна	<b>Обов'язкова для студентів спеціальності 071 «Облік і оподаткування»</b>
Семестр (осінній / весняний)	<b>осінній, весняний</b>
Кількість кредитів	<b>10</b>
Загальна кількість годин	<b>300</b>
Кількість модулів	<b>4</b>
Лекції, годин	-
Практичні / семінарські, годин	<b>144</b>
Лабораторні, годин	-
Самостійна робота, годин	<b>156</b>
Тижневих годин для денної форми навчання:	
аудиторних	<b>4</b>
самостійної роботи студента	<b>4,3</b>
Вид контролю	<b>екзамен</b>

## 2. Програма дисципліни

**Ціль** – формування необхідної комунікативної спроможності у сферах професійного та ситуативного спілкування в усній і письмовій формах; вдосконалення вмінь та навичок читання, перекладу, реферування спеціальної літератури за фахом; вироблення навичок читання та реферування наукової інформації з фаху, ведення бесіди з професійної тематики, ділового листування та роботи з комерційною документацією.

**Завдання:** набуття навичок практичного володіння іноземною мовою в різних видах мовленнєвої діяльності в обсязі тематики, зумовленої професійними потребами; одержування новітньої фахової інформації через іноземні джерела;

користування усним монологічним та діалогічним мовленням у межах побутової, суспільно-політичної, загальноекономічної та фахової тематики;

переклад з іноземної мови на рідну текстів загальноекономічного характеру;

формування основних вмінь використання знань на практиці під час ведення ділової бесіди або спілкування по телефону в ділових цілях з урахуванням конкретних умов;

ознайомлення з найбільш відомими зразками мовленнєвої поведінки під час проведення ділових зборів, презентацій та переговорів;

навчання підготовці до участі у наукових конференціях, семінарах, дебатах, тощо;

ознайомлення з особливостями оформлення найбільш вживаних паперів.

**Предмет:** іноземна (англійська) мова.

**Зміст дисципліни розкривається в темах:**

- Тема 1. Бізнес - професії.
- Тема 2. Робота установи
- Тема 3. Бухгалтерія.
- Тема 4. Облікова документація.
- Тема 5. Планування та контроль.
- Тема 6. Прийняття рішень.
- Тема 7. Цінотворення.
- Тема 8. Аудит.
- Тема 9. Податки.
- Тема 10. Майбутнє бухгалтерії.

### 3. Структура дисципліни

Назви змістових модулів і тем	Кількість годин				
	усього	У тому числі			
		л	п/с	лаб	срс
1	2	3	4	5	6
<b>Модуль 1</b>					
<b>Змістовий модуль 1 : Вступ до бухгалтерської справи</b>					
Тема 1. Бізнес - професії	23		12		11
Тема 2. Робота установи	22		12		10
Тема 3. Бухгалтерія	22		12		10
Тема 4. Облікова документація	23		12		11
<b>Разом за змістовим модулем 2</b>	<b>90</b>		<b>48</b>		<b>42</b>
<b>Змістовий модуль 2 : Управління ризиками</b>					
Тема 5. Планування та контроль	26		12		14
Тема 6. Прийняття рішень	34		15		19
<b>Разом за змістовим модулем 2</b>	<b>60</b>		<b>27</b>		<b>33</b>
<b>Модуль 2</b>					
<b>Змістовий модуль 3 : Основи фінансового обліку</b>					
Тема 7. Цінотворення	35		16		19
Тема 8. Аудит	35		16		19
Тема 9. Податки	35		16		19
<b>Разом за змістовим модулем 3</b>	<b>105</b>		<b>48</b>		<b>57</b>
<b>Змістовий модуль 4 : Глобалізація та міжнародна діяльність</b>					
Тема 10. Майбутнє бухгалтерії	45		21		24
<b>Разом за змістовим модулем 4</b>	<b>45</b>		<b>21</b>		<b>24</b>
<b>Усього годин</b>	<b>300</b>		<b>144</b>		<b>156</b>

### 4. Теми семінарських/практичних/лабораторних занять

№ з/п	Вид та тема заняття	Кількість годин
1	Практичне заняття Бухгалтерські професії. Present Simple.	2

2	Практичне заняття Керівник банку. Present Simple.	2
3	Практичне заняття Бухгалтер. Present Simple.	2
4	Практичне заняття Податковий консультант. Множина іменників.	2
5	Практичне заняття Фінансовий консультант. Множина іменників	2
6	Практичне заняття Біржовий брокер. Present Continuous.	2
7	Практичне заняття Треjder. Present Continuous	2
8	Практичне заняття Обладнання офісу. Present Continuous.	2
9	Практичне заняття Електронні інструменти. Present Continuous	2
10	Практичне заняття Операційно - обліковий відділ.	2
11	Практичне заняття Спілкування з клієнтами	2
12	Практичне заняття Звіт про доходи. Present Perfect.	2
13	Практичне заняття Балансовий звіт. Present Perfect.	2
14	Практичне заняття Звіт про рух коштів. Past Simple.	2
15	Практичне заняття Звіт про прибутки та збитки. Past Simple.	2
16	Практичне заняття Обліковий цикл. Способи вираження майбутніх дій.	2
17	Практичне заняття GAAP та IASB. Способи вираження майбутніх дій.	2
18	Практичне заняття Отримання даних з фінансової документації. Present Perfect.	2
19	Практичне заняття Здійснення продажу та покупки товарів.	2
20	Практичне заняття Аналіз балансового звіту. Past Simple.	4
21	Практичне заняття Фальсифікування облікових даних. Past Continuous.	4
22	Практичне заняття Кредитоспроможність. Past Continuous.	2
23	Практичне заняття Планування бюджету. Past Perfect.	4
24	Практичне заняття Облік за методом нарахувань. Past Perfect.	2
25	Практичне заняття Безготівкові рахунки. Past Perfect	2
26	Практичне заняття Заборгованість за витратами. Артикль.	2
27	Практичне заняття	2

	Змінні витрати. Артикль.	
28	Практичне заняття Кінець облікового періоду. Умовні речення.	4
29	Практичне заняття Етичний аудит. Модальні дієслова для висловлення поради, пропозиції, необхідності, заборони.	4
30	Практичне заняття Цифри. Числівник.	4
31	Практичне заняття Перевищення кредиту. Числівник	3
32	Практичне заняття Ціна. Модальні дієслова для висловлення прохання, можливості та пропозиції.	2
33	Практичне заняття Знецінення. Модальні дієслова для висловлення прохання, можливості та пропозиції	2
34	Практичне заняття Прямі витрати. Present Perfect Continuous.	4
35	Практичне заняття Непрямі витрати. Present Perfect Continuous.	4
36	Практичне заняття Головний бухгалтер. Present Perfect Continuous.	4
37	Практичне заняття Готівка. Past Perfect Continuous.	4
38	Практичне заняття Ліквідність. Past Perfect Continuous	4
39	Практичне заняття Нематеріальні активи. Past Perfect Continuous.	2
40	Практичне заняття Система внутрішнього контролю.	4
41	Практичне заняття Аудит. Ступені порівняння прикметників.	2
42	Практичне заняття Податковий облік. Ступені порівняння прикметників.	2
43	Практичне заняття Рентабельність. Ступені порівняння прикметників.	2
44	Практичне заняття Купівля. Прислівник.	2
45	Практичне заняття Оренда. Прислівник	2
46	Практичне заняття Податкова політика. Модальні дієслова для висловлення поради, пропозиції, необхідності, заборони.	4
47	Практичне заняття Податковий облік. Passive Voice.	4
48	Практичне заняття Глобалізація. Passive Voice.	6
49	Практичне заняття Майбутнє обліку. Passive Voice.	6
50	Практичне заняття Майбутнє оподаткування. Passive Voice.	6

51	Практичне заняття Фінансові міжнародні організації. Passive Voice.	3
	<b>Всього</b>	<b>144</b>

## 5. Індивідуальні завдання

1. Огляд періодичної та монографічної наукової літератури.
2. Підготовка рефератів, доповідей за обраною темою.
3. Проектна робота.
4. Підготовка тез доповідей з метою виступу на університетських, всеукраїнських та міжнародних семінарах та конференціях.

## 6. Обсяги, зміст та засоби діагностики самостійної роботи

Тема	Кількість годин самостійної роботи	Зміст самостійної роботи	Засоби діагностики
<b>Модуль 1</b>			
<b>Змістовий модуль 1: Вступ до бухгалтерської справи</b>			
Бізнес - професії	11	1. Виконання завдань та вправ Unit 1. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних тестових завдань.
Робота установи	10	1. Виконання завдань та вправ Unit 2. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів. 5. Підготовка проекту (доповіді та презентації) про уявну компанію майбутнього.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних та модульних тестових завдань. 3. Захист проекту
Бухгалтерія	10	1. Виконання завдань та вправ Unit 3. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних тестових завдань.
Облікова документація	11	1. Виконання завдань та вправ Unit 4. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних та модульних тестових завдань.

<b>Разом змістовий модуль 1</b>	<b>42</b>		
<b>Змістовий модуль 2: Управління ризиками</b>			
Планування та контроль	14	1. Виконання завдань та вправ Unit 5. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних тестових завдань.
Прийняття рішень	19	1. Виконання завдань та вправ Unit 6. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних та модульних тестових завдань.
<b>Разом змістовий модуль 2</b>	<b>33</b>		
<b>Модуль 2</b>			
<b>Змістовий модуль 3: Основи фінансового обліку</b>			
Цінотворення	19	1. Виконання завдань та вправ Unit 7. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних тестових завдань.
Аудит	19	1. Виконання завдань та вправ Unit 8. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів. 5. Підготовка проекту (доповіді та презентації).	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних тестових завдань. 3. Захист проекту.
Податки	19	1. Виконання завдань та вправ Unit 9. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	1. Фронтальне та індивідуальне опитування. 2. Виконання поточних та модульних тестових завдань.
<b>Разом змістовий модуль 3</b>	<b>57</b>		
<b>Змістовий модуль 4: Глобалізація та міжнародна діяльність</b>			
Майбутнє бухгалтерії	24	1. Виконання завдань та вправ Unit 10. 2. Вивчення лексичних одиниць та граматичних правил, передбачених темою. 3. Робота зі словниками, граматичними	1. Фронтальне та індивідуальне опитування. 2. Виконання

		довідниками, інтернет-ресурсами. 4. Читання та переклад текстів.	поточних та модульних тестових завдань.
<b>Разом змістовий модуль 5</b>	<b>24</b>		
<b>Всього</b>	<b>156</b>		

### 7. Матриця зв'язку між дисципліною/ змістовим модулем, результатами навчання та компетентностями

Результати навчання	Компетентності											
	Загальні						Предметно-спеціальні					
	1	2	3	4	5	6	1	2	3	4	5	6
1. Знання лексичних одиниць та граматичних конструкцій тем, передбачених програмою.			+								+	+
2. Вміння читати та перекладати тексти на задану тему.		+	+		+							+
3. Володіння лексичним запасом, необхідним для висловлення власних думок та розуміння іншомовної мови в межах заданої теми.	+		+	+							+	+
4. Володіння базовою термінологією економічної галузі англійською мовою.			+	+	+							+
5. Вміння робити презентації англійською мовою.	+					+					+	
6. Вміння вести професійний діалог з колегами.	+										+	
7. Знання найбільш відомих зразків мовленнєвої поведінки під час проведення ділових зборів, презентацій та переговорів.	+			+								
8. Вміння оформлювати найбільш вживані папери економічної галузі.	+	+	+	+							+	

### 8. Форми навчання

Практичні заняття, самостійна робота (підготовка презентацій, рефератів, самостійне опрацювання додаткових питань за наведеним переліком літератури).

### 9. Методи оцінювання

Екзамен.

### 10. Розподіл балів, які отримують студенти

Відповідно до системи оцінювання знань студентів ДонНУЕТ рівень сформованості компетентностей студента оцінюється у випадку проведення екзамену: впродовж семестру (50 балів) та при проведенні підсумкового контролю - екзамену (50 балів).

### Оцінювання протягом семестру

№ теми практичного заняття	Вид роботи/бали					Сума балів
	Тестові завдання	Комуніка- тивні завдання	Виконання практичних завдань	Індиві- дуальне завдання	ПМК	
<b>Модуль 1</b>						
<b>Змістовий модуль 1</b>						
Тема 1			0,5			0,5
Тема 2			0,5			0,5
Тема 3			0,5			0,5
Тема 4		0,5	0,5			1
Тема 5			0,5			0,5
Тема 6	2		0,5			2,5
Тема 7			0,5			0,5
Тема 8			0,5			0,5
Тема 9			0,5			0,5
Тема 10			0,5			0,5
Тема 11				4		4
Тема 12	2	0,5				2,5
Тема 13			0,5			0,5
Тема 14			0,5			0,5
Тема 15			0,5			0,5
Тема 16			0,5			0,5
Тема 17			0,5			0,5
Тема 18	2	0,5	0,5			3
Тема 19			0,5			0,5
Тема 20			1			1
Тема 21		0,5	1			1,5
Тема 22	2		0,5			2,5
Разом змістовий модуль 1	8	2	11	4	5	<b>30</b>
<b>Змістовий модуль 2</b>						
Тема 23			1			1
Тема 24		0,5	1			1,5
Тема 25		0,5	0,5			1
Тема 26		0,5	0,5			1
Тема 27	2		1			3
Тема 28		0,5	1			1,5
Тема 29		0,5	1			1,5
Тема 30		0,5	1			1,5
Тема 31	2		1			3
Разом змістовий	4	3	8		5	<b>20</b>



модуль 2						
<b>Разом</b>						<b>50</b>
Модуль 2						
Змістовий модуль 3						
Тема 32			0,5			0,5
Тема 33		0,5	0,5			1
Тема 34		0,5	1			1,5
Тема 35		0,5	1			1,5
Тема 36	2		1			3
Тема 37		0,5	1			1,5
Тема 38		0,5	1			1,5
Тема 39			0,5	4		4,5
Тема 40		0,5	1			1,5
Тема 41	2		0,5			2,5
Тема 42		0,5	0,5			1
Тема 43		0,5	0,5			1
Тема 44			0,5			0,5
Тема 45		0,5	0,5			1
Тема 46		0,5	1			1,5
Тема 47	2		1			3
Разом змістовий модуль 3	6	5	12	4	5	<b>32</b>
Змістовий модуль 4						
Тема 48		0,5	3			3,5
Тема 49		0,5	3			3,5
Тема 50		0,5	2			2,5
Тема 51	2	0,5	1			3,5
Разом змістовий модуль 4	2	2	9		5	<b>18</b>
<b>Разом</b>						<b>50</b>

### **Оцінювання студентів при проведенні екзамену з використанням комп'ютерної програми «MyTestXPro»**

Оцінка на підсумковому контролі складається з оцінки за тестування (0-50 балів). Тест складається із 50 тестових питань. Оцінювання тестових завдань (50 тестових завдань по 1 балу) проводиться на основі інформації, яку надає комп'ютер за результатами тестування (кількість правильних відповідей). Правильна відповідь на одне тестове завдання оцінюється в один бал. Набрані бали за правильні відповіді сумуються.

### **Загальне оцінювання результатів вивчення дисципліни**

Для виставлення підсумкової оцінки визначається сума балів, отриманих за результатами екзамену та за результатами складання змістових модулів. Оцінювання здійснюється за допомогою шкали оцінювання загальних результатів вивчення дисципліни (модулю).

<b>Оцінка</b>		
<b>100-бальна шкала</b>	<b>Шкала ECTS</b>	<b>Національна шкала</b>
90-100	A	5, «відмінно»
80-89	B	4, «добре»
75-79	C	
70-74	D	3, «задовільно»
60-69	E	
35-59	FX	2, «незадовільно»
0-34	F	

## **11. Методичне забезпечення**

1. Методичні вказівки з вивчення дисципліни.
2. Тестові завдання для перевірки знань студентів.
3. Збірник граматичних вправ.
4. Індивідуальні завдання.
5. Навчальна та наукова література, нормативні документи.

## **12. Рекомендована література**

### **Базова**

1. Моїсєєва Ф. А. Business letters. Посібник для вдосконалення навичок написання ділових листів для студентів економічних спеціальностей / Ф. А. Моїсєєва, С. Л. Филипенко. – Донецьк : ДонДУЕТ, 2005. – 152 с.
2. Остапенко С. А. Business English. Навчальний посібник для студентів економічних спеціальностей / Світлана Анатоліївна Остапенко. – Кривий Ріг : ДонНУЕТ, 2015. – 246 с.
3. Economics Nowadays [Текст] : навч. посіб. Для студ. Екон. Спец. Заоч. Форма навчання / М-во освіти і науки України, Донец. нгл. Ун-т економіки і торгівлі ім. М. Туган-Барановського, Каф. Інозем. Мов. ; Ф. А. Моїсєєва, О. Л. Бурдакова, О. І. Гавриліна. – Донецьк : [ДонНУЕТ], 2009. – 296 с.
4. English for Accountig. Навчальний посібник [Текст] : для студ. спец. 071 «Облік і оподаткування», ступінь бакалавр / М-во освіти і науки України, Донец. нац. ун-т економіки і торгівлі ім. М. Туган-Барановського, каф. Іноземної філології та перекладу; Г. М. Удовіченко. – Кривий Ріг : [ДонНУЕТ], 2018. – 128 с.
5. Навчальний посібник з граматики англійської мови для студентів економічних спеціальностей / С. А. Остапенко, Г. М. Удовіченко, Д. В. Фурт; Донец. нац. ун-т економіки і торгівлі ім. М. Туган-Барановського, каф. іноз. філології та перекладу. – Кривий Ріг : ДонНУЕТ, 2018. – 230 с.
6. E. Frendo, S. Mahoney. English for Accounting / E. Frendo, S. Mahoney. – Oxford : Oxford University Press, 2003. – 65 p.

7. S. Helm. Market Leader. Accounting and Finance / S. Helm. – London : Pearson Education Limited, 2010. – 98 p.
8. A. Pohl. Test your business English accounting / A. Pohl. – London : Penguin books, 2004. – 80 p.
9. J. Taylor. Accounting / J. Taylor. – London : Express Publishing, 2013. – 96 p.

### Допоміжна

10. Барановська Т. В. Граматика англійської мови. Збірник вправ: навчальний посібник / Т. В. Барановська. – Київ : ООО «ІП Логос-М», 2010. – 384 с.
11. Гапон Ю. А. Business English. Англійська мова для ділового спілкування. Інтенсивний курс. Навчальний посібник з англійської мови / Ю. А. Гапон. – К. : Вид-во Європ. ун-ту, 2003. – 230 с.
12. Голицынский Ю. Грамматика. Сборник упражнений / Ю. Голицынский. – Санкт-Петербург : КАРО, 2014. – 476 с.
13. Дудкина Г. А. и др. Учебник английского языка для делового общения / Г. А. Дудкина. – М. : Аверс, 2000. – 150 с.
14. Качалова К., Израйлевич Е. Е. Практична граматики англійської мови 2-ух т. / К. Качалова, Е. Израйлевич. – Київ, 2006. – 390 с.
15. Крылова И. П. Грамматика современного английского языка / И. П. Крылова. – М. : Просвещение, 2000. – 472 с.
16. Тучина Н. В., Меркулова Т. К., Кузьміна В. С. Read and Speak English with Pleasure / Н. В. Тучина, Т. К. Меркулова, В. С. Кузьміна. – Харків : СПД ФО Шапіро М. В., 2004. – 304 с.
17. Тучина Н. В., Меркулова Т. К., Кузьміна В. С. Speak English with Pleasure / Н. В. Тучина, Т. К. Меркулова, В. С. Кузьміна. – Харків : Торсінг, 2001. – 288 с.
18. Черноватий Л. М., Карабан В. І. Практична граматики англійської мови з вправами: Посібник для студентів вищих закладів освіти / Л. М. Черноватий, В. І. Карабан. – Вінниця : Нова книга, 2006. – 568 с.
19. Шевелева С. А. English on Economics: Учеб. пособие для вузов / С. А. Шевелева. – М. : ЮНИТИ-ДАНА, 2012. – 415 с.
20. Шевелева С. А. Деловая переписка на английском языке: 1000 фраз / С. А. Шевелева. – М., 2000. – 128 с.
21. A. Ashley. Handbook of Commercial Correspondence / A. Ashley. – Oxford : Oxford University Press, 2000. – 124 p.
22. D. Cotton, S. Robbins. Business Class / D. Cotton, S. Robbins. London : Pearson Education Limited, 2000. – 146 p.
23. D. Grant, R. McLarty. Business Basics / D. Grant, R. McLarty. – Oxford : Oxford University Press, 2009. – 168 p.
24. S. Flinders. Test your Business English elementary / S. Flinders. – London : Penguin books, 2003. – 206 p.
25. K. Manton. First Insights into Business / K. Manton. – London : Longman, 2002. – 168 p.

26. J. S. McKellen. Test your Business English general usage / J. S. McKellen. – London : Penguin books, 2003. – 74 p.
27. Oxford Dictionary of Business English for learning of English. – Oxford : Oxford University Press, 2000. – 268 p.

### **Інформаційні ресурси**

28. Електронний словник. – Режим доступу: <http://multitrans.ru>

**ЧАСТИНА 2.  
ЗМІСТ ПРАКТИЧНИХ ЗАНЯТЬ**

**PART 2.  
PRACTICAL TRAINING SUBJECT MATTER**

## UNIT 1. JOBS IN BUSINESS

### 1.1 JOBS IN ACCOUNTING

#### *Get ready!*

*Before you read the passage, talk about these questions.*

- 1 What jobs do accountants do?
- 2 What are the educational requirements for accountants?

#### *Reading*

*Read the advertisement from a business college. Then, choose the correct answers.*



The advertisement features a hand pointing to the title. The text is as follows:

**Accounting**  
is a **GREAT**  
**career choice!**

**There are many jobs available for accountants. Here are a few:**

- **Bookkeepers** work in a company's **back-office**. They record everything the organization earns or spends.
- **Tax Accountants** help their **clients** fill out tax returns.
- **Internal Auditors** check their employer's records for accuracy.
- **Budget Analysts** manage a company's financial plans.
- **Management Accountants** are business supervisors. They study business operations and help maximize profits.
- **Financial Advisors** help people make smart investments.

The highest-paying positions require a **CPA** license. But jobs are also available for students. Many **firms** hire them as **trainees** or **file clerks**.

- 1 What is the advertisement mainly about?  
A a new record keeping method  
B how to invest wisely  
C steps to becoming .a CPA  
D different accounting jobs
- 2 People discuss investments with \_ .  
A bookkeepers C financial advisors  
B trainees D file clerks
- 3 What can be inferred about file clerks?  
A They work as volunteers.  
B They train for at least a year.  
C They are not required to have CPA licenses.  
D They have one of the highest-paying positions.

## **Vocabulary**

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

- 1 \_ budget analyst
- 2 \_ bookkeeper
- 3 \_ trainee
- 4 \_ internal auditor
- 5 \_ tax accountant

- A a person who fills out tax forms
- B a person who records transactions
- C a person who reviews financial plans
- D a person who is learning a new job
- E a person who checks records for accuracy

Fill in the blanks with the correct words and phrases from the word bank.

**back-office clients file clerk firm CPA**

- Steve needs a \_\_\_\_\_ license to get a higher-paying job.
- 2 John is in accounting school. He also works as a \_\_\_\_\_
  - 3 Most book keepers work in the \_\_\_\_\_
  - 4 Accountants who advertise on TV get more \_\_\_\_\_
  - 5 Some accountants work alone. Others work for a \_\_\_\_\_

Listen and read the advertisement again, what area does a management accountant specialize in?

## **Listening**

Listen to a conversation between an accountant and a supervisor. Mark the following statements as true (T) or false (F).

- 1 \_ The man is nervous about working for the company.
- 2 \_ The man was hired as an internal auditor.
- 3 \_ The bookkeepers work in the back-office.

Listen again and complete the conversation.

**Accountant:** Hello. You 1 \_\_\_\_ Ms. Davenport. I'm Jason Williams.

**Supervisor:** Jason! Hi. How are you?

**Accountant:** Great, thanks. I'm really 2 \_\_ to start working with your firm.

**Supervisor:** Good. We're glad to have you. Let me show you 3 \_\_. Obviously, this is the 4 \_\_\_\_

**Accountant:** This is where I'll be working, right?

**Supervisor:** That's 5 \_\_. All the bookkeepers work here.

**Accountant:** So can I get started now?

**Supervisor:** Well, first you need to 6 \_\_ \_\_ with the accounting manager. I'll introduce you.

## **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I'm really ... to start working with your firm.

Let me show you around.

You need to check in with ...

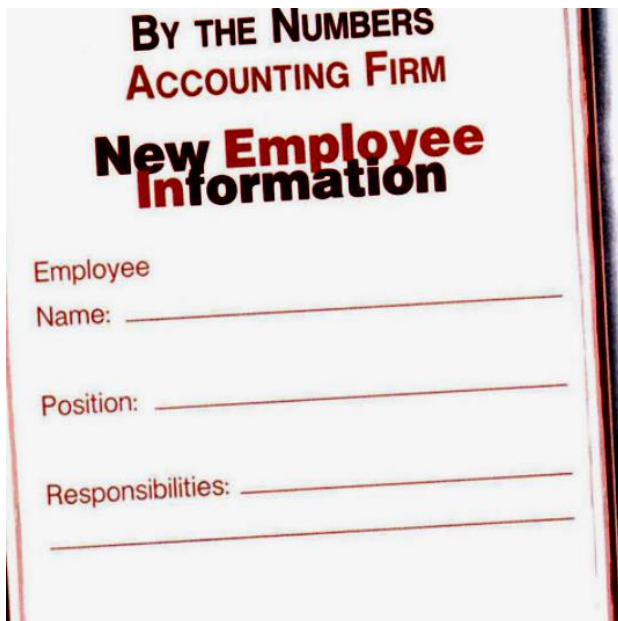
*Student A: It's your first day as an accountant. Talk to Student B about:*

- how you feel
- where you will work
- checking in

*Student B: You are a senior accountant. Answer Student A's questions.*

### **Writing**

Use the conversation to fill out the new employee form. Make up a name for the employee.



**BY THE NUMBERS  
ACCOUNTING FIRM**

**New Employee  
Information**

Employee  
Name: \_\_\_\_\_

Position: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

## **1.2 BANK MANAGER**

### **Get ready!**

*Before you read the passage, talk about these questions.*

What qualities are important in a manager?

Why do people choose one bank over another?

### **Reading**

*Read the web page. Then, choose the correct answers.*

#### **Meet the Staff Of Green Valley Bank**

Greg Olson joined GVB six years ago and became **bank manager** last September. Greg oversees day-to-day operations of the central **branch**. He **supervises** all bank departments, including the financial **advising** team.



Greg has a fantastic **work ethic**, and his positive attitude **motivates** everyone on his team to strive for excellence. His branch consistently meets **goals** for increasing business efficiency, Greg's recent efforts to improve the **organization** of bank management demonstrated his ability to **solve** complex problems.

Greg also maintains excellent **relationships** with bank customers. Many loyal customers say that his friendliness and enthusiasm keep them banking with GVB. Customers who meet Greg know right away that he is a man of honesty and integrity who can be trusted. With these superior personal skills, Greg has **expanded** GVB's **clientele** significantly.

Greg is always eager to meet new customers. Next time you are in the bank, feel free to stop by his office.

1. What is the purpose of the web page?
  - A to describe qualities required in a manager
  - B to explain what makes the bank successful
  - C to introduce GVB's new manager
  - D to encourage people to bank with GVB
2. According to the web page, what do customers think about Greg?
  - A He is a skilled negotiator.
  - B He is a trustworthy person.
  - C He provides excellent discounts.
  - D He runs an organized branch.
3. Which is NOT one of the reasons that Greg is a good bank manager?
  - A He is respected by the bank's customers.
  - B He is able to solve difficult problems.
  - C He improved the financial advising team.
  - D He motivates other employees to do well.

### ***Vocabulary***

*Match the words (1-7) with their definitions (A-G).*

- |                |   |
|----------------|---|
| 1 branch       | A to monitor and direct something         |
| 2 expand       | B to make something increase              |
| 3 clientele    | C a belief in working hard                |
| 4 motivate     | D to inspire someone to do something      |
| 5 supervise    | E the way people interact with each other |
| 6 work ethic   | F people who visit a particular business  |
| 7 relationship | G one of a bank's local offices           |

*Read the sentence pair. Choose where the words best fit the blanks.*

#### **1 solve / oversee**

- A The bank hired Judy to \_\_\_\_\_ the accounting department.
- B The manager brought in a specialist to \_\_\_\_\_ the overstaffing problem.

#### **2 goals / organization**

- A Boris was afraid of being fired because he didn't meet his monthly \_\_\_\_\_.

**B** Paula wrote a memo about the inefficient \_\_\_\_\_ of the staff scheduling.

### 3 bank manager / relationship

**A** Phil's years of experience made him an excellent \_\_\_\_\_.

**B** The new employee hoped to develop a good \_\_\_\_\_ with customers.

### *Listening*

*Listen to a conversation between a bank manager and an assistant. Mark the following statements as true (T) or false (F).*

1. The vacation policy is a topic at the meeting. \_\_\_\_\_
2. the assistant misplaced the policy notes. \_\_\_\_\_
3. Julian submitted a summary to the bank manager. \_\_\_\_\_

*Listen again and complete the conversation.*

Bank Manager: Ms. Solano, do I have any appointments this morning?

Assistant: You have a meeting with the department managers at 9.45, Mr. Olson. 1 \_\_\_\_\_ several appointments with clients this afternoon.

Bank Manager: I don't remember any meeting 2 \_\_\_\_\_ .  
What's it about?

Assistant: First, you need to 3 \_\_\_\_\_ the new employee vacation policy. I have a copy of the policy notes, if you need them.

Bank Manager: Yes, please bring them. I must have misplaced mine. What else is 4 \_\_\_\_\_ for the meeting?

Assistant: Then there is Julian from New Accounts department. He wants to share his goals for starting 5 \_\_\_\_\_ with new customers.

Bank Manager: Please ask Julian to submit a summary to me 6 \_\_\_\_\_ .

### *Speaking*

*With a partner, act out the roles below.*

*Student A: You are a bank manager. Talk to Student B about:*  
your schedule

necessary paperwork

an upcoming meeting

*Student B: You are an assistant. Talk to Student A about an upcoming meeting.*

## 1.3 ACCOUNTANT

### *Get ready!*

*Before you read the passage, talk about these questions.*

What tasks do accountants do in an office?

What is the importance of accurate accounting?

### *Reading*

Read the online classifieds page. Then, fill in the blanks with the correct words and phrases from the word bank.

### Classifieds > Jobs > Accountant

009108 Experienced accountant needed for a food delivery company. Responsibilities include making **cash disbursements** to vendors and ensuring appropriate levels of **inventory**. An ideal candidate will understand strategies for **procurement**. The job also involves **reporting** on **cash collections** and carefully tracking purchases made **on credit**.

009109 Calling all accountants! Professional Security Inc. is hiring **payroll** specialists to join our growing team. Accountants will prepare detailed **stubs** for employees, including information about **gross wages**. Duties also include generating reports on **total wages** and processing **deposits** into employees' **checking accounts**. Come see if PSI is the place for you!

009110 Quail Village Municipal Services seeks accountant qualified in **property accounting**. You will be responsible for analyzing and approving the city's property purchases, You will also monitor the status of city **equipment** and prepare **purchase orders** for new equipment as needed.

*on credit      inventory      property      equipment      direct deposits*

A food delivery company needs an accountant for cash disbursements and maintaining 1\_\_\_\_\_. The position includes tracking orders purchased 2\_\_\_\_\_. Professional Security Inc. is looking for payroll accountants. They will prepare reports on wages and handle 3 \_\_\_\_\_. Quail Village Municipal Services wants someone experienced in 4\_\_\_\_\_ accounting. This accountant will approve purchases and create purchase orders for 5\_\_\_\_\_.

### Vocabulary

Match the words (1-7) with the definitions (A-G).

- |                     |  |
|---------------------|--|
| 1 stub              | A acquiring goods at the best value          |
| 2 payroll           | B a list of employees and wages              |
| 3 on credit         | C taking something and agreeing to pay later |
| 4 inventory         | D a piece of paper with paycheck details     |
| 5 procurement       | E payment made to meet previous obligations  |
| 6 cash collections  | F total amount of money received in a month  |
| 7 cash disbursement | G a company's total supply of something      |

Write a word that is similar in meaning to the underlined part.

1. The total salary paid decreased when the company employed fewer people.

t \_ t \_ \_ \_ a g \_ \_

2. The university hired an accountant to handle management of the value of land and equipment,

\_ \_ o p \_ \_ y \_ c c \_ \_ \_ t \_ \_ g

3. Raymond submitted a document requesting that a company make a purchase for extra office supplies.

\_ \_ \_ c h \_ s \_ \_ r d \_ \_

4. Wages before deduction of expenses are greater than what employees take home.

g \_ \_ s s \_ a g \_ \_

5. Most people hold an account that allows holders to remove money by check or debit card.

\_ \_ \_ c k \_ \_ g \_ c \_ \_ u n \_

### **Listening**

*Listen to a conversation between an accountant and an employer. Mark the following statements as true (T) or false (F).*

1. The man has previous payroll experience. \_\_\_\_\_
2. The man created reports on cash disbursements. \_\_\_\_\_
3. The woman needs an accountant to manage purchase orders. \_\_\_\_\_

*Listen again and complete the conversation.*

**Accountant:** Thank you for meeting with me. I'm 1 \_\_\_\_\_ about this job opportunity.

**Employer:** Well, I'm looking forward to learning more about you. Mr. Armstrong. 2 \_\_\_\_\_ accounting experience do you have?

**Accountant:** I spent four years in the payroll department at my previous job.

**Employer:** And what did you do there?

**Accountant:** I analyzed employment trends and prepared reports on 3 \_\_\_\_\_.

**Employer:** How did the company use that data?

**Accountant:** They used my reports to determine if hiring practices were 4 \_\_\_\_\_ the budget.

**Employer:** That's good. We really need someone with that kind of experience 5 \_\_\_\_\_ . What else have you done?

**Accountant:** When 6 \_\_\_\_\_ in accounting, I managed cash disbursements and purchase orders for a small retail company.

### **Speaking**

*With a partner, act out the roles below.*

**Student A:** You are an employer. Talk to

Student B about:

- previous jobs
- accounting duties
- your company's accounting needs

**Student B:** You are interviewing for a position. Answer Student A's questions.

### **Writing**

Use the conversation to fill out the employer's notes.

#### EMPLOYER'S NOTES

Applicant name: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Previous experience: \_\_\_\_\_

\_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

## 1.4 TAX CONSULTANT

### **Get ready!**

Before you read the passage, talk about these questions.

How do people feel about taxes in your country?

What are some common tax problems people have in your country?

### **Reading**

Read the job posting. Then, mark the following statements as true (T) or false (F).

#### **Tax Consultant**

Main Street Financial Services is seeking applicants for the position of **tax consultant**. Tax consultants at Main Street are not just **tax preparers**. Our consultants are up-to-date on the latest changes to the tax laws. They know how to find **deductions** that give our clients the biggest **refunds**.

Most importantly, a Main Street tax consultant must be a guide, teacher and counselor for our clients. Here at Main Street, we listen and learn about our clients' lives and their financial **circumstances**. Our clients will bring us their problems: **back taxes, tax debt, tax returns** they **filed** incorrectly. Whatever the tax issue, we **assist** a client until it is resolved. We not only provide support during **audits** but also **advice** to avoid future problems. Applicants must have at least 5 years' experience in tax preparation or consulting. If you would like to join a great team, send a resume and cover letter to [a.mevers@mainstreetfinances.com](mailto:a.mevers@mainstreetfinances.com).

1. The company needs help reviewing its tax return. \_\_\_\_\_
2. The company helps people during audits. \_\_\_\_\_
3. The company wants a consultant who has a minimum of five years of experience. \_\_\_\_\_

### **Vocabulary**

Match the words (1-7) with the definitions (A-G).

- |                  |  |
|------------------|--|
| 1 tax consultant | <b>A</b> an inspection of financial records                      |
| 2 deduction      | <b>B</b> a person who helps people organize their                |
| 3 circumstances  | <b>C</b> a form that states how much taxes they have paid or owe |
| 4 audit          | <b>D</b> an expense that reduces a person's taxes                |

- |              |  |
|--------------|--|
| 6 tax return | <b>E</b> unpaid taxes from years before      |
| 7 advice     | <b>F</b> the general conditions of something |
| 8 back taxes | <b>G</b> help or guidance                    |

Fill in the blanks with the correct words and phrases from the word bank.

**file      assist      tax debt      refund      tax preparer      taxes**

1. Carl did not pay his \_\_\_\_\_ last **year** and now he owes the government money.
2. Hire a \_\_\_\_\_ to avoid errors on **your** return.
3. I need someone to \_\_\_\_\_ me with my tax return.
4. Failure to complete a return can lead to a **large** \_\_\_\_\_.
5. The man deposited his \_\_\_\_\_ in **the bank**.
6. You must \_\_\_\_\_ your return by the 22<sup>nd</sup>.

### **Listening**

Listen to a conversation between a tax consultant and a client. Choose the correct answers.

1. Why is the man at the office?
  - A** to get advice about an audit
  - B** to ask for help with a tax return
  - C** to check if his return was filed
  - D** to review past tax returns
2. What is true of the man?
  - A** He is expecting a large return.
  - B** He used a tax preparer last year.
  - C** He cannot afford the consultant's rate.
  - D** He did not pay his taxes a few years ago.

Listen again and complete the conversation.

- Client:** Well. I didn't pay my taxes a few years ago. So I have a big **1** \_\_\_\_\_.
- Consultant:** Okay, that's important to know. Now did you pay your taxes last year?
- Client:** Yes. But I didn't use a **2** \_\_\_\_\_. I think I made a lot of mistakes.
- Consultant:** Don't worry. That's something we can fix. **3** \_\_\_\_\_ I should know?
- Client:** Not that I can think of **4** \_\_\_\_\_. **I'll** get an audit?
- Consultant:** It's possible. But **5** \_\_\_\_\_ your past returns before I know.
- Client:** Great. I just have one last question. How much will this cost?
- Consultant:** **6** \_\_\_\_\_. **I** charge by the hour.

### **Speaking**

*With a partner, act out the roles below.*

*Student A: You are a tax consultant. Talk to Student B about his or her financial circumstances*

last year's taxes

tax problems

*Student B: You are visiting a tax consultant. Answer Student A's questions.*

### **Writing**

*Use the conversation to fill out the form at a tax consultant's office.*

#### TAX CONSULTANT FORM

Client Name: \_\_\_\_\_

Reason for visit: \_\_\_\_\_

Current Financial Circumstances: \_\_\_\_\_

Did you pay taxes last year? \_\_\_\_\_

Have you used a consultant or preparer before? \_\_\_\_\_

\_\_\_\_\_  
List any tax problems: \_\_\_\_\_

\_\_\_\_\_

## **1.5 FINANCIAL ADVISOR**

### **Get ready!**

*Before you read the passage, talk about these questions.*

1. What questions should financial advisors ask their clients?
2. What are the most popular types of investments in your country?

### **Reading**

*Read the web page. Then, mark the following statements as true (T) or false (F).*

#### **Acme Advisors**

keeps your best interests at heart!

In today's unstable financial climate, it's hard to feel secure. Choosing a **financial advisor** is a tough decision. There are a lot of investment firms out there. Not all of them are concerned about your **best interests**.

Acme Advisors helps folks invest safely. **Finance planning** is our only business. We spend time w~ you to learn about your goals and dreams. We proves a **risk assessment** to find the strengths arc weaknesses of your finances and your portfolio. We create an **investor profile** based on your comfort level with risk. Once we fully understand your needs we recommend **asset allocations** (stocks, bonds, **insurance products**) that provide steady growth. Most importantly, we help you find peace of mind.

Acme Advisors NEVER charges **commissions**. We are **fee-only** advisors. No commissions means no **conflicts of interest**. We charge by the hour and you pay us directly. Acme Advisors keeps your best interests at heart.

1. Acme Advisors sells only insurance products. \_\_\_\_\_
2. Advisors in the company are paid according to how many sales they make. \_\_\_\_\_
3. Acme Advisors creates an investor profile for each customer. \_\_\_\_\_

### **Vocabulary**

*Read the sentence pair. Choose where the words best fit the blanks.*

1 risk assessment / investor profile

**A** A summary of a client's investments and investing style is a (n) \_\_\_\_\_.

**B** \_\_\_\_\_ tests how willing a client is to lose money.

2 financial planning / insurance product

**A** \_\_\_\_\_ helps people raise money for retirement.

**B** People purchase a(n) \_\_\_\_\_ protect themselves against losses.

*Fill in the blanks with the correct words and phrases from the word bank.*

**asset allocation**      **conflict of interest**      **fee-only**      **commission**

**best interests**      **financial advisor**

1. John asked his \_\_\_\_\_ for investment recommendations.

2. Mary earns a(n) \_\_\_\_\_ when she advises her client.

3. A good financial planner works in his client's \_\_\_\_\_.

4. A(n) \_\_\_\_\_ financial advisor charges by the hour.

5. Dividing money between stocks and bonds is called \_\_\_\_\_.

6. A professional that allows personal interests to affect professional decisions has a \_\_\_\_\_.

*Listen and read the web page again. What is the purpose of conducting a risk assessment?*

### **Listening**

*Listen to a conversation between a broker and a client. Mark the following statements as true (T) or false (F).*

1. The woman feels that her investments are secure. \_\_\_\_\_

2. Risk assessment can prevent market crashes. \_\_\_\_\_

3. The woman has only invested money in stocks. \_\_\_\_\_

*Listen again and complete the conversation.*

Advisor: Well, why don't you **1** \_\_\_\_\_ your money is invested?

Investor: I have some stock and **2** \_\_\_\_\_.

Advisor: Got it. We can look at those **3** \_\_\_\_\_ later. Now, what's your biggest concern?

Investor: **4** \_\_\_\_\_, I'm afraid of losing my money.

Advisor: I can start with a **5** \_\_\_\_\_ to see what types of stocks you should avoid.

Investor: Okay. So, is buying stocks **6** \_\_\_\_\_ way to



invest?  
Advisor: Usually they are. But it's a good idea to divide your money between stocks, bonds and insurance products. Asset allocation protects your money if the market goes down.

### **Speaking**

*With a partner, act out the roles below.*

**Student A:** You are a financial advisor. Talk to Student B about:

- concerns
- safe investments
- risk assessment.

**Student B:** You are a financial advisor's client. Talk to Student A about your investments.

### **Writing**

*Use the conversation to fill out the financial advisor's notes.*

#### MEETING NOTES

Advisor: \_\_\_\_\_

Client: \_\_\_\_\_

Client's Concerns: \_\_\_\_\_

Current Investments: \_\_\_\_\_

Recommendations: \_\_\_\_\_

## 1.6 STOCK BROKERS

### **Get ready!**

**1. Before you read the passage, talk about these questions.**

1. Do most people in your country use stock traders or trade stocks online?
2. Who do people turn to for advice on the stock market?

### **Reading**

*Read the stock brokerage web page. Then, choose the correct answers.*

#### **Net Worth Stock Brokerage**

Have you been thinking about investing in the **stock market**? Trading stocks and bonds can be very confusing. Net Worth Stock **Brokerage** is here to help. Other firms have **sales agents** who provide limited **services**. We offer an array of financial services to match a **client's** style of investing. What's yours?

*You are nervous or new to investing - You may want **discretionary dealing**.*

Based on your financial goals, your personal **stock broker** makes investment decisions **on your behalf**.

*You like to make your own decisions, but need advice* - You may want **advisory dealing**. Your personal broker will **advise** you on investments and provide recommendations. You make the final decision on when, where and how your money is invested.

*You understand the **stock exchange** and know where and how to invest your money-* You may want **execute- only** services. Your personal broker will only **carry out** your orders to buy or sell on national and international stock **exchanges**.

1. What is the purpose of the website?  
A to compare stocks and bonds  
B to list brokers' qualifications  
C to describe a business's services  
D to give advice on investments
2. Which is NOT a service offered on the website?  
A advisory dealing  
B investment classes  
C discretionary dealing  
D execute-only services
3. What service does an execute-only broker provide?  
A giving advice to clients  
B carrying out clients' orders  
C making decisions for clients  
D suggesting stocks to clients

### **Vocabulary**

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

- |                   |  |
|-------------------|--|
| 1 client          | A a place where stocks are bought and sold                 |
| 2 exchange        | B to serve as someone's representative                     |
| 3 service         | C someone who buys goods and services                      |
| 4 advise          | D an action that a professional is paid to do for a client |
| 5 on one's behalf | E to guide or give information needed to make – decision   |

*Fill in the blanks with the correct words and phrases from the word bank.*

**exchange    carry out    execution-only    services    advise**

1. A broker provides \_\_\_\_\_ to his client.
2. Stocks are sold on the \_\_\_\_\_.
3. Larry chooses his own stocks, so he hired a(n) \_\_\_\_\_ broker.
4. Some brokers just \_\_\_\_\_ clients' orders while others help make decisions.
5. John didn't know what to invest in, so he asked a broker to \_\_\_\_\_ him.

### **Listening**

*Listen to a conversation between two brokers. Mark the following statements as true (T) or false (F).*

1. Most of the man's new clients want execution-only services. \_\_\_\_\_

2. Both brokers prefer to give discretionary dealing services. \_\_\_\_\_
3. The man is going to meet with his manager. \_\_\_\_\_

*Listen again and complete the conversation.*

**Broker 2:** It is, thanks. I've got two new companies and several individuals.

**Broker 1:** Good for you. So, what kind of 1 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_?

**Broker 2:** It varies. But most of them want 2 \_\_\_\_\_ \_\_\_\_\_.

**Broker 1:** That's the most interesting type of client, 3 \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_? A lot of mine want execution-only.

**Broker 2:** I've been there. I 4 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ to just  
carry out clients' orders. I want to help them learn about the exchange.

**Broker 1:** 5 \_\_\_\_\_ \_\_\_\_\_! I'd rather advise my clients on how to manage  
their money and make it grow.

**Broker 2:** Well, I should 6 \_\_\_\_\_ \_\_\_\_\_. I have to meet with one of the  
new clients.

### **Speaking**

*With a partner, act out the roles below.*

*Student A: You are a stock broker. Talk to Student B about:*

new clients

favorite services

least favorite services

*Student B: You are a stock broker. Ask Student A about clients.*

## **1.7 TRADER**

### **Get ready!**

*Before you read the passage, talk about these questions.*

1. What are the benefits of being a trader?
2. What are the stresses and demands of being a trader?

### **Reading**

*Read the article in a business journal. Then, mark the following statements as true (T) or false (F).*

#### **The Life of A Trader**

William Remmy is a **stock trader**. He's employed by Graystone Investments, a very successful **investment firm**. Like many traders, William earns a significant **salary** with potential for a large annual **bonus** that **is** determined by the profit he brings in. For that reason, people are often jealous of traders Like Mr. Remmy. After all, it seems like a lot of money in exchange for easy work. But being a well-paid trader is harder than it appears to be. That's because working for wealthy firms and individuals isn't like being a casual **day trader**.

William is always busy **monitoring** the stock market and studying trends. But that's not all. He must know what is going on in the **capital, derivatives** and **currency**

**markets** as well. He has to be available to his **portfolio manager** at any hour of the day and ready to follow his **directions** at a moment's notice. And if he makes a purchase or sale at the wrong **price**, he might lose millions. So there absolutely is a financial reward to being a trader. But the job comes with stress, demands and requires special knowledge. And that makes a successful high-stakes trader worth every penny for investment firms.

1. Mr. Remmy's bonus is determined by the number of trades he makes. \_\_\_\_\_
2. Mr. Remmy is a portfolio manager. \_\_\_\_\_
3. Traders monitor four types of markets. \_\_\_\_\_

### **Vocabulary**

*Match the words (1-8) with the definitions (A-H).*

- |                   |  |
|-------------------|--|
| 1 monitor         | <b>A</b> a place to buy and sell foreign money                     |
| 2 investment firm | <b>B</b> money given to an employee in addition to regular payment |
| 3 currency market | <b>C</b> a person who buys and sells stock, but not professionally |
| 4 day trader      | <b>D</b> to observe something                                      |
| 5 salary          | <b>E</b> the regular payment one receives for work                 |
| 6 price           | <b>F</b> an instruction  |
| 7 direction       | <b>G</b> the amount of money that something cost                   |
| 8 bonus           | <b>H</b> a company that invests money for clients                  |

*Write a word which is similar in meaning to the underlined part.*

1. The market for trading securities is very complex.  
c \_ \_ i \_ a \_ m \_ \_ \_ e \_
2. Leave trades on the value placed on other financial assets to the professionals.  
\_ e \_ v \_ i \_ s \_ \_ r \_ e \_
3. A good investment controller earns millions for firms.  
\_ o \_ t \_ \_ l \_ \_ m \_ \_ a \_ e \_
4. People who buy and sell stocks have a lot of responsibility.  
s \_ \_ k \_ \_ r \_ \_ e \_ \_

### **Listening**

*Listen to a conversation between a reporter and a trader. Choose the correct answers.*

1. What is the conversation mainly about?
  - A** the benefits of being a trader
  - B** misconceptions about being a trader
  - C** how competitive traders are
  - D** similarities between day traders and professional traders
2. What does the man say about day traders?
  - A** They must have a license.
  - B** They lose more than they earn.

- C They make money for their clients.
- D They work harder than people realize

*Listen again and complete the conversation.*

**Reporter:** First, how do you become a 1 \_\_\_\_\_ ?  
**Trader:** Well, to be a professional, you have to go to school and 2 \_\_\_\_\_ first.  
**Reporter:** I didn't know that.  
**Trader:** Trader; Most people don't. That's because a lot of day traders buy and sell stock from home 3 \_\_\_\_\_ training.  
**Reporter:** So, if day traders can do the same work you do, is the education necessary?  
**Trader:** Well, there's a big 4 \_\_\_\_\_ professional traders and day traders.  
**Reporter:** Could you 5 \_\_\_\_\_ ?  
**Trader:** 6 \_\_\_\_\_, day traders don't make much money. In fact, they usually lose more than they make.

**Speaking**

*With a partner, act out the roles below.*

*Student A: You are a reporter. Ask Student B about:*

- becoming a trader
- day traders
- misconceptions

*Student B: You are a trader, Answer Student A s questions about your job.*

**Writing**

*Use the conversation to fill out the reporter's notes.*

**INTERVIEW NOTES**

Trader Name: \_\_\_\_\_

Becoming a trader: \_\_\_\_\_

Opinion of day traders: \_\_\_\_\_

Misconceptions: \_\_\_\_\_

## UNIT 2 OFFICE WORK

### 2.1. OFFICE MATERIALS

#### Get Ready!

Before You read the passage, talk about these questions.

- 1 What supplies do offices need?
- 2 How much do office supplies cost?

#### Reading

Read the Invoice from an office supply company. Then, mark the following statements as true (T) or false (F).

- 1  One bulletin board costs more than one stapler.
- 2  The customer is required to pay a ten-percent tax.
- 3  The customer will pick up the order in person.

Bill to:		Equity Accountants 4545 Oak Street Kensington, PA 990765			Invoice #	626
					Invoice Date:	2010.11.2
					Customer ID:	EA1
Date	Your Order #	Our Order #	Sales Rep	Ship Via	Terms	Tax ID
2010.10.30	626	100967.626	DF	Ultimate Transit	2/10 n30	22988746
Quantity	Description				Unit Price	Total
500	Paper Clips				\$0.02	\$10.0
20	Stapler				\$15.00	\$300.0
30	Desk Lamp				\$25.00	\$750.0
4	Bulletin Board				\$10.00	\$40.0
10	File Cabinet				\$99.00	\$990.0
5	White Board				\$12.00	\$60.0
10	Dry Eraser				\$3.00	\$30.0
250	Binder				\$1.00	\$250.0
50	Note Pad				\$2.00	\$100.0
10	Cubicle Divider				\$120.00	\$1200.0
Mega-Office Supply provides superior products and customer service. Please let us know immediately if you are not completely satisfied with your order.					Subtotal	\$3730.0
					Tax (10%)	\$373.0
					Shipping	\$150.0
					Balance Due	\$4253.0

#### Vocabulary

Match the words (1-6) with the definitions (A-F).

- 1 note pad
- 2 desk lamp
- 3 paper clip
- 4 cubicle divider
- 5 binder
- 6 bulletin board

- A a small object that holds papers together
- B a book of blank paper used for writing
- C thin barriers that divide office space
- D a device that illuminates a work space
- E a wall panel that people post messages on
- F a notebook with rings or clamps to hold paper

*Read the sentence pair. Choose where the words best fit the blanks.*

- 1 file cabinet / white board  
Update the records, then put them in the \_\_\_\_ \_  
Start the meeting by writing your name on the \_\_\_\_ \_
- 2 stapler / dry eraser  
She used the \_\_\_\_ to clear the white board.  
The papers fell apart. My \_\_\_\_ must be broken.

*Listen and read the invoice again. What is the cost of two staplers, ten note pads, fifty binders and a desk lamp, plus tax?*

### **Listening**

*Listen to a conversation between a bookkeeper and a customer service representative. Choose the correct answers.*

- 1 What is the dialogue mostly about?  
A placing an order      C an order error  
B broken merchandise      D shipping times
- 2 What will the man likely do next?  
A give the woman a refund  
B ask for more information  
C ask the woman to return the lamps  
D complete the woman's order

*Listen again and complete the conversation.*

**Representative:** Mega-Office Supply. How may I help you?

**Bookkeeper:** Hi. This is Stacy from Equity Accountants. There's a problem with 1 \_\_\_\_ #626.

**Representative:** Sorry to 2 \_\_\_\_ that. What's the problem?

**Bookkeeper:** You 3 \_\_\_\_ thirteen desk lamps; but we ordered thirty.

**Representative:** I'm sorry, I didn't quite 4 \_\_\_\_ that. What did you say?

**Bookkeeper:** I said we 5 \_\_\_\_ thirteen desk lamps; but we ordered thirty.

**Representative:** I see. Well, I 6 \_\_\_\_ for the error. We'll ship the rest today.

**Bookkeeper:** Thank you!

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

There's a problem with ...

You sent ... but we ordered ...

I apologize for the error. We'll ...

*Student A: You are calling an office supply company. Talk to Student B about:*

- an error
- what you ordered
- what you received

*Student B: You work at an office supply company. Answer Student A's questions.*

### **Writing**

Use the conversation to complete the packing slip.

**Mega**  
OFFICE SUPPLY

Original order: \_\_\_\_\_  
Units shipped: \_\_\_\_\_

Number of missing units: \_\_\_\_\_

Please accept our apology for our error on your last order.

Thank you for your patience.

Sincerely,  
\_\_\_\_\_  
President, Mega-Office Supply

## **2.2 ELECTRONIC TOOLS**

### **Get Ready!**

*Before you read the passage, talk about these questions.*

- 1 What electronic devices do accountants use?
- 2 What do they use them for?

### **Reading**

*Read the proposal from a consulting company. Then, choose the correct answers.*

- 1 What is the passage mainly about?  
A delivering office supplies  
B replacing broken equipment  
C requesting newer equipment  
D suggesting electronic equipment
- 2 Which of the following may be delivered late?  
A a calculator C a copier  
B flash drives D a fax machine



- 3 What can be inferred about Mr. Wenton?
- A He has written many business plans.
  - B He already has a desktop computer.
  - C He will not talk to the supply company personally.
  - D He worked with the consulting company in the past.

Mr. Wenton

We reviewed your business plan. Your ideas are very realistic. We are happy to help you start your company. Here is a list of electronic devices that you need:

- Laptop Computer
- Copier
- Desktop Computer with floppy drive and CD-ROM
- Fax machine
- Calculator drive
- Landline telephone
- Flash drives
- Mobile telephone
- Printer
- Desk lamps

Mega-Office Supply sells these items. They offer free delivery in town. With your permission, we can place the order. Delivery takes one week on most items. The computers, printer, and copier may take longer.

Cordially,

Timothy Johnson and Rebecca Meyers Johnson-Meyers Consulting, LLC

### ***Vocabulary***

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

- 1 \_ laptop computer
- 2 \_ floppy drive
- 3 \_ landline telephone
- 4 \_ calculator
- 5 \_ printer

- A a machine that converts computer documents into paper documents
- B a portable electronic device that performs various tasks
- C a device that is only used for mathematical operations
- D an old data storage device that few people use
- E a device used to talk to people over long distances

*Fill in the blanks with the correct words and phrases from the word bank.*

***desktop computer      flash drives      copier      mobile telephone  
fax machine***

- 1 Jack needs a \_\_\_\_ to access the Internet from his office.
- 2 \_\_\_\_ are the most convenient storage devices.
- 3 Paula heard her \_\_\_\_ ringing in her pocket.
- 4 George can't duplicate documents because his \_\_\_\_ broke.
- 5 A \_\_\_\_ is the most efficient way to scan and send documents.

*Listen and read the proposal again. What do the advisers think about Mr Wenton's plans?*

## Listening

Listen to a conversation between an accountant and a consultant. Mark the following statements as true (T) or false (F).

- 1 \_ The man thinks no one uses floppy drives.
- 2 \_ The woman doesn't recommend CD-ROM drives.
- 3 \_ The man accepts all of the woman's recommendations

Listen again and complete the conversation.

**Accountant:** Thanks for the 1 \_\_\_\_\_. They all look good except for one.

**Consultant:** 2 \_\_\_\_ one is that?

**Accountant:** It's the floppy drive. 3 \_\_\_\_\_ why do I need a floppy drive?

**Consultant:** Well, some of your 4 \_\_\_\_\_ might have computers that use them.

**Accountant:** Hmm ... I don't know 5 \_\_\_\_\_ that still uses those.

**Consultant:** OK. You could just 6 \_\_\_\_\_ a CD-ROM drive.

**Accountant:** I think most people use flash drives.

**Consultant:** That's true, but some people still use CD-ROMs.

## Speaking

With a partner, act out the roles below. Then switch roles.

USE LANGUAGE SUCH AS:

Thanks for the recommendations.

They look good except ...

You could just use ...

*Student A: You are starting a business. Talk to Student B about:*

- necessary equipment
- common devices

*Student B: You are a consultant. Answer Student A's questions.*

## Writing

Use the proposal and the conversation to complete the order.



## 2.3 THE BACK OFFICE

### *Get ready!*

*Before you read the passage, talk about these questions*

- 1 What jobs get done in the back office?
- 2 What are some common accounting tasks?

### *Reading*

*Read the article in business journal. Then, choose the correct answers*

- 1 What is the passage mainly about? ·
  - A periodic cash disbursements
  - B informative financial reports
  - C routine accounting procedures
  - D common back office maintenance
- 2 - show year-to-date earnings and taxes ·
  - A Pay stubs
  - B Purchase orders
  - C Cash collections
  - D Checking accounts
- 3 Who does NOT work in the back office?

A clerks	C accountants
B bookkeepers	D receptionists

### **What's Going On in the Back Office?**

#### **The Back office – Accounting**

For many people, the back office is a mystery. Data goes in, and informative financial reports come out. But mysterious as it seems, the back office is vital to any business.

#### **What happens in the back office?**

The back office is home to clerks, bookkeepers, and accountants. Here is a list of some of the most important accounting tasks.

#### **Payroll**

Accountants calculate **salaries** and **total wages** for every employee. These are called **gross earning** or **gross wages**. The accountants also prepare **pay stubs** for each pay period showing the employees their year-to-date earnings and taxes.

#### **Cash collections**

Accountants record cash that the company receives and manage the company's **checking accounts**

#### **Cash disbursements**

Payroll checks are not the only check that accountants write. They all handle all other cash disbursement.

#### **Procurement**

Accountants keep track of company's inventory. They record **purchase orders** and make they have been filled.

### *Vocabulary*

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

1 \_salary

2 \_procurement

3 \_purchase order

4 \_pay stub

**A** a fixed annual amount of pay

**B** the act of gathering supplies or inventory

**C** a document showing an employee's pay and t taxes

**D** a document showing what someone wants to buy

Read the sentence pairs. Choose where the words best fit in the blanks.

1 *gross wages / procurement*

To find \_\_\_\_ multiply hours by rate of pay.

Have the \_\_\_\_ people check for shipment errors.

2 *gross earnings / cash collections*

The manager's salary before taxes is called \_\_\_\_ \_

Payments should be directed to the \_\_\_\_ accountant.

3 *checking account / total wages*

\_\_\_\_ are the sum of an employee's hourly pay.

Employees are paid from the company's \_\_\_\_ \_

Listen and read the article again. What tasks do payroll accountants carry out?

### **Listening**

Listen to a conversation between two accountants. Mark the following statements as true (T) or false (F).

1 \_ The company's back office is divided into departments.

2 \_ The man wants to work in payroll.

3 \_ New employees work in all departments.

Listen again and complete the conversation.

**Accountant 2:** Hi, Jason! 1 \_\_\_\_\_. Let me show you around.

**Accountant 1:** Great. I'm really excited to be here.

**Accountant 2:** Well, we're happy 2 \_\_\_\_\_. Now, our back office is divided into different

3 \_\_\_\_\_

**Accountant 1:** OK. Which one do you work in?

**Accountant 2:** Well, I 4 in payroll, but I 5 \_\_\_\_\_ the other departments.

**Accountant 1:** I would love to work in payroll. That was 6 \_\_\_\_\_ accounting task in school.

**Accountant 2:** Well that's possible. We like to place people where they're comfortable.

**Accountant 1:** Where do new hires usually start?

**Accountant 2:** Well, actually, we train them in all departments.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Welcome aboard.

Which one do you work in?

I usually ... but I sometimes ...

*Student A: It's your first day as an accountant. Talk to Student B about:*

- the departments
- your favorite task
- training

*Student B: You are a senior accountant. Answer Student A's questions.*

### **Writing**

*Use the conversation from to complete the welcome letter.*

**To Our New Employee**  
**Welcome!**

We want to take this opportunity to tell you about your new job.

The Back Office  
\_\_\_\_\_

The Accounting Departments  
\_\_\_\_\_  
\_\_\_\_\_

Our Training Procedures  
\_\_\_\_\_  
\_\_\_\_\_

## **2.4 COMMUNICATING WITH CLIENTS**

### **Get ready!**

*Before you read the passage, talk about these questions.*

- 1 What are some of the new forms of communication in the 21st century?
- 2 How can accountants use modern technology to communicate with their clients?

### **Reading**

*Read this accounting biog. Then, mark the following statements as true (T) or false (F).*

- 1  Text messaging allows for various tonal cues.
- 2  Email gives people time to think about messages.
- 3  The only way to use non-verbal cues is to meet in-person.

There used to be only two ways that accountants could communicate with their clients: telephone calls and face-to-face meetings. Lucky for us, today's technology

offers a few more options. But you must consider your clients' needs and preferences when deciding how to stay **in touch** with them.

Each mode of communication has certain advantages.

### **Email**

- **Reflection** – Email allows you and your client to read, reread and reflect on each other's letters.
- **Record** – Emails provide an automatic record of your correspondents.

### **Text Message**

- **Convenience** – Most people have cell phones with text capabilities.
- **Record** – Like emails, text messages provide an instant record.

### **Telephone**

- **Verbal Cues** - Verbal communication uses **linguistic cues** that are generally absent from written communication, such as **vernacular** and **slang**.
- **Tonal Cues** - Spoken language is often inflected in ways that are impossible with written language. For example, questions are indicated with a rising tone at the end of a sentence.
- **Instant Clarification** - With text messages or email, you and your client may have to wait for replies. With a telephone, questions, answers, and comments are exchanged instantly.

### **In-person**

- **Non-verbal Cues** – Facial expression, hand gestures, and other forms of body language all convey messages.
- **Instant Clarification**

### **Vocabulary**

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

- 1 \_ stay in touch
- 2 \_ reflection
- 3 \_ convenience
- 4 \_ tonal cues
- 5 \_ vernacular

A the act of thinking about something

B to regularly communicate

C common, everyday language

D the quality of being easy to use or requiring little effort

E signals sent by raising and lowering vocal pitch

*Read the sentence pairs. Choose where the words best fit in the blanks.*

- 1 body language / linguistic cues

Only by speaking can people make use of \_\_\_\_\_ \_  
\_\_\_\_\_ only works if people can see each other.

- 2 slang / instant clarification

Bean counter is a(n) \_\_\_\_\_ term for "accountant."

Lynn only talks by telephone so that there is \_\_\_\_\_ \_

- 3 verbal cues / non-verbal cues  
\_\_\_\_\_ include things like facial expressions.  
\_\_\_\_\_ are signals that are sent through language.

*Listen and read the blog again. What do emails and texts offer that other forms of communication do not?*

### **Listening**

*Listen to a conversation between two accountants. Choose the correct answers.*

- 1 What is the dialogue mostly about?  
A communicating with a troublesome client  
B lowering telephone and internet expenses  
C teaching a client new communication tools  
D modernizing the office's communication systems
- 2 What is true about the man's client?  
A He has a busy schedule.  
B He does not have a cell phone.  
C He comes to the office uninvited.  
D He has poor communication skills.

*Listen again and complete the conversation.*

**Accountant 1:** Wow! 1 \_\_\_\_\_

**Accountant 2:** What's wrong?

**Accountant 1:** I'm getting 2 \_\_\_\_\_ with this new client.

**Accountant 2:** What did he do?

**Accountant 1:** He only 3 \_\_\_\_\_ in-person.

**Accountant 2:** OK. I do that with a lot of my clients. What's the problem?

**Accountant 1:** The problem is that 4 \_\_\_\_\_, and I don't have time to meet with him 5 \_\_\_\_\_

**Accountant 2:** Why don't you try 6 \_\_\_\_\_ ?

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I'm getting a little frustrated with ...

He only likes to communicate ...

Why don't you try ... ?

*Student A: You are an accountant. Talk to Student B about:*

- a client's communication preference

- using other forms of

Communication

*Student B: You are an accountant. Answer Student A's questions.*

**Writing**

*You are an accountant. Use the blog and the conversation to write a brief email to a client describing several ways that the client may stay in touch with you. Talk about:*

- your busy schedule
- email
- telephone
- text messaging



## UNIT 3 BOOKKEEPING

### 3.1 BOOKKEEPING CYCLE

#### *Get Ready!*

*Before you read the passage, talk about these questions.*

- 1 What are the basic tasks in bookkeeping?
- 2 What are some of the documents that they use?

#### *Reading*

*Read the entry on a bookkeeper's biog. Then, choose the correct answers.*

- 1 What is the passage mainly about?
  - A end-of-period procedures
  - B minimizing financial effects
  - C steps in the bookkeeping cycle
  - D how to gather source documents
- 2 According to the passage, which is NOT a source document?
  - A credit card statement
  - B purchase invoice
  - C accounting software
  - D payroll master files
- 3 What is true according to the passage?
  - A Every organization follows a different bookkeeping cycle.
  - B Financial effects are recorded in two different places.
  - C Adjusted trial balances carry over to the next fiscal year.
  - D Accounting software creates most source documents.

#### **Getting back to basics**

Let's review the basic bookkeeping cycle. No matter what type of organization you work in, there are six steps:

1. Gather **source documents** for all **transactions**. These include:
  - Purchase invoice
  - Payroll master files
  - Time cards
  - Credit card statements
2. Analyze .the financial effect of every transactions. The typical transaction include:
  - Payroll**
  - Sales
  - Purchases
3. Record financial effects in a journal. Then post them in the **accounting software**.
4. Perform **end-of-period procedures**:
  - Count inventory .
  - Cheek for errors in classification
  - Adjust for errors
5. Prepare an **adjusted trial balance**.
6. Close the book at the end of every **fiscal year**

## **Vocabulary**

Match the words (1-6) with the definitions (A-F).

1 \_ source documents

2 \_ transaction

3 \_ credit card slip

4 \_ purchase invoice

5 \_ payroll master file

6 \_ accounting software

A a purchase, sale, or payment

B a receipt for a credit card purchase

C a file containing employee's salary information

D a document requesting payment for a purchase

E a computer program that organizes financial data

F documents from various financial transactions

Fill in the blanks with the correct words and phrases from the word bank.

**time card    adjusted trial balance    fiscal year    payroll    end-of-period  
procedures**

1 Jack made a few errors while preparing the \_\_\_\_ \_

2 In Canada, the \_\_\_\_ goes from April to March.

3 Perform \_\_\_\_ before opening books for the new period.

4 \_\_\_\_ is one of the most predictable business expenses.

5 Tim didn't clock in, so his \_\_\_\_ is short eight hours.

Listen and read the bookkeeper's biog again. At which step are classification mistakes corrected?

## **Listening**

Listen to a conversation between a junior accountant and a senior accountant. Mark the following statements as true (T) or false (F).

1 \_ The man maintains the accounting software.

2 \_ The woman will not collect the source documents.

3 \_ The department managers supply source documents weekly.

Listen again and complete the conversation.

**Accountant 1:** Do you have a 1 \_\_\_\_\_ Mr. Smith?

**Accountant 2:** Certainly, Nancy. What can I help you with?

**Accountant 1:** One question - how do I collect the 2 \_\_\_\_\_ ?

**Accountant 2:** Actually, you don't collect them.

**Accountant 1:** Really? How do I 3 \_\_\_\_\_ ?

**Accountant 2:** The 4 \_\_\_\_\_ managers give them to you at the end of every month.

**Accountant 1:** Ah, I see. And then I just 5 \_\_\_\_\_ the data in the accounting software?

**Accountant 2:** That's right. 6 \_\_\_\_\_ the data from the source documents in the accounting software.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Do you have a moment?

How do I ... ?

The ... give them to you at the end of ...

*Student A: You are a new accountant. Talk to Student B about:*

- gathering documents
- recording data

*Student B: You are a senior accountant. Answer Student A's questions.*

### **Writing**

*Use the conversation from to fill out the accountant's notes.*

Duties/Frequency

Department managers

---

---

Accountants:

---

## **3.2 GAAP AND IASB**

### **Get Ready!**

*Before you read the passage, talk about these questions.*

- 1 What are some rules that accountants have to follow?
- 2 How do accounting rules change in different parts of the world?

### **Reading**

*Read the magazine article. Then, mark the following statements as true (T) or false (F).*

- 1  Europe and the United States have different accounting standards.
- 2  The FASB creates standardized rules for the governing bodies.
- 3  IASB accounting standards follow a principles-based approach.

Businesses exchange information, therefore companies must have **broad-scale uniformly** in their records. Information must stay **consistent**.

#### **Generally Accepted Accounting Principles (GAAP)**

In the USA, the Financial Accounting Standards Board (**FASB**) has a system. It's called Generally Accepted Accounting Principles (GAAP). GAAP is a **rules-based approach**. It creates rules for **disclosure**.

#### **International Accounting Standards Board (IASB)**

In Europe, there is another **governing body**. It's called the International Accounting Standards Board (IASB). It uses a **principles-based approach**. It describes general accounting principles. Accountants use these as a guide. It shows them how to record financial transactions and include proper disclosure in financial statements.

Companies can decide which approach to use. Many choose both.

### **Vocabulary**

Write a word that is similar in meaning to the underlined part.

1 The company follows both the FASB and the European body that sets accounting standards. \_\_\_\_\_

2 FASB is the governing body that establishes American accounting standards.  
\_\_\_\_\_

3 Accounting records must be the same across numerous samples.

\_\_\_\_\_n \_\_\_\_\_ s \_\_\_\_\_t

4 American accounting standards include rules for giving out financial information.

\_\_\_\_\_i \_\_\_\_\_c \_\_\_\_\_s \_\_\_\_\_

Fill in the blanks with the correct words and phrases from the word bank.

**rules-based approach    broad-scale uniformity    FASS    principles-based approach    governing bodies**

1 GAAP is a \_\_\_\_\_

2 \_\_\_\_\_ design accounting standards.

3 Most European companies follow a \_\_\_\_\_

4 \_\_\_\_\_ is the organization that makes accounting rules in America.

5 Accounting standards provide \_\_\_\_\_ among organizations.

Listen and read the article again. Which standard do the majority of companies use?

### **Listening**

Listen to a conversation between two accountants. Choose the correct answers.

1 What is the dialogue mostly about?

A the flexibility of JASS

B advantages of using GAAP

C which accounting standards to use

D businesses in Europe and the USA

2 The accountants use both standards because they

A have clients in Europe and the USA

B want to determine which is better

C don't want to be inconsistent

D have clients that requested it

Listen again and complete the conversation.

**Accountant 1:** Did you read the 1 \_\_\_\_\_ this morning?

**Accountant 2:** You mean the one that says we have to follow both GAAP and JASS?

**Accountant 1:** Yes. Why do we have to follow both?

**Accountant 2:** Well, both have 2 \_\_\_\_\_ and disadvantages.

**Accountant 1:** Like what?

**Accountant 2:** GAAP has 3 \_\_\_\_\_ instructions. But it is restrictive. JASS is 4 \_\_\_\_\_. But it can be inconsistent.

**Accountant 1:** Why not just pick one 5 to use?

**Accountant 2:** Well, we have clients in both the USA and Europe. It's better to use both 6 that they are familiar with.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Did you read the ... ?

Why do we have to ... ?

GAAP has ... But it's also ...

*Student A: You are an accountant. Talk to Student B about:*

- accounting standards
- advantages of each
- disadvantages of each

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

Use the conversation from to fill out the accountant's notes.

#### **Accounting Standards**

	GAAP	IASB
Advantages		
Disadvantages		
Primarily used in		

### **3.3 DESCRIBING CHANGE**

#### **Get Ready!**

*Before you read the passage, talk about these questions*

- 1 What words describe changing amounts?
- 2 What are some of the ways to say something increased or decreased?

#### **Reading**

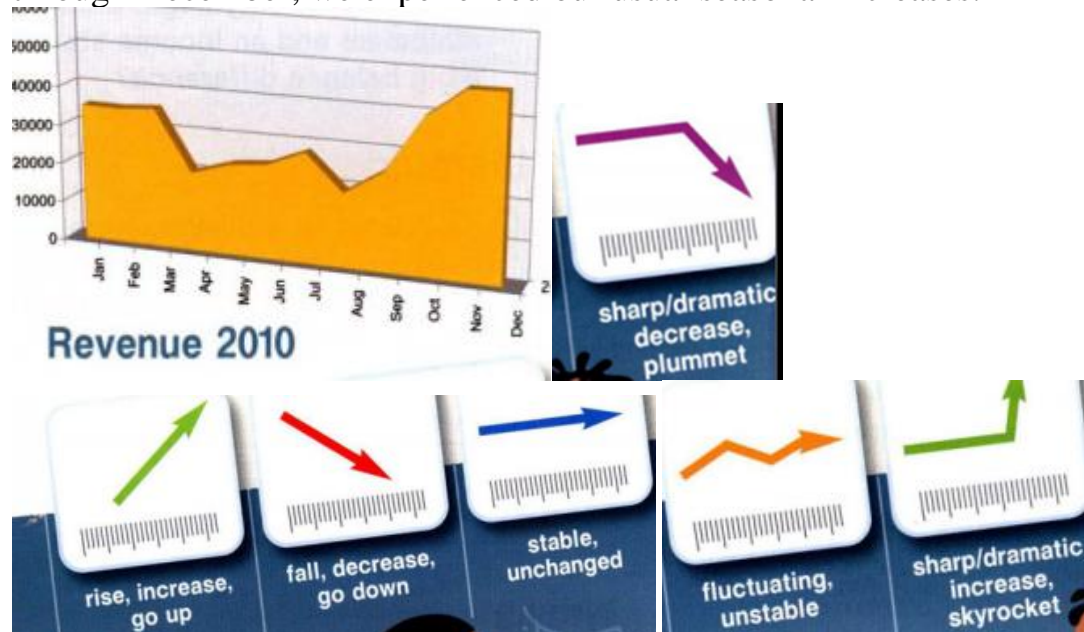
*Read the graph and the company's annual report. Then, mark the following statements as true (T) or false (F).*

- 1 \_ Revenue usually increases during a certain season.
- 2 \_ Revenue dropped after a new store opened.
- 3 \_ The company's revenue declined from April to June.

#### **GRAND TOY COMPANY**

Between January and March, revenue hovered around \$35,000. In April, the cost of goods went up slightly. As a result, we increased prices. This had a negative effect on

sales. In fact, revenue plummeted sharply to \$20,000. From April to June, revenue stabilized and steadily increased. In July, sales dropped dramatically from \$28,000 to just \$19,000. This was the result of a new competitor opening up across town. We recovered quickly in September just before the busy season. This was partly due to a sharp decline in cost of goods. It allowed us to lower our prices. From October through December, we experienced our usual seasonal increases.



### **Vocabulary**

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

1 \_steadily

2 \_ stabilize

3 \_plummet

4 \_slightly

5 \_ dramatically

A to stop changing

B to drop very far quickly

C without much change; consistently

D with great, rapid change

E to change in a small way

Fill in the blanks with the correct words from the word bank.

**hovered    recovered    declined    sharply**

1 The company \_\_\_\_\_ from its losses.

2 Sales \_\_\_\_\_ and the company went out of business.

3 Net income had minimal movement; it \_\_\_\_\_ at a moderate level.

4 Due to a large increase in costs, profits fell \_\_\_\_\_

*Listen and read the annual report again. What enabled the company to drop their prices?*

## ***Listening***

*Listen to a conversation between a manager and an accountant. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A the effects of competition on setting prices
  - B reasons why the company must decrease prices
  - C the results of the holiday season price increases
  - D the causes of changes in sales revenue throughout the year
- 2 What caused an additional increase in sales revenue?
  - A a decrease in prices
  - B an increase in advertising
  - C an unusually busy holiday season
  - D a competitor going out of business

*Listen again and complete the conversation.*

**Accountant:** Here's the sales report, Mr. Porter.

**Manager:** Ah, yes, thank you. Wow. Sales revenue really 1 \_\_\_\_\_ in April.

**Accountant:** Yes, it did. I'm 2 \_\_\_\_\_ why.

**Manager:** Well, it was 3 \_\_\_\_\_ a result of our price increases.

**Accountant:** That 4 \_\_\_\_\_. But why did sales increase so much from October to December?

**Manager:** Well, that's the holiday season.

**Accountant:** Yes, but I've never seen sales go 5 \_\_\_\_\_. What else caused it?

**Manager:** It's probably 6 \_\_\_\_\_ Mike's Toy Shop going out of business. They were major competition.

## ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Wow. Sales revenue really ...

I'm not sure why.

It's probably due to ...

*Student A: You are an accountant. Talk to Student B about:*

- rising/falling revenue
- causes

*Student B: You are a manager. Answer Student A's questions.*

## ***Writing***

*Use the graph and the conversation to fill out the sales report. Make up a name for the accountant.*

**2010**  
ANNUAL SALES REPORT

Prepared by \_\_\_\_\_

Between January and March, sales revenue \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In April, the cost of goods increased \_\_\_\_\_  
 As a result, we increased prices \_\_\_\_\_  
 sales revenue plummeted \_\_\_\_\_

In July, sales revenue, although previously stabilized,  
 \_\_\_\_\_  
 This was a result of \_\_\_\_\_  
 \_\_\_\_\_

From October through December, \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 3.4 GLEANING INFORMATION FROM FINANCIAL STATEMENTS

***Get Ready!***

*Before you read the passage, talk about these questions.*

- 1 How do accountants use records to determine the health of companies?
- 2 What are some of the ways they interpret financial records?

***Reading***

*Read the email. Then, choose the correct answers.*

- 1 What is the passage mainly about?
  - A opportunities for growth
  - B ways to interpret financial records
  - C methods for reducing return on sales
  - D options for increasing return on equity
- 2 Which equation is NOT presented in the email?
  - A Return on Equity
  - B Return on Sales
  - C Return on receivables
  - D Year-Over-Year Growth
- 3 What can be inferred about the company's customers?
  - A They keep detailed records.
  - B Some expect a high return on sales.
  - C They interpret financial information.
  - D Some do not pay for their purchases.





### Vocabulary

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

1 \_ assess

2 \_ factor

3 \_ thin

4 \_ return on sales

5 \_ return on equity

A not having much substance; small in quantity

B net income in comparison to total revenue

C something that has an influence on something else

D net income in comparison to the value of the company

E to test something

Fill in the blanks with the correct words and phrases from the word bank.

**interpret    year-over-year growth rate    uncollectible    eat away at**

1 The \_\_\_\_\_ shows that the company is expanding.

2 The company went out of business. Its debts are \_\_\_\_\_

3 It's the accountant's job to \_\_\_\_\_ the financial records.

4 Declining sales will definitely \_\_\_\_\_ profits.

Listen and read the email again. How is year-over-year growth rate calculated?

### Listening

Listen to a conversation between a salesperson and an accountant. Mark the following statements as true (T) or false (F).

1 \_ The woman fills out a sales report monthly.

- 2 \_ The man thinks paperwork is a waste of time.  
 3 \_ The woman prefers paperwork over selling.

*Listen again and complete the conversation.*

**Salesperson:** Here's my weekly sales report.

**Accountant:** Wonderful. Thank you.

**Salesperson:** I'm 1 \_\_\_\_\_. Why do we have to keep such 2 \_\_\_\_\_ records?

**Accountant:** Because they help us 3 \_\_\_\_\_ the company's health. Why do you ask?

**Salesperson:** Well, it 4 \_\_\_\_\_ me down. I'd rather 5 \_\_\_\_\_ selling than doing paperwork.

**Accountant:** I know what you mean. It takes time to 6 \_\_\_\_\_. But it's worth it.

**Salesperson:** How so?

**Accountant:** Accurate records help us see if anything is eating away at our profits.

### Speaking

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I'm curious. Why do we ...

Because ... Why do you ask?

I'd rather ... than ...

*Student A: You are a salesperson. Talk to Student B about:*

- sales reports
- their purpose
- their uses

*Student B: You are an accountant. Answer Student A's questions.*

### Writing

*Use the email and the conversation to fill out the financial statement.*

2011 FINANCIAL STATEMENT	
Profit 2010	11,750
Profit 2011	13,500
Sales revenue	56,500
Net income (profit)	13,500
Owner's equity	41,000
<b>Return on Sales</b>	
_____ ÷ _____	= _____
<b>Return on Equity</b>	
_____ ÷ _____	= _____
<b>Year-Over-Year Growth Rate</b>	
_____ ÷ _____	= _____

## UNIT 4 ACCOUNTING DOCUMENTATION

### 4.1 INCOME STATEMENTS

#### **Get Ready!**

Before you read the passage, talk about these questions.

- 1 What information goes on income statements?
- 2 How do companies use income statements?

#### **Reading**

Read the income statement and magazine article. Then, mark the following statements as true (T) or false (F).

- 1 \_ "Bottom line" means net income.
- 2 \_ Operating margin minus taxes is gross margin.
- 3 \_ P & L statements show information from a period of time.

#### **Getting to the Bottom Line**

Most people know that the term "bottom line" means "the most important thing." But it's also an accounting term. It refers to the bottom line of an **income statement**. An income statement is also called a **P & L**. That means profit and loss." A P & L statement shows a summary of a company's financial transactions over a period of time.

It starts with **sales revenue**. "This is the money a company gets from **selling** goods. The cost of those goods is deducted from the revenue. Next the **general and administrative expenses** are deducted. Finally, **taxes** are subtracted.

The number that remains on the bottom line is called **net income**. This amount is the company's bottom line.

<b>Income Statement</b>		
	<b>2010</b>	<b>2011</b>
Sales Revenue	700,000	500,000
Less Cost of Goods Sold	500,000	500,000
<b>Gross Margin</b>	<b>200,000</b>	<b>0</b>
Less General and Administrative Expenses	90,000	90,000
<b>Operating Margin</b>	<b>110,000</b>	<b>(90,000)</b>
Less Taxes	7,000	5,000
<b>Net Income</b>	<b>103,000</b>	<b>(95,000)</b>

#### **Vocabulary**

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

- |                   |   |
|-------------------|---|
| 1 _ gross margin  | 4 _ P & L                               |
| 2 _ sales revenue | 5 _ general and administrative expenses |
| 3 _ taxes         |   |

A a statement showing financial information for a certain period

- B money that is paid to a government
- C the costs associated with organizing and running a business
- D an amount that is calculated by subtracting cost of goods sold
- E the money that is received from selling goods or services

*Fill in the blanks with the correct words and phrases:*

***operating margin, income statement, net income, selling.***

- 1 Subtract taxes from the \_\_\_\_\_ to find net income.
- 2 \_\_\_\_\_ is the act of exchanging goods for money.
- 3 \_\_\_\_\_ is the amount of money retained after all expenses
- 4 A(n) \_\_\_\_\_ is a document showing how much money was made.

*Listen and read the income statement and article again. What is deducted from sales revenue to show the bottom line?*

### ***Listening***

*Listen to a conversation between two accountants. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A an increase in sales revenue
  - B a new way to report income
  - C a previous year's bottom line
  - D a disappointing P & L statement
- 2 The company's bottom line dropped because
  - A sales revenue decreased
  - B cost of goods sold increased
  - C the government raised taxes
  - D there was an error in the P & L

*Listen again and complete the conversation.*

A 1: Hi, Peter. Would you like some coffee?

A 2: No thanks. Let's get 1 \_\_\_\_\_ to business.

A 1: OK. Have you seen the 2 \_\_\_\_\_ P & L?

A 2: No, I haven't. What's the problem?

A 1: Look at this! Our bottom line has really dropped. Just 3 \_\_\_\_\_ this to last year.

A 2: I see. Sales revenue is 4 \_\_\_\_\_ down. But cost of goods sold is the same.

A 1: So, what 5 \_\_\_\_\_ do?

A 2: Well, first we need to 6 \_\_\_\_\_ our sales ...

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Let's get right down to business.

What's the problem?

Our ... has really ...

*Student A: You are an accountant. Talk to Student B about:*

- a P & L statement
- low/high figures
- what to do about it

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the conversation and the income statement to fill out the income statement.*



	2010	2011
_____	800,000	600,000
Less _____	500,000	500,000
<b>Gross Margin</b>	<b>300,000</b>	_____
Less General and Administrative Expenses	90,000	90,000
<b>Operating Margin</b>	_____	<b>10,000</b>
Less Taxes	10,000	7,000
_____	<b>200,000</b>	_____

## **4.2 BALANCE SHEETS**

### **Get ready!**

*Before you read the passage, talk about these questions.*

- 1 What information goes on a balance sheet?
- 2 How do companies use balance sheets?

### **Reading**

*Read the balance sheet and magazine article. Then, choose the correct answers.*

- 1 What is the passage mainly about?  
A tracking accounts payable and debts  
B calculating the total value of a company  
C explaining the information on a balance sheet  
D understanding the effect liabilities have on equity
- 2 Which of the following is NOT an asset?  
A land C inventory  
B equity D accounts receivable
- 3 What is true according to the passage?  
A Equity is what a company owns.  
B Cash and inventory are fixed assets.  
C Accounts payable are considered debt.

D Total assets equal total liabilities and equity

Income statements show financial information over a period of time. Balance sheets, on the other hand, show a company's financial status at a certain moment in time. Let me show you how to read them. Balance sheets follow this equation:

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$$

It's that simple. Assets are what a company owns. Liabilities are what a company owes. Equity is what a company is worth.

Assets include **cash, inventory, accounts receivable**, and **fixed assets** like land and property. Liabilities include **accounts payable** and **debts**. Owner's equity is the total value of the company.

The **sum** of the assets should be equal to the sum of the liabilities plus the owner's

As of  
July 31st, 2011

Assets		Liabilities	
Cash (bank account)	10,000	Accounts Payable	11,000
Accounts Receivable	15,000	Debts	4,000
Inventory	5,000	<b>Total Liabilities</b>	<b>15,000</b>
Fixed Assets	<u>50,000</u>	<b>Owner's Equity</b>	
		<b>Total Equity</b>	<b>65,000</b>
<b>Total Assets</b>	<b>80,000</b>	<b>Total Liabilities and Equity</b>	<b>80,000</b>

### Vocabulary

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

- 1 \_ balance sheet
- 2 \_ owner's equity
- 3 \_ accounts receivable
- 4 \_ asset
- 5 \_ liability

A what a company is worth

B something a company owns

C a record of money that is owed to a company for past sales

D an amount of money that a company owes

E a document showing assets, liabilities, and equity

Fill in the blanks with the correct words and phrases from the word bank.

**accounts payable   fixed assets   sum   inventory   debt**

- 1 The company records most purchases in \_\_\_\_\_.
- 2 Companies with too much \_\_\_\_\_ can't get loans.
- 3 \_\_\_\_\_ is getting low. Fill out a new purchase order.
- 4 Add those figures. Then tell me what the \_\_\_\_\_ is.
- 5 The company has a lot of \_\_\_\_\_, including a new warehouse.

Listen and read the balance sheet and article again. What is meant by the term fixed assets?

### **Listening**

Listen to a conversation between two accountants. Mark the following statements as true (T) or false (F).

- 1  The man suggests taking on more debt.
- 2  The company has enough cash to pay its debt.
- 3  The woman says there is an error on the balance sheet.

Listen again and complete the conversation.

A 1: 1 \_\_\_\_\_, but we have a problem.

A 2: What's that?

A 1: I was looking at this month's balance sheet. Our accounts payable shows that we 2 \_\_\_\_\_ \$15,000.

A 2: Why is that a problem?

A 1: Well, we 3 \_\_\_\_\_ have \$10,000 in the bank.

A 2: I see. We have to 4 \_\_\_\_\_ some money to pay the difference.

A 1: Isn't it a 5 \_\_\_\_\_ to take on more debt?

A 2: No. Our accounts receivable shows \$15,000. We can use that to 6 \_\_\_\_\_ some debt next month.

### **Speaking**

With a partner, act out the roles below. Then switch roles.

USE LANGUAGE SUCH AS:

Excuse me, but ...

I was looking at our balance sheet ...

We need to ...

Student A: You are an accountant. Talk to Student B about:

- a balance sheet
- low/high figures
- what to do about it

Student B: You are an accountant. Answer Student A's questions.

### **Writing**

Use the conversation to fill out the balance sheet.



## Balance Sheet As of August 31st, 2011

Assets	Liabilities
Cash (bank account) _____	Accounts _____
Accounts _____	<u>25,000</u>
Inventory 10,000	<b>Total Liabilities</b> _____
Fixed Assets <u>100,000</u>	<b>Owner's Equity</b>
	<b>Total Equity</b> <u>95,000</u>
<b>Total Assets</b> _____	<b>Total Liabilities and Equity</b> _____

### 4.3 CASH FLOW STATEMENTS

*Get Ready!*

*Before you read the passage, talk about these questions.*

- 1 What is a cash flow statement?
- 2 What are some of the things that go on a cash flow statement?

#### Where Did All The Cash Go?

<b>R.H. Benton Enterprises, Inc.</b> <b>Cash Flow</b> <i>for Year ending December 31, 2011</i>	<b>Cash flow from Operations</b>	
	Cash generated from sales	100,000
	Payments to suppliers and employees	(70,000)
	Payments on debts	(15,000)
	Payments on taxes	(5,000)
	<b>Net cash flow from operating activities</b>	<b>10,000</b>
	<b>Cash flow from Investing</b>	
	Payments for new investments	(9,000)
	Dividends received	2,000
	<b>Net cash flow from investing</b>	<b>(7,000)</b>
	<b>Cash flow from Financing</b>	
	Debt increases	4,000
	Dividends paid to stockholders	(8,000)
	<b>Net cash flow from Financing Activities</b>	<b>(4,000)</b>
<b>Net cash flow</b>	<b>(1,000)</b>	
<b>Cash balance, beginning of year</b>	<b>4,000</b>	
<b>Cash balance, end of year</b>	<b>3,000</b>	

Sometimes, an income statement shows huge net income. But the cash flow statement shows negative cash flow. How can this be?

**Cash flow** statements show the **inflow** and **outflow** of cash. This includes:

- revenues and expenses
- **cash distributions** to owners
- **dividends** paid to stockholders



### • **financing activities**

When a sale is made, it often takes months for payment to arrive. A company may have **generated** \$500,000 sales, but only received \$100,000 in payment. The income statement counts \$500,000 in revenue. But the cash flow statement records only **cumulative** cash - the \$100,000 in **proceeds**.

### **Reading**

*Read the cash flow statement and journal article. Then, mark the following statements as true (T) or false (F).*

- 1 \_ Cash flow statements only record cash.
- 2 \_ Dividends are not included in cash flow statements.
- 3 \_ Income statements reflect current status better than cash flow statements.

### **Vocabulary**

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

- 1 \_ cash flow
  - 2 \_ generate
  - 3 \_ proceeds
  - 4 \_ financing activities
  - 5 \_ cumulative
- A receiving money from investors or creditors  
B created by incremental additions  
C the process of money moving into and out of a company  
D to make or create  
E money earned from a sale

*Fill in the blanks with the correct words and phrases from the word bank.*

**inflow      stockholder      cash distributions      outflow      dividends**

- 1 The company makes \_\_\_\_\_ to the owners every month.
- 2 Every \_\_\_\_ owns a tiny portion of the company.
- 3 Any time money is spent, it is recorded as a(n) \_\_\_\_
- 4 The company pays quarterly \_\_\_\_ to the stockholders.
- 5 Money received for sales is a(n) \_\_\_\_ of cash.

*Listen and read the statement and article again. Why might a cash flow statement and an income statement have a big balance difference?*

### **Listening**

*Listen to a conversation between a manager and an accountant. Choose the correct answers.*

- 1 What is the dialogue mostly about?  
A money generated from sales  
B accounts receivable payments  
C errors on an income statement

- D contents of cash flow statements
- 2 The cash flow statement only counts
  - A net income C cumulative cash
  - B sales amounts D accounts receivable

*Listen again and complete the conversation.*

**Manager:** Hi, David. Could I talk to you for a second?

**Accountant:** Sure. 1 \_\_\_\_ ?

**Manager:** Well, our income statement shows a net income of \$200,000.

**Accountant:** That 2 \_\_ about right.

**Manager:** But the cash flow statement shows only \$100,000 3 \_\_ from sales.

**Accountant:** Oh, well, the cash flow statement only counts cumulative cash - the 4 \_\_ cash we spend and receive.

**Manager:** So ... Are you 5 \_\_ me that we haven't received some of the payments on our accounts receivable?

**Accountant:** Exactly. But our accounts receivable should 6 \_\_\_\_ for it by next month.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Could I talk to you for a second?

The cash flow statement only shows .. .

The cash flow statement only counts .. .

*Student A: You are a manager. Talk to Student B about:*

- a cash flow statement
- low/high figures
- what the figures mean

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the conversation to complete the email. Make up names for the CPA and Manager.*

FROM: \_\_\_\_\_ CPA \_\_\_\_\_

TO: \_\_\_\_\_ Manager \_\_\_\_\_

I received your email about the different numbers on the income statement and the cash flow statement. Let me explain why they are different.

---

## UNIT 5 PLANNING AND CONTROL

### 5.1 PRESENTING A P & L STATEMENT

#### *Get ready!*

*Before you read the passage, talk about these questions.*

1 What are some of the key points on a P & L statement?

2 How do managers use P & L statements?

#### Profit and Loss Statement

##### Division A1

	Year Ended December 31, 2010		Year Ended December 31, 2009	
Sales Volume	100,000		100,000	
	Per Unit	Totals	Per Totals	Unit
Sales Revenue	\$500	\$500,000	\$450	\$450,000
Cost of Goods Sold	\$250 \$250,000		\$300	\$300,000
Gross Margin	\$250 \$250,000		\$150	\$150,000
Operating Expenses	\$50 \$50,000		\$50	\$50,000
Margin	\$200 \$200,000		\$100	\$100,000
Fixed Expenses	\$75,000		\$75,000	
EBIT	\$125,000		\$25,000	

#### *Reading*

*Read the P & L statement and memo. Then, choose the correct answers.*

1 What is the passage mainly about?

- A low operating earnings
- B reasons for increased EBIT
- C errors in a P & L statement
- D proposed changes in division A1

2 Which of the following changed year over year?

- A sales volume
- B fixed expenses
- C variable expenses
- D cost of goods sold

3 Division A1 managers raised prices because

- A the profit center was diminishing
- B operating expenses skyrocketed

- C one of the suppliers raised its prices
- D wholesalers could absorb the increase

## MEMO

*From: Kevin Baker, Senior Managerial Accountant*

*To: Board of Directors*

2010 was an excellent year, particularly for Division A1. On the left you'll see their P & L statement. Their operating earnings increased from \$25,000 in 2009 to \$125,000 in 2010. How did they do it?

As you can see, the sales volume, fixed expenses, and variable expenses did not change. Two factors did: cost of goods sold and sales revenue. Let me explain.

In 2009, wholesalers were selling our units to retailers at a 300% markup. Division A1 managers saw that and raised our price from \$450 to \$500 in 2010.

Then, in February 2010, one of our primary suppliers lowered its prices. As a result, our cost of goods sold dropped from \$300 per unit to just \$250.

These factors altered the Division A1 profit center. Both margin per unit and total margin were doubled from 2009 to 2010. The resulting earning before interest and tax (EBIT) were the best in the company's history.

### **Vocabulary**

*Match the words (1-4) with the definitions (A-D).*

- 1 \_ operating earnings
- 2 \_ fixed expenses
- 3 \_ total margin
- 4 \_ wholesaler

- A sales revenue minus variable expenses
- B costs that do not change from month to month
- C a company that distributes products to retailers
- D the money retained after fixed and variable expenses

*Read the sentence pair. Choose where the words best fit in the blanks.*

**1** *variable expenses I retailers*

\_\_\_\_\_ sell products to the public.

\_\_\_\_\_ often change each month.

**2** *profit center I margin per unit*

A \_\_\_\_\_ is a money-making division within a company.

\_\_\_\_\_ is the revenue per product after variable expenses.

**3** *sales volume I earnings before interest and tax*

The total number of products sold is called \_\_\_\_\_ .

Revenue minus fixed and variable expenses is \_\_\_\_\_ .

*Listen and read the statement and memo again. What factors caused the increase in EBIT from 2009 to 2010?*

### **Listening**

*Listen to a conversation between an accountant and a director. Mark the following statements as true (T) or false (F).*

- 1 \_ The company's earnings dropped in 2010.
- 2 \_ The company's costs went down while prices went up.
- 3 \_ The wholesalers lowered their prices to retailers.

*Listen again and complete the conversation.*

**Director:** I'm impressed. We've never had such a huge increase in a profit center.

**Controller:** I know. We really got lucky in 2010.

**Director:** I'm sorry, what do you mean by that?

**Controller:** I mean that **1** \_\_\_\_\_ something like that.

**Director:** Why not? I think the managers **2** \_\_\_\_\_ raising the price.

**Controller:** They did. The wholesalers were making huge profits and we **3** \_\_\_\_\_ some of that for ourselves.

**Director:** Can we **4** \_\_\_\_\_ to other divisions?

**Controller:** We can. But they wouldn't have such a **5** \_\_\_\_\_ in EBIT unless another supplier lowered their prices.

**Director:** Ah, I see what you mean **6** \_\_\_\_\_. We can't predict when that might happen.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I'm impressed. We've never had ...

We really got lucky ...

I'm sorry. What do you mean by that?

*Student A: You are a director. Talk to Student B about:*

- increased earnings
- causes
- can it be repeated

*Student B: You are a controller. Answer Student A's questions.*

### **Writing**

*Use the conversation to complete the memo.*

#### **MEMO**

To: Management and Accounting Staff

Earnings went way up on our last P & L statement.

There are a few reasons for this and a few ways we can try to have similar success in the future. \_\_\_\_\_

## 5.2 ANALYZING BALANCE SHEETS

### *Get ready!*

*Before you read the passage, talk about these questions.*

- 1 What things are included in balance sheets?
- 2 What do balance sheets tell us about companies?

### *Reading*

*Read this magazine article. Then mark the following statements as true (T) or false (F).*

- 1 A statement of financial condition shows debt.
- 2 Determine working capital by subtracting current liabilities from current assets.
- 3 Liabilities minus equity equals debt-to-equity ratio.

*Business Edition - Spring Issue - Page 50*

### **What's the Deal with the Balance Sheet?**

The balance sheet is like a snapshot of a company's financial situation at a moment in time. That's why it is sometimes called a "**statement of financial condition.**" It shows a **side-by-side comparison** of a company's assets and its liabilities and equity. Assets include things like cash, accounts receivable, and equipment. Liabilities include things like accounts payable and debts owed to **creditors.**

The balance sheet is one of the basic tools in **fundamental analysis.** Fundamental analysis helps to determine **security valuation** as well as **growth potential.** A major factor that you will want to analyze is your company's **working capital,** which is current assets minus current liabilities.

Additionally, you will want to calculate your debt-to-equity ratio. This is simply a comparison of total liabilities to owner's equity. To find it, divide total liabilities by owner's equity. The resulting ratio indicates how much of your company's operations are funded by debt compared to equity. For example, a **debt-to-equity ratio** of two means that your company is run with twice as much borrowed money as equity.

### *Vocabulary*

*Match the words (1-4) with the definitions (A-D).*

- |                     |                          |
|---------------------|--------------------------|
| 1 _ working capital | 3 _ fundamental analysis |
| 2 _ creditors       | 4 _ debt-to-equity ratio |

A a comparison of what a company owes to what it is worth

B people or companies that are owed money

C assets minus liabilities

D an examination of value and growth potent

*Fill in the blanks with the correct words and phrases:*

***security valuation, side-by-side comparison, growth potential, statement of financial condition.***

- 1 \_\_\_\_\_ is the ability of a company to expand.

- 2 A \_\_\_\_\_ is also called a balance sheet.  
 3 Paul performed a \_\_\_\_\_ of revenue and expenses.  
 4 Stock prices are set after \_\_\_\_\_ .

### ***Listening***

*Listen and read the article again. What items are included in a liabilities figure on a balance sheet?*

*Listen to a conversation between an accountant and a manager. Choose the correct answers.*

- 1 What are the people talking about?  
 A the need to purchase assets  
 B a plan to borrow some money  
 C why their working capital is rising  
 D the company's unusually high debt
- 2 What does the woman suggest?  
 A liquidating assets      C laying off employees  
 B taking out a loan      D collecting from debtors

*Listen again and complete the conversation.*

**Manager:** Hello, Karen. Could I talk to you about those reports that you submitted last week?

**Accountant:** Sure. Is there a problem?

**Manager:** Well, I'm not sure. A couple things caught my eye, but I'm not sure how to interpret them.

**Accountant:** OK. I'll see if I can help.

**Manager:** Great. On the balance sheet, I noticed that our debt is almost twice what it was last period.

**Accountant:** Right. That's because we took a short term loan to cover some unexpected expenses.

**Manager:** Oh, that's right. Still, I'm a little worried about it.

**Accountant:** Are you thinking we should 1 \_\_\_\_\_ ?

**Manager:** Maybe. Do you think we'll 2 \_\_\_\_\_ those debts?

**Accountant:** Let's see ... we can calculate our working capital. 3 \_\_\_\_\_ a good idea.

**Manager:** OK. Is that a 4 \_\_\_\_\_ ?

**Accountant:** Not at all. Just subtract current liabilities from current assets.

**Manager:** Oh, I see. That makes sense.

**Accountant:** It looks like our assets are still 5 \_\_\_\_\_ our liabilities.

**Manager:** Great. That 6 \_\_\_\_\_. How should we start paying off our debt?

**Accountant:** We should try to collect our accounts receivable and use those funds to pay our debts.

### ***Speaking***

*With a partner, act out the roles. Then switch roles.*

USE LANGUAGE SUCH AS:

I noticed that ...

Are you thinking ...

Is that a ...

*Student A: You are a manager. Talk to Student B about:*

- unusually high debt
- working capital
- ways to reduce debt

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*You are an accountant. Use the article and the conversation to write a brief email to your manager. Talk about:*

- unusually high debt
- where the debt came from
- working capital
- options for reducing debt

## **5.3 FRAUD**

### **Get ready!**

*Before you read the passage, talk about these questions.*

- 1 How common is fraud in your country?
- 2 How do people commit fraud?

### **Reading**

*Read this magazine article. Then mark the following statements as true (T) or false (F).*

#### **The Many Faces of Fraud**

An accountant at a school in the United States recently pled guilty to embezzlement charges. The accountant **re-routed** hundreds of thousands of dollars from school accounts to her personal accounts. How did she do it? Simple. Over a period of three years, she wrote numerous checks to herself and gave herself unauthorized raises. She concealed her activities by **making false entries** such as payments to vendors and other companies. Eventually, her employer found out and she was placed on **administrative leave**. Incredibly, she continued to write herself company checks, even though she was no longer working for them. This accountant's story of **cooking the books** is all too common. Fraud is a widespread phenomenon. Fraud occurs in all types of businesses - big and small. Some crimes, like **sales skimming**, are more common in small businesses while other crimes, like **money-laundering**, happen more often in large businesses. Theft is not always the motive of fraud. Sometimes, individuals or companies seek to enhance their economic or political position through **bribery**. They may accept kickbacks or **under-the-table payoffs** from suppliers. Or they might bribe a public official to represent their



political interests. Whatever the methods or motives, **juggling the accounts** is a serious crime, and carries severe penalties.

### **Vocabulary**

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

- 1 \_reroute
  - 2 \_ bribery
  - 3 \_ money-laundering
  - 4 \_ making false entries
  - 5 \_ sales skimming
- A illegally directing money through a corporation  
B the act of paying for 'favorable treatment'  
C to direct something to a different destination  
D the act of recording erroneous amounts  
E taking revenue from one's employer

Read the sentence pair. Choose where the words best fit in the blanks.

- 1 administrative leave / cooking the books  
The numbers are wrong. Someone is \_\_\_\_\_ .  
Sharon was placed on \_\_\_\_\_ for rerouting funds.
- 2 under-the-table payoffs / juggling the accounts  
The manager took \_\_\_\_\_ from a supplier.  
An accountant was \_\_\_\_\_ to hide sales skimming.

Listen and read the article again. What happens to those who are caught committing fraud?

### **Listening**

Listen to a conversation between two accountants. Choose the correct answers.

- 1 What is the dialogue mostly about?  
A criminal charges                      C business expenses  
B suspicious entries                      D bookkeeping errors
- 2 What did Mr. Donaldson do?  
A He embezzled company funds.  
B He went on a business trip.  
C He bribed an official.  
D He made false expense entries.

Listen again and complete the conversation.

Accountant 1: Amusement park tickets? Seriously? How can you 1 \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ that as a business expense?

**Accountant 2:** You can't. And didn't he say something about going to an amusement park 2 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ ?

**Accountant 1:** He did. He's obviously using the business to 3 \_\_\_\_\_ expenses.

**Accountant 2:** And he's just 4 \_\_\_\_\_. You know what they say - pigs get fat; hogs get slaughtered.

**Accountant 1:** That's right. So did you find any entries 5 \_\_\_\_\_ ?

**Accountant 2:** Well, there was this one for office supplies.

**Accountant 1:** So what? Every business buys office supplies.

**Accountant 2:** Yeah, but this entry was 6 \_\_\_\_\_ bigger than all the past office supply purchases.

**Accountant 1:** Whoa. So either he's buying a few years' worth of office supplies, or ...

**Accountant 2:** Or he's making a false entry to cover something up.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

How can you possibly ... ?

He's obviously using ...

Did you find any entries ... ?

*Student A: You are an accountant. Talk to Student B about:*

- suspicious entries in a client's books

- the possibility of fraud

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*You are an accountant. Use the article and the conversation to write a brief letter to your manager. Talk about:*

- reviewing a client's books
- personal expenses in business books
- unusually large entries
- the possibility of fraud

## **5.4 SOLVENCY**

### **Get ready!**

*Before you read the passage, talk about these questions.*

1 What is solvency?

2 How can solvency be predicted?

### **Reading**

*Read these emails. Then, mark the following statements as true (T) or false (F).*

1 \_ A current ratio predicts future income.

- 2 \_ Operating cycles can demonstrate solvency.
- 3 \_ A current ratio under 2.0 is considered good.

*From: Vanessa Moore, Manager*

*To: Hank Bally, Controller*

Good morning, Hank. I'd really Like to get your opinion on something. We were thinking about investing in an outside company. I want to make sure That we choose the right one. I've read to many stories lately about corporations being forced in **involuntary bankruptcy**, because of their inability to pay creditors. So, my question for you is, how can I determine a company's **solvency**?

*From: Hank Bally, Controller*

*To: Vanessa Moore, Manager*

Hi, Vanessa. Unfortunately, solvency cannot be predicted with 100% accuracy. But **barring** any **unforeseen catastrophes**, you can get a good idea of a company's solvency by analyzing its **operating cycle** -the **repetitive** pattern of producing goods or services and selling them for profit. Within that cycle, you should calculate the company's **current ratio**. Let me explain what this number is.

The current ratio is an **indicator** of a company's ability to pay its liabilities. To calculate current ratio, just divide the company's current assets by its current liabilities. For example, if its current assets total \$400,000 and its current liabilities total \$160,000, then its current ratio is 2.5. That's an excellent ratio indicating strong solvency. Generally speaking, a ratio of 2.0 or above is considered good. With anything under 2.0, **think twice**.

### ***Vocabulary***

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

1 \_solvency

2 \_barring

3 \_ involuntary bankruptcy

4 \_ unforeseen

5 \_ think twice

A a situation in which a business runs out of money

B a business's ability to pay its expenses

C not including

D not able to be predicted

E to consider something carefully

*Fill in the blanks with the correct words and phrases:*

***indicator, current ratio, catastrophe, repetitive, operating cycle.***

1 Monthly sales patterns are \_\_\_\_\_.

2 A(n) \_\_\_\_\_ is a pattern of buying and selling.

3 The \_\_\_\_\_ shows a company's solvency.

4 Economic depression can be quite a \_\_\_\_\_ .

5 Sales may not be a(n) \_\_\_\_\_ of a company's health.

*Listen and read the emails again.* How can an investor be reasonably sure that a company won't go bankrupt?

### ***Listening***

*Listen to a conversation between two accountants. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A a recent investment
  - B a company's solvency
  - C decreasing a current ratio
  - D strengthening a company's financials
- 2 What is the woman likely to do?
  - A fire her controller
  - B invest in Essential Products
  - C look for another investment
  - D ask for another accountant's opinion

*Listen again and complete the conversation.*

**Manager:** Well, it's a manufacturing company called Essential Products Manufacturing.

**Controller:** OK. How do its numbers look?

**Manager:** Um, well, I calculated its current ratio with that formula you sent me. It was one point four five.

**Controller:** Hmm ... 1 \_\_\_\_ \_\_\_\_ \_\_\_\_\_. It's pretty low.

**Manager:** Really? Another accountant told me it's 2 \_\_\_\_ \_\_\_\_ \_\_\_\_ if the current ratio is below two.

**Controller:** Well, 3 \_\_\_\_ \_\_\_\_ \_\_\_\_ if's not. But just remember, the ratio shows the 4 \_\_\_\_ \_\_\_\_ \_\_\_\_ to pay its debts.

**Manager:** So, 5 the more risk of not paying debts and going bankrupt?

**Controller:** Yes, exactly. A higher ratio means a stronger, more stable company.

**Manager:** So, what do you think I should do?

**Controller:** I think you should 6 \_\_\_\_ \_\_\_\_ \_\_\_\_ a different company.

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

How do its numbers look?

I calculated its current ratio ...

The lower the number ...

*Student A: You are a manager. Talk to Student B about:*

- a company to invest in
- the company's current ratio
- the company's solvency

*Student B: You are a controller. Answer Student A's questions.*

### **Writing**

You are a controller. Your manager asked for your opinion about investing in a company. Use the emails and the conversation to write a brief email answering your manager's questions. Talk about:

- the company's current ratio
- the company's solvency
- your recommendation

## **5.5 BUDGETING**

### **Get ready!**

*Before you read the passage, talk about these questions.*

- 1 Why does a business need to make a budget?
- 2 How do businesses use their budgets?

### **Reading**

*Read this passage from a textbook. Then, mark the following statements as true (T) or false (F).*

- 1 \_ Businesses use budgets to measure their progress.
- 2 \_ Forecasts determine outlook.
- 3 \_ Budgets are tighter when the economic outlook is gloomy.

### **Why budget?**

Imagine wanting to build a house. Would you carefully draw up detailed plans that showed every part of the structure that you wanted to build? Or, would you gather a hammer, some nails, and some pieces of wood and just start putting everything together? It makes no sense to build something without a plan. This principle is true in the business world as well.

No one would try to run a business without a plan. A great way to plan for the financial future is **business budgeting**. Businesses budget by setting **concrete goals** built on realistic **forecasts**. Obviously, it costs time and money to develop such detailed **models**. Managers must make **educated guesses** about how much they can invest in budgeting. They must also decide whether to budget **long-term** or **short-term** (also called **near-term**).

Despite the cost, budgeting is an essential business function. It serves as a **yardstick** for measuring the company's performance. In other words, it can compare its goals to its accomplishments at the end of a budget period. Budgeting also serves as a blueprint for the future. If a forecast predicts economic decline, a company will **tighten** its budget. But if this **negative outlook** is reversed and economic expansion is predicted, the budget may be expanded to reflect a more **positive outlook**.

### **Vocabulary**

*Match the words (1-6) with the definitions (A-F).*

- 1 \_ forecast

- 2 \_ tighten  
 4 \_ long-term  
 5 \_ yardstick  
 3 \_ near-term 6 \_ negative outlook  
 A a tool used to measure something  
 B to reduce activity and flexibility  
 C over a lengthy period of time  
 D a gloomy view of the future  
 E a prediction about the future  
 F over a small period of time

*Fill in the blanks with the correct words and phrases from the word bank.*

**concrete goals      business budgeting model      short-term      positive outlook**

- 1 Set \_\_\_\_\_ and then pursue them.
- 2 Companies have a(n) \_\_\_\_\_ when the economy looks good.
- 3 \_\_\_\_\_ is one of the best ways to plan ahead.
- 4 The budget is \_\_\_\_\_, covering just two months.
- 5 A budget is a \_\_\_\_\_ based on plans and forecasts.

*Listen and read the passage again. How are budgets useful when thinking about the past?*

### **Listening**

*Listen to a conversation between a manager and an accountant. Choose the correct answers.*

- 1 What is the dialogue mostly about?  
 A why the budget was exceeded  
 B steps for making a budget  
 C routine spending patterns  
 D techniques for estimating costs
- 2 Accountants use estimates with  
 A some costs.                      C spending levels.  
 B low forecasts.                      D short-term budgets.

*Listen again and complete the conversation.*

**Accountant:** All right, next let's look at our costs. We have to adjust our costs in order to maximize our profits.

**Manager:** Hmm ... that's 1 \_\_\_\_\_

**Accountant:** Yes, it is. We'll have to use estimates and 2 \_\_\_\_\_ with some of the costs.

**Manager:** OK, then what?

**Accountant:** Then we adjust costs according to our sales forecasts.

**Manager:** So we might have to look for 3 \_\_\_\_\_ our costs if the sales forecasts are low?

**Accountant:** Exactly. And if the forecasts are high, we might be able to increase our spending 4 \_\_\_\_\_

**Manager:** But 5 \_\_\_\_\_ increase our profits, right?

**Accountant:** Of course. 6 \_\_\_\_\_ of budgeting.

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Let's look at ...

We'll have to use ...

Then we adjust ...

*Student A: You are making a budget. Talk to Student B about:*

- steps for budgeting
- forecasts
- adjusting costs

*Student B: You are an accountant. Answer Student A's questions.*

### ***Writing***

You are a manager. Use the passage and the conversation to write notes about the steps for making a budget. Talk about:

- forecasts
- estimating certain costs
- adjusting the budget to maximize profits

## UNIT 6 DECISION-MAKING

### 6.1 ACCRUAL BASIS ACCOUNTING - NON-CASH ACCOUNTS

#### *Get ready!*

*Before you read the passage, talk about these questions.*

- 1 What are some transactions that don't involve cash?
- 2 How do accountants record these transactions?

#### **Accrual Basis Accounting - Non-Cash Accounts**

Some businesses use cash basis accounting. They record every amount of cash that they receive or spend. But many businesses use another method called **accrual basis accounting**.

Here are three types of accrual basis non-cash accounts:

Accounts receivable - Many companies make sales **on credit**. The cash from these sales is received later. But the sale is still recorded in **accounts receivable**.

Accounts payable - Companies also make purchases on credit. The payment for these purchases is made later. But the amounts are recorded immediately in **accounts payable**.

Prepaid expense - This covers products or services that are **paid for ahead of time**. For example, a business may purchase insurance policies that require a year or more **advance payment**. The business records this payment as a **prepaid expense asset**. Then they **allocate** it to their expense accounts in monthly **increments**.

#### *Reading*

*2. Read the textbook passage. Then, choose the correct answers.*

- 1 What is the passage mainly about?
  - A how to account for non-cash assets
  - B what items to pay for ahead of time
  - C how to use a new type of accounting
  - D what purchases can be made on credit
- 2 Prepaid expenses are
  - A a type of payable account
  - B non-cash accounts that involve credit
  - C allocated to expense accounts monthly
  - D a good option with cash basis accounting
- 3 Cash basis accounting
  - A is a good way to increase cash
  - B records only the exchange of cash
  - C is more accurate than accrual basis
  - D does not record advance payments

#### *Vocabulary*

*Match the words (1-4) with the definitions (A-D).*

- 1 \_on credit



- 2 \_ increment
- 3 \_ advance payment
- 4 \_ allocate
- A a small amount delivered periodically
- B to pay for something prior to receiving it
- C to purchase something and pay for it later
- D to assign something to a particular location

*Read the sentence pair. Choose where the words best fit in the blanks.*

**1. accounts receivable / paid for ahead of time**

The insurance policy must be \_\_\_\_\_  
 \_\_\_\_\_ will cover those expenses.

**2. accrual basis accounting / accounts payable**

\_\_\_\_\_ is more flexible than cash basis.  
 Credit purchases are recorded in \_\_\_\_\_ .

**3 cash basis accounting / prepaid expense assets**

\_\_\_\_\_ are expenses that are paid in advance.  
 \_\_\_\_\_ records only the exchange of cash.

*Listen and read the textbook passage again. What are the 3 kinds of accrual basis accounts?*

**Listening**

*Listen to a conversation between an accountant and her client. Mark the following statements as true (T) or false (F).*

- 1 \_ The man chooses cash basis accounting.
- 2 \_ Accrual basis accounting follows cash flow.
- 3 \_ There are delays with accrual basis accounting.

*Listen again and complete the conversation.*

**Accountant:** So, you wanted to talk about accounting methods?

**Client:** Yes. I'm not sure if I should use cash basis or accrual basis accounting.

**Accountant:** OK. Well, cash basis accounting is good for tracking cash flow.

**Client:** That makes sense. It's because you only **1** \_\_\_\_\_ when cash is exchanged, right.

**Accountant:** Exactly. But accrual basis accounting is better for **2** \_\_\_\_\_ and expenses.

**Client:** What do you mean by that?

**Accountant:** Well, **3** \_\_\_\_\_ with cash flow. You might **4** \_\_\_\_\_ but not receive cash for a month.

**Client:** Oh, I see. But with accrual basis accounting I could record that **5** \_\_\_\_\_ .

**Accountant:** That's right. So, **6** \_\_\_\_\_ ?

**Client:** Well, I'd rather **7** \_\_\_\_\_ cash flow. Let's use cash basis accounting.

### **Speaking**

*With a partner, act out the dialogue. Then switch roles.*

USE LANGUAGE SUCH AS:

So you wanted to talk about accounting methods?

I'm not sure if I should use ...

Well, cash basis accounting is good for ...

*Student A: You are opening a business. Talk to Student B about:*

- accounting methods
- advantages/disadvantages
- your preference

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the conversation to complete the business owner's notes.*

#### **Notes**

Cash basis accounting

---

---

---

---

Accrual basis accounting

---

---

---

## **6.2 UNPAID EXPENSES**

### **Get ready!**

*Before you read the passage, talk about these questions.*

- 1 What are some expenses that a business doesn't pay right away?
- 2 How do accountants record these expenses?

### **Unpaid Expenses**

Sometimes businesses must record an expense, but don't have to pay it right away. How do they keep track of these unpaid expenses? They can account for them **via** two types of payable accounts:

**Income tax payable** - Sometimes, a business owes taxes for a certain year that are not due until the following year. The unpaid amount is recorded in an income tax payable account and paid in increments throughout the following year.

**Accrued expenses payable** - Businesses have to calculate and record expenses for which they have not been **billed**:

- Unused vacation days that **carry over** to the following year
- Interest that isn't due until the end of a **loan period**
- **Bonuses** owed to executives and salespeople

These **accruals** are made throughout the year and recorded in an accrued expenses payable account.

### **Reading**

*Read the textbook passage. Then, mark the following statements as true (T) or false (F).*

- 1 \_ Unused vacation days are lost at the end of the year.
- 2 \_ Income tax payable is settled via incremental payments.
- 3 \_ Accrued expenses payable carry over from year to year.

### **Vocabulary**

*Match the words (1-4) with the definitions (A-D).*

- 1 \_ bill
  - 2 \_ loan period
  - 3 \_ carry over
  - 4 \_ accruals
- A to transfer an amount from one period to another  
B the length of time for repaying borrowed money  
C a document stating what is owed  
D amounts that are accumulated over time

*Fill in the blanks with the correct words and phrases from the word bank.*

*via    bonus income tax payable accrued    expense payable*

- 1 Calculate this year's taxes and record the amount in \_\_\_\_ .
- 2 Debt payments are made \_\_\_\_ the cash account.
- 3 If salespeople reach their target, they will get a(n) \_\_\_\_ .
- 4 Unused vacation days must be recorded as a(n) \_\_\_\_ .

*Listen and read the textbook passage again. What should a company do with an unbilled expense?*

### **Listening**

*Listen to a conversation between two accountants. Choose the correct answers.*

1. What is the dialogue mostly about?
  - A raising executive salaries
  - B recording an accrued expense
  - C creating a new expense account
  - D settling last year's expense accounts
2. According to the dialogue, bonuses are
  - A the same every year
  - B given to accountants
  - C paid at the end of the year
  - D estimated according to sales

*Listen again and complete the conversation.*

**Accountant 1:** Larry, could you help me, with these expense accounts?

**Accountant 2:** Sure, Vicky, what's up?

**Accountant 1:** I need to know how to account for bonuses.

**Accountant 2:** You mean the bonuses we pay to **1** \_\_\_\_\_?

**Accountant 1:** Right. We **2** \_\_\_\_\_ until the **3** \_\_\_\_\_, so how do I know how much they will be?

**Accountant 2:** Well, you **4** \_\_\_\_\_ know. I can give you estimates.

**Accountant 1:** How do you estimate them?

**Accountant 2:** I use the amounts of **5** \_\_\_\_\_ as a guide.

**Accountant 1:** OK. **6** \_\_\_\_\_. But the amounts vary every year, right?

**Accountant 2:** They do. The estimates won't be **7** \_\_\_\_\_, but that's not a problem.

**Accountant 1:** So then, how do I record them?

**Accountant 2:** You need to record them in the accrued expenses payable account.

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

How do I know how much ... ?

You don't actually have to know ...

How do you estimate ... ?

*Student A: You are an accountant. Talk to Student B about:*

- bonuses
- estimates
- recording them

*Student B: You are an accountant. Answer Student A's questions.*

### ***Writing***

Use the conversation to complete the memo.

### **MEMO**

*TO: accountants*

*RE: bonuses*

Bonuses are paid to salespeople and executives at the end of the year. We account for this by

---

---

---

---

## **6.3 LEVERAGE - GOOD OR BAD?**

***Get ready!***

*Before you read the passage, talk about these questions.*

1. Why do businesses take out loans?
2. How can businesses raise needed capital?

### **Reading**

Read the article from a business magazine. Then, mark the following statements as true (T) or false (F).

1. \_\_\_ owners keep senior claims on their leveraged property.
2. \_\_\_ There are many types of loans with varying terms.
3. \_\_\_ The interest on some loans can help lower taxes.

### **Leverage: Use What You Have**

For month you've been thinking about getting a new office in a nicer part of town. You already own the land; you just need to build the office. But there's one problem: you don't have enough cash. What can you do?

You can **leverage** the land. In other words, use the land as **collateral** and **take out** a loan to build the office. There is a risk of course. The lender will have **senior claim** on your property. If you **default**, the lender will take your land and the building. Be careful when you choose a loan - not all loans are created equal.

There are good loans and bad loans. Don't take a loan unless it has **desirable terms**. Shop around until you find one with a low **interest rate**, low fees, a reasonable **origination fee**, and **tax deductible** interest. You should also look for one that you can **pay off** early without penalties.

### **Vocabulary**

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

1. \_\_\_ leverage
  2. \_\_\_ desirable terms
  3. \_\_\_ origination fee
  4. \_\_\_ default
  5. \_\_\_ interest rate
- A to fail to make payments  
 B a percentage added to a loan amount yearly  
 C the fee for making a loan  
 D to use an asset as collateral  
 E favorable conditions

Fill in the blanks with the correct words and phrases from the word bank.

**tax deductible    collateral    pay off    senior    claim    take out**

1. Having \_\_\_\_\_ interest is a great way to lower tax bills.
2. The company \_\_\_\_\_ must its debts before borrowing more.
3. Defaulting on the loan would result in the loss of \_\_\_\_\_ .
4. The bank has a \_\_\_\_\_ on the company's building.
5. A bad economy forced the company to \_\_\_\_\_ another loan.

*Listen and read the article again. What are some attractive terms to look for when considering a bank loan?*

### **Listening**

*Listen to a conversation between an accountant and her client. Choose the correct answers.*

1. What is the dialogue mostly about?
  - A taking out a loan
  - B renegotiating terms
  - C financing a new business
  - D making an early payment
2. What will the man likely do?
  - A change his business plans
  - B try to get a loan elsewhere
  - C pay off some of his business's debts
  - D ask for another accountant's opinion

*Listen again and complete the conversation.*

**Client:** I met with a banker yesterday and got a loan offer

**Accountant:** That's great! What are the terms?

**Client:** The fees and interest rate are really low.

**Accountant:** Good. Now will the interest be tax deductible?

**Client:** It will. The only negative is that they said something about 1 \_\_\_\_\_ in 5 years.

**Accountant:** Oh, that's not a good thing.

**Client:** No, but all the 2 \_\_\_\_\_ are great.

**Accountant:** Hmm ... 3 \_\_\_\_\_ for paying it off early?

**Client:** Oh, yeah, I 4 \_\_\_\_\_ that. There are. But I don't plan to 5 \_\_\_\_\_, so it's OK.

**Accountant:** Well, what if your business 6 \_\_\_\_\_ and you want to get rid of some debt?

**Client:** That's a good point. Maybe I should 7 \_\_\_\_\_.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I met with a banker and got a loan offer.

What are the terms?

The fees and interest rate are ...

*Student A: You are taking out a loan. Talk to Student B about:*

- the terms
- his/her recommendation

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

Use the conversation from Task 8 to complete the letter. Make up names for the client and the CPA.

Mr. \_\_\_\_\_,

I am writing in regards to the loan papers you asked me to review. I recommend that you don't take this loan offer. Let me explain why.

---

---

---

---

---

Sincerely,

\_\_\_\_\_, CPA

## **6.4 VARIABLE EXPENSES**

### **Get ready!**

Before you read the passage, talk about these questions.

1. What expenses can change from month to month?
2. What causes these expenses to rise or fall?

### **Reading**

Read the report. Then, mark the following statements as true (T) or false (F).

- 1 \_ The company increased contributions to the profit sharing plan.
- 2 \_ Revenue in 2010 was less than it was in 2009.
- 3 \_ Advertising expenditures rose by 200% from March to April.

### **2010 Variable Expenses Report**

Variable expenses rose dramatically in 2010. Several factors contributed to this rise.

**Employee Benefits** - In February, we increased our contributions to the employees' retirement plan. This resulted in a 5% rise in our employee benefits cost.

**Advertising** – Advertising costs skyrocketed from \$10,000 in March to \$30,000 in April. This was due to the launching of a new TV **commercial** campaign.

**Charitable Contributions** - In May, after several months of steadily rising profits, we increased charitable contributions by 2%.

**Repairs** - In July, equipment failures resulted in a **temporary spike** in expenses. All repairs were completed by August and our expenses **leveled off**.

**Profit Sharing Plan** - In September, the Board of Directors **discontinued** the profit sharing plan due to declining sales revenue.

**Compensation of Officers** - We promised executives in every department a 5% bonus on any revenue generated over the previous year's revenue. Sales skyrocketed in 2010. As a result, \$100,000 was paid in bonuses from October through December.

### **Vocabulary**

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

- 1 \_\_\_\_ repairs
  - 2 \_\_\_\_ level off
  - 3 \_\_\_\_ spike
  - 4 \_\_\_\_ charitable
  - 5 \_\_\_\_ profit sharing plan
- A done to help other people  
B fixing something that is broken  
C a sharp, dramatic rise  
D giving employees part of a company's revenue  
E to stop rising or falling

Fill in the blanks with the correct words and phrases from the word bank.

*discontinue temporary                      campaign                      employee benefits*

1. The economic downturn is not permanent; it's \_\_\_\_\_ .
2. Our competition is running a strong \_\_\_\_\_ of radio ads.
3. Lack of funding forced the company to \_\_\_\_\_ the program.
4. Henry's job has health insurance and a lot of other great \_\_\_\_\_ .

Listen and read the report again. Which costs decreased in 2010?

### **Listening**

Listen to a conversation between a controller and a CFO. Choose the correct answers.

1. What is the dialogue mostly about?
  - A explaining a report
  - B increasing bonuses
  - C limiting advertising costs
  - D generating income for a charity
2. The man thinks that TV advertising
  - A will be stopped
  - B should focus on charity
  - C caused profits to increase
  - D wasn't approved by executives

Listen again and complete the conversation.

**Controller:** Did you see my report on last year's expenses?

**CFO:** I did. We really had a 1 \_\_\_\_ in overall variable expenses, didn't we?

**Controller:** Yes, we did. How do you feel about that?

**CFO:** Well, most of it is pretty 2 \_\_\_\_ , but the advertising ... how could it go up so much?

**Controller:** Yeah, that's a pretty 3 \_\_\_\_\_ .

**CFO:** No kidding. From \$10,000 to \$30,000 - that's huge!

**Controller:** Well, TV advertising is expensive, but 4 \_\_\_\_\_ .



**CFO:** That's true. I think the 5 \_\_\_\_\_ covered the expense.

**Controller:** It did. And it 6 \_\_\_\_\_ that we were able to increase our 7 \_\_\_\_\_ .

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

We really had a huge increase in ...

How do you feel about that?

How could ... go up so much?

*Student A: You are a controller. Talk to Student B about:*

- increases or decreases in variable expenses
- reasons for changes

*Student B: You are a CFO. Answer Student A's questions.*

### **Writing**

*Use the conversation from Task 8 to complete the letter. Make up names for the CFO and the president.*

*From: \_\_\_\_\_, CFO*

*To: \_\_\_\_\_, President*

*Ms. \_\_\_\_\_ .*

As you know, our variable expenses rose considerably last year. But this is nothing to be concerned about. Let me explain.

---

---

---

Best wishes,

\_\_\_\_\_, CFO

## **6.5 END-OF-PERIOD PROCEDURES**

### **Get ready!**

*Before you read the passage, talk about these questions.*

1 What are end-of-period procedures?

2 What are some problems that might occur during end-of period procedures?

### **Reading**

*Read the email. Then, mark the following statements as true (T) or false (F).*

1 \_ The bookkeepers made errors in a receivable account.

2 \_ The business experienced an increase of transactions.

3 \_ Gentle Giant created audit trails.

*From: George Garcia, CPA, Benjamin Landon and Associates*

*To: Cynthia Hall, CFO, Bedford Express Plastics*

Miss Hall,

I have completed the end-of-period procedures for your business. Although there were a lot more transactions this period, I did not have to make very many **adjusting entries**. This made it easier for me. Your new bookkeepers did an excellent job recording the day-to-day **flow of transactions**. Their accounting was accurate and they left very detailed **audit trails**.

However, as I was making a last minute **sweep** of all your records, I noticed something **out of the ordinary**. You have an **abnormally** large balance in the receivable account for your customer, Gentle Giant Manufacturing. It first **caught my attention** when I saw that the company did not make a payment through the entire period. It's one of your regular customers, right? I find it hard to believe that Gentle Giant would try to **stiff** you. However, this is definitely a **red flag**, and you might want to look into it.

Best wishes,  
George

### ***Vocabulary***

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

- 1 \_ red flag
  - 2 \_ sweep
  - 3 \_ abnormally
  - 4 \_stiff
  - 5 \_ audit trails
- A detailed records that are easy to study
  - B a detail that is alarming
  - C to fail to pay someone for goods or services
  - D a study of an area or a set of information
  - E odd; out of the ordinary

*Fill in the blanks with the correct words and phrases from the word bank.*

***caught my attention      out of the ordinary      flow of transactions      adjusting entries***

- 1 The records had errors, so Jacob made \_\_\_\_\_ .
- 2 The errors were \_\_\_\_\_ , usually the bookkeepers are very careful.
- 3 The obvious errors quickly \_\_\_\_\_ .
- 4 The \_\_\_\_\_ slowed in the bad economy.

*Listen and read the email again. What concern is brought to the attention of the CFO?*

### ***Listening***

*Listen to a conversation between an accountant and his client. Choose the correct answers.*

1. What is the dialogue mostly about?  
A a red flag

- B new procedures
- C early payments
- D a long-time customer

2. What does the man think about Thomas and Nash Distributing?

- A It is a new customer.
- B It had an accounting error.
- C It is going to stiff his client.
- D It owes the client a lot of money.

*Listen again and complete the conversation.*

**Client:** Is something wrong?

**Accountant:** Maybe. See, you have a really big **1** \_\_\_ \_ for one of your customers.

**Client:** Have they **2** \_\_\_ \_\_\_ payments?

**Accountant:** No. They've only made one payment **3** \_\_\_ \_\_\_ .

**Client:** Is it Thompson and Nash Distributing?

**Accountant:** Yes. **4** \_\_\_ \_\_\_ they are going to stiff you. I'm just saying it's **5** \_\_\_ \_\_\_ .

**Client:** Actually, I talked to their CFO last week. Their payments **6** \_\_\_ \_\_\_ because of an accounting error.

**Accountant:** Oh, I see. **7** \_\_\_ \_\_\_ .

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Is something wrong?

Maybe. You have a ... I talked to their CFO last week.

*Student A: You are a client meeting with your accountant. Talk to Student B about:*

- end-of-period procedures
- problems
- solutions

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

Use the conversation to complete the email.

**FROM:** \_\_\_\_\_, *Owner*

**TO:** \_\_\_\_\_, *CPA*

I got your message. You are right. The amount in \_\_\_\_\_ seems a little off. I spoke to their CFO last week. Here's the problem:

---



---



---



---



---

Thanks for all your hard work!  
Best wishes,

---

## 6.6 IS PROFIT ETHICAL?

### *Get ready!*

*Before you read the passage, talk about these questions.*

1. Why do some people say that profit is unethical?
2. Do you think making profit is unethical?

### *Reading*

*Read this article from an accounting journal. Then, mark the following statements as true (T) or false (F).*

- 1 \_ Business owners pay for losses.
- 2 \_ Business owners define the poverty line.
- 3 \_ According to the passage, workers exploit businesses

### **Is Profit Ethical?**

Some people say that profit is **unethical**. They believe that businesses **make a killing** by exploiting their workers, many of whom struggle to live above the poverty line. Some say businesses damage the environment as well. And yes, there may be some individuals who take the **low road** and engage in unethical or **immoral** business practices. But the inappropriate actions of a few do not **condemn** all. Most owners operate **ethical, environmentally friendly** businesses. Profit is merely a return on effort. As long as it is gained responsibly, showing respect to the Earth and its inhabitants, there is nothing immoral about it.

Furthermore, it's very interesting that businesses are rarely **criticized** for their handling of losses. Who pays for losses? Business owners do. Businesses have potential for profit because they also have great potential for loss. How can anyone say that's unethical?

### *Vocabulary*

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

- 1 \_ unethical
  - 2 \_ poverty line
  - 3 \_ exploit
  - 4 \_ make a killing
  - 5 \_ condemn
- A to take advantage of someone  
B to generate huge profits  
C not conforming to moral standards  
D to judge someone or something unfavorably  
E the amount of income needed to cover basic needs

Fill in the blanks with the correct words and phrases from the word bank.

**low road    environmentally friendly    immoral    ethical    criticize**

1. Making a profit is only \_\_\_\_\_ if it hurts someone.
2. Some people \_\_\_\_\_ businesses for making profit.
3. Their \_\_\_\_\_ policies minimize their effect on the Earth.
4. Making a profit is \_\_\_\_\_ as long as it's made fairly.
5. Unfortunately, Angela chose to take the \_\_\_\_\_ .

Listen and read the article again. How does it describe profit?

### **Listening**

Listen to a conversation between two accountants. Choose the correct answers.

- 1 What is the dialogue mostly about?
  - A how business owners can fail
  - B whether making money is moral
  - C what kinds of risks employees face
  - D why the poverty line should be moved
- 2 The woman thinks that owners
  - A often take the low road
  - B gain wealth by creating poverty
  - C suffer loss the same as employees
  - D deserve more profit because of risk

Listen again and complete the conversation.

**Accountant 1:** Actually, I think they might **1** \_\_\_\_\_ .

**Accountant 2:** What? Why would you say that?

**Accountant 1:** Well, you know, sometimes businesses **2** \_\_\_\_\_ .

**Accountant 2:** Yeah, maybe that happens **3** \_\_\_\_\_ ,but not very often.

**Accountant 1:** Some people **4** \_\_\_\_\_ because they see wealthy owners with employees who **5** \_\_\_\_\_ the poverty line.

**Accountant 2:** But the owners **6** \_\_\_\_\_ profit because they have more risk.

### **Speaking**

With a partner, act out the roles below. Then switch roles.

USE LANGUAGE SUCH AS:

I think they might have a good point.

Why would you say that?

Sometimes businesses ...

*Student A: You are an accountant. Talk to Student B about:*

- when profit is ethical
- when profit is unethical

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the article and the conversation to complete the letter to a magazine editor.*

Dear Editor,

I am writing in response to the article about profit that you published last month. The article stated that making a prof it is unethical. I [agree *I* disagree]. Let me explain why.

---

---

---

---

---

Sincerely,

---

## UNIT 7 COSTING

### 7.1 NUMBERS

**Get ready!**

*Before you read the chart, talk about these questions.*

- 1 How do you say symbols like = and .;. ?
- 2 What are some of the ways to say big numbers?

Symbol	Interpretation	Example	
=	is, equals	$1/2 = 0.5$	One-half equals point five.
+	and, plus, add	$a + b = c$	A plus B equals C.
-	minus, less, subtract	$a - b = c$	A less B equals C.
x	times, multiplied by	$a \times b = c$	A times B equals C.
÷ or /	over, divided by	$a \div b = c$ or $a / b = c$	A over B equals C.
1300	one thousand three hundred or thirteen hundred	The company has thirteen hundred dollars in the bank.	

**Reading**

*Read the chart. Then, mark the following statements as true (T) or false (F).*

- 1  Five less four means the same thing as five minus four.
- 2  Five times three equals five plus three.
- 3  Seven over three equals seven divided by three.

**Vocabulary**

*Fill in the blanks with the correct words from the word bank.*

**times minus and hundred add is**

- 1 Eight \_\_\_\_ two is sixteen.
- 2 Nine and three \_\_\_\_ twelve.
- 3 Twenty \_\_\_\_ six equals fourteen.
- 4 One thousand plus five hundred is fifteen \_\_\_\_ .
- 5 To get seven, \_\_\_\_ two and five.
- 6 Eighteen \_\_\_\_ two is twenty.

*Read the sentence and choose the correct word.*

- 1 Seven plus / divided by two is nine.
- 2 Nineteen over / less eight equals eleven.
- 3 Start with seventeen. Subtract / Add three. This equals fourteen.
- 4 Four multiplied by / divided by two is eight.
- 5 Ten over / plus five equals two.
- 6 Sixteen less / divided by four equals four.

7 Five plus eight equals / over thirteen.

*Listen and read the chart again. What is another way to say the symbol 'and'?*

### **Listening**

*Listen to a conversation between two accountants. Choose the correct answers.*

- 1 What is the dialogue mostly about?
- A audit results
  - B a mathematical error
  - C subtracting numbers
  - D accounting methods
- 2 The woman divided when she should have \_ .
- A added
  - B subtracted
  - C copied
  - D multiplied

*Listen again and complete the conversation.*

**Accountant 1:** Don, could you look at this for me?

**Accountant 2:** Sure, what is it?

**Accountant 1:** Well, I checked these numbers twice, but they still 1 \_\_\_ wrong. I'm not sure why.

**Accountant 2:** Let's see ... Three thousand five hundred 2 \_\_\_ seven hundred is five.

**Accountant 1:** Right. And then I 3 \_\_\_ each entry by five.

**Accountant 2:** Oh, I see the 4 \_\_\_ . You weren't 5 \_\_\_\_\_ divide thirty-five hundred by seven hundred.

**Accountant 1:** Are you 6 \_\_\_ ?

**Accountant 2:** Yes. You need to multiply them.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Could you look at this for me?

I see the problem.

You were supposed to ...

*Student A: You are having trouble with an accounting task. Ask Student B about:*

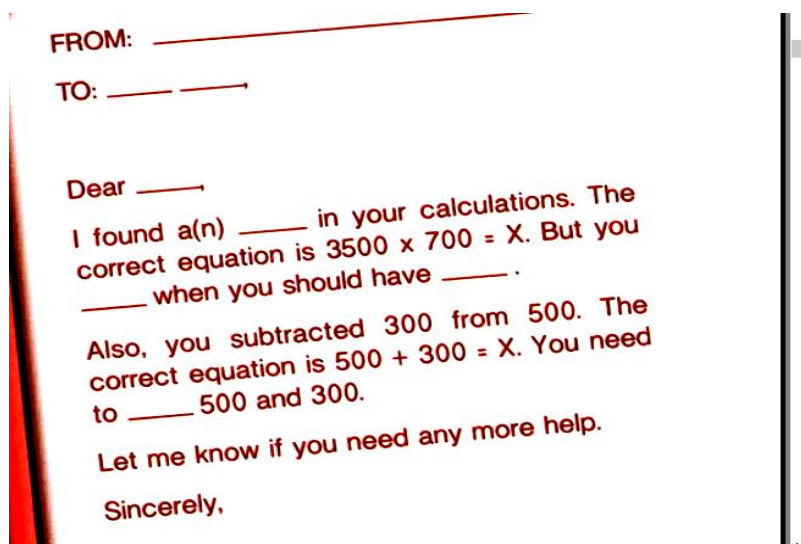
- your work
- errors
- solutions

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the chart and the conversation in to complete the email. Make up names for both accounts.*





## 7.2 OVERDRAFTS

### *Get Ready!*

*Before you read the passage, talk about these questions.*

- 1 What happens if you write a check for more money than you have in your bank account?
- 2 What are the penalties for overdrawing a bank account?

### *Reading*

Read the notice from a bank. Then, choose the correct answers.

- 1 What is the passage mainly about?
  - A a missing check
  - B an excessive bank fee
  - C an overdrawn bank account
  - D an upcoming account statement
- 2 How can Mr. Johnson compensate for the overdraft?
  - A pay the bank \$235
  - B pay the bank \$200
  - C request a transfer
  - D choose a different bank
- 3 What can be inferred about overdraft charges?
  - A Some of them can be negotiated.
  - B There are new charges for every overdraft.
  - C They vary according to the overdraft amount.
  - D Customer service representatives can block them.

Dear Mr. Johnson,  
Account No. 58756

We regret to **inform** you that you have an **overdraft** of \$200.00 on your account. On April 3, 2010, Total Value Office Supply **cash**ed a **check** in the amount of \$500.00. Your account balance on that date was \$300.00. Your **upcoming** statement includes overdraft **charges** in the amount of \$35.00. To avoid further charges, please do not

make any additional **withdrawals** or **transfers** until **compensating** for this overdraft. If you have any questions or concerns, please contact us. For your convenience, customer service representatives are available twenty-four hours a day by phone.

### **Vocabulary**

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

- 1 \_ overdraft
- 2 \_ compensate
- 3 \_ transfer
- 4 \_ upcoming
- 5 \_ cash a check

- A appearing or arriving in the near future  
B to receive money in exchange for a document  
C a withdrawal that exceeds an account's balance  
D to restore or replace something  
E to move something from one place to another

*Fill in the blanks with the correct words from the word bank.*

**charges      withdrawal      inform**

- 1 \_\_\_\_\_ the manager of the change.
- 2 Susan needs cash, so she went to her bank and made a(n) \_\_\_\_\_ .
- 3 Tom paid a lot of extra \_\_\_\_\_ because of his overdraft.

*Listen and read the notice again. What will show on Capital Incorporated's next statement?*

### **Listening**

*Listen to a conversation between an accountant and a banker. Mark the following statements as true (T) or false (F).*

- 1 \_ The woman's personal account was overdrawn.
- 2 \_ Both accounts now have \$500 in them.
- 3 \_ The man refunded the overdraft charges.

*Listen again and complete the conversation.*

**Banker:** First Venture Bank. How may I help you?

**Accountant:** Hi. This is Wendy from Capital Incorporated. I just received an 1 \_\_\_\_\_ from you.

**Banker:** I can help you with that. What is your 2 \_\_\_\_\_ ?

**Accountant:** It's 58756. We have a second account with you 3 \_\_\_\_\_ .

**Banker:** Let me see ... Your company's other account has a balance of \$1000.00.

**Accountant:** Good. Can I 4 \_\_\_\_\_ \$500 into the overdrawn account?

**Banker:** 5 \_\_\_\_\_. Is there anything else I can help you with today?

**Accountant:** No, 6 \_\_\_\_\_. Thanks.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I just received an overdraft notice ...

What is your account number?

Can I transfer ... ?

*Student A: You are calling a bank. Talk to Student B about:*

- an overdraft
- another account
- paying for the overdraft

*Student B: You are a banker. Answer Student A's questions.*

### **Writing**

*Use the notice and the conversation to fill out the email. Make up a name for the accountant.*

FROM: \_\_\_\_\_, Accountant  
TO: \_\_\_\_\_, Manager  
RE: an overdraft

Dear \_\_\_\_\_,

I'm writing to inform you of an overdraft and what I did to compensate for it. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cordially,

## **7.3 COSTS**

### **Get Ready!**

*Before you read the passage, talk about these questions.*

- 1 How do companies set prices?
- 2 How can companies get in trouble for their prices?

### **Reading**

*Read the magazine article. Then, choose the correct answers.*

- 1 What is the passage mainly about?
  - A setting sales prices
  - B influencing competitors
  - C lowering fixed expenses
  - D preventing rising expenses
- 2 Businesses are only allowed to lower prices if
  - A they are dumping

- B they remain above their costs
  - C they are being sued
  - D their competitors agree
- 3 What can be inferred about dumping?
- A It is considered ethical.
  - B It is legal in some countries.
  - C It involves the markup method.
  - D It doesn't account for fixed expenses.

### **Setting sales price**

Managers set **sales price** by using **markups** or the **cost-plus method**. How? It's simple. Start with the cost of producing something. Then add a certain percentage. This percentage includes the desired profit and fixed expense recovery. But what if a company sells below cost?

### **Dumping**

Sometimes, businesses try to gain an advantage by selling **below cost**. This is called dumping. Many countries have passed laws against dumping. It is a **predatory** pricing practice because companies use it to drive competitors **out of business**. Businesses can only lower their prices down to their costs. Otherwise, someone can sue them.

### **Vocabulary**

*Match the words (1-4) with the definitions (A-D).*

- |                 |            |
|-----------------|------------|
| 1 _ sales price | 3 _ markup |
| 2 _ dumping     | 4 _ sue    |
- A an amount added to costs when setting prices
  - B the amount a business charges for product
  - C setting a price below costs
  - D to initiate legal proceedings against someone

*Fill in the blanks with the correct words and phrases from the word bank.*

***below cost   cost-plus method   predatory   out of business***

- 1 Low prices can drive competitors \_\_\_\_\_
- 2 Dumping is considered a \_\_\_\_\_ pricing practice.
- 3 The \_\_\_\_\_ involves adding a certain percentage.
- 4 The company is being sued because it was \_\_\_\_\_ pricing

*Listen and read the article again. What illegal practice do some businesses use and why?*

### **Listening**

*Listen to a conversation between two accountants. Mark the following statements as true (T) or false (F).*

- 1 \_ The woman is surprised by the lawsuit.

- 2 \_ The man often makes purchases from the company.  
 3 \_ The woman thinks the company was acting against the law.

*Listen again and complete the conversation.*

**Accountant 1:** Did you hear about Smithson Technologies?

**Accountant 2:** No. Did something 1 \_\_\_\_ them?

**Accountant 1:** They're 2 \_\_\_\_ .

**Accountant 2:** Really? I hadn't heard that. Why?

**Accountant 1:** The lawsuit says they were dumping. It doesn't 3 \_\_ me. Their prices seemed too low.

**Accountant 2:** Personally, I think it's great when a company can offer a 4 \_\_ product for less money.

**Accountant 1:** But if they're selling 5 \_\_ it's against the pricing laws.

**Accountant 2:** I see 6 \_\_\_\_ . Maybe they were trying to drive their competitors out of business.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Did you hear about ... ?

They're getting sued.

It doesn't surprise me. Their prices ...

*Student A: You are an accountant. Talk to Student B about:*

- a lawsuit
- reasons for it
- pricing laws

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the conversation to fill out the email. Make up names for the accountant and manager.*

FROM: \_\_\_\_\_, Accountant  
 TO: \_\_\_\_\_, Manager  
 RE: dumping

Dear \_\_\_\_\_

As you requested, here is some information about pricing laws. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cordially,

\_\_\_\_\_

## 7.4 DEPRECIATION

### *Get Ready!*

*Before you read the passage, talk about these questions.*

- 1 What are some assets that lose value quickly?
- 2 What are some assets that are eventually worth nothing?

### *Reading*

*Read the memo from a partner in an accounting firm. Then, choose the correct answers.*

- 1 What is the passage mainly about?
  - A avoiding obsolescence
  - B decreasing wear and tear
  - C buying salvaged property
  - D accounting for changing value
- 2 The straight-line method is used to depreciate assets
  - A that suffer obsolescence
  - B during their first few years
  - C that experience wear and tear
  - D with unpredictable salvage value
- 3 Accelerated depreciation
  - A prevents obsolescence
  - B decreases value evenly
  - C expands the recovery period
  - D accounts for damage from use

*From: Bill Anderson*

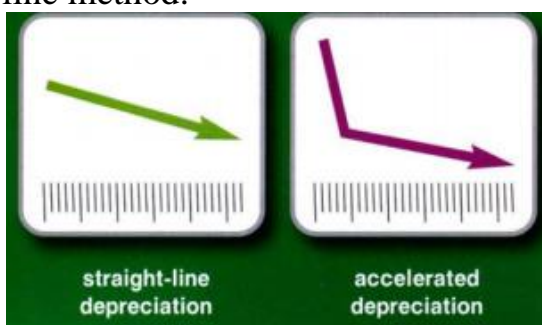
*To: All Staff*

Good morning team! I want to offer the best service to our clients. To do that, we need to review **depreciation**. There are two **depreciation methods**. We must consider each client's needs when deciding which to use.

**Straight-line depreciation** evenly decreases the value of a **depreciable asset** through the entire recovery period.

**Accelerated depreciation** accounts for more wear and tear during the first years of a tangible asset's use.

Each **depreciation schedule** is useful. Both end with the same **salvage value**. Depreciate assets like cars, that go through a lot of wear and tear with the accelerated method. Depreciate assets, like computers, that suffer **obsolescence** with the straight-line method.



## **Vocabulary**

Match the words (1-6) with the definitions (A-F).

- 1 \_ depreciation
- 2 \_ recovery period
- 3 \_ salvage value
- 4 \_ tangible asset
- 5 \_ depreciation method
- 6 \_ wear and tear

- A a physical object that holds value  
B the process by which assets lose their value  
C what an asset is worth after losing value  
D the time in which depreciation is accounted for  
E the way in which an asset's loss of value is recorded  
F damage that occurs through normal use

Fill in the blanks with the correct words and phrases from the word bank.

**straight-line depreciation      accelerated depreciation      depreciable assets**  
**obsolescence      depreciation schedule**

- 1 Use \_\_\_\_\_ with the car; it loses value quickly in the first years.
- 2 Use \_\_\_\_\_ to reduce value at a steady rate.
- 3 How an asset loses value determines what \_\_\_\_\_ should be used.
- 4 Most objects that hold value, except real estate, are \_\_\_\_\_
- 5 Electronic assets like computers and cell phones suffer \_\_\_\_\_

Listen and read the memo again. What is meant by the term depreciation?

## **Listening**

Listen to a conversation between an accountant and her client. Mark the following statements as true (T) or false (F).

- 1 \_ The man recently sold an air conditioner.
- 2 \_ The woman recommends straight-line depreciation.
- 3 \_ Straight-line depreciation is the most complicated method.

Listen again and complete the conversation.

**Accountant:** Hello, Tony. What can I do for you?

**Client:** Well, I 1 \_\_\_\_\_ a new air conditioner. Is it an expense or a depreciable asset?

**Accountant:** An air conditioner? That's a depreciable asset.

**Client:** OK. So, I need to 2 \_\_\_\_\_ depreciation to keep my books 3 \_\_\_\_

**Accountant:** Right. Which depreciation schedule do you want to use?

**Client:** I don't know. I want something simple and easy.

**Accountant:** 4 \_\_\_\_\_ using the straight-line method? That's the 5 \_\_\_\_

**Client:** That 6 \_\_\_\_\_ to me.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I bought a ... is it an expense or ...

Which depreciation schedule do you ... ?

How about using the ... ?

*Student A: You are calling an accountant. Talk to Student B about:*

- a purchase
- depreciation schedules
- which to use

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the memo and the conversation to fill out the letter to a client. Make up names for the client and accountant.*

Dear \_\_\_\_\_

I received your request for information about depreciation. Here are some details about depreciation and the different depreciation schedules that you can use.

---

---

---

---

Cordially,

\_\_\_\_\_  
CPA

## **7.5 DIRECT AND INDIRECT COSTS**

### **Get ready!**

*Before you read the passage, talk about these questions.*

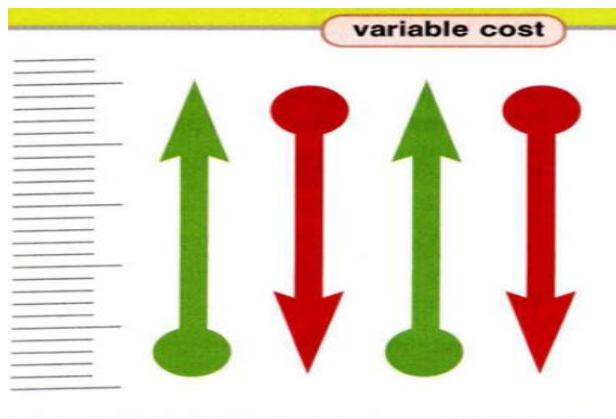
- 1 What are direct costs?
- 2 What are indirect costs?

### **Reading**

*Read this article in an accounting textbook. Then, mark the following statements as true (T) or false (F).*

- 1 \_ The ABC method can account for fixed costs.
- 2 \_ Variable overhead is directly tied to production.
- 3 \_ Cost drivers are used to allocate direct costs.





### Accounting for Costs

Some costs are easy to account for. **Direct costs**, which are also called **variable costs**, are easily attributed to a specific product or activity. For example, a company that makes pens has to buy plastic and ink and pay its employees to manufacture the pens. These are obviously direct costs. But businesses also incur **indirect costs**, or **fixed costs**, which remain constant and are not tied to specific products or services. Take, for example, a manufacturing company.

Manufacturing firms have both direct and indirect costs.

#### Direct costs include:

- Raw materials, often called **direct materials**
- **Direct labor** -the wages paid to production-line employees
- **Variable overhead** - other costs that increase or decrease with production (For example, if production requires water, the water bill will fluctuate with the volume of production.)

#### Indirect manufacturing costs include:

- **Fixed overhead** -depreciation, insurance, rents

So how should indirect costs be accounted for? One popular method is called **activity-based costing (ABC)**. In this method, cost drivers are created for each product. Then indirect costs are allocated according to those **cost drivers**. For example, in a manufacturing plant, an indirect cost like rent could be allocated to each piece of machinery based on how much space it occupies.

### Vocabulary

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

- 1 \_ variable cost
  - 2 \_ direct labor
  - 4 \_ indirect cost
  - 5 \_ cost drivers
  - 3 \_ activity-based costing
- A any expense tied to production  
 B any expense not tied to production  
 C units involved in production  
 D the cost of paying workers  
 E a method for allocating fixed costs

Check ✓ the sentence that uses the underlined parts correctly.

- 1  A Rent is an example of fixed overhead.
- B A loan payment is variable overhead.
- 2  A Direct materials are used to make products.
- B An insurance premium is a direct cost.
- 3  A Variable overhead is not tied to production.
- B A fixed cost is not tied to production.
- 4  A An employee's wage is a direct cost.
- B An executive's bonus is fixed overhead.
- 5  A The price of paint is a fixed cost.
- B Variable overhead is costs tied to production.

Listen and read the article again. How might you account for a cost like rent in a manufacturing company?

### Listening

Listen to a conversation between two accountants. Choose the correct answers.

- 1 What is the dialogue mostly about?  
A allocating direct costs                      C pairing costs with prices  
B renting versus owning                      D direct versus indirect costs
- 2 The cost of metal is  
A a cost driver.  
B a variable cost.  
C fixed overhead.  
D an indirect cost.

Listen again and complete the conversation.

**Client:** Hi, Sarah. Thanks for helping me set up my books.

**Accountant:** No problem. That's what I'm here for. Let's start by listing your direct and indirect costs.

**Client:** Direct and indirect costs? I'm sorry ... I'm not sure I understand.

**Accountant:** Well, direct costs are tied directly to a product or service.

**Client:** OK. Can you give me an example?

**Accountant:** Um, your company makes paper clips, right? The cost of the metal is a direct cost.

**Client:** So, then, what would be an indirect cost?

**Accountant:** Let's see ... do you own your manufacturing plant?

**Client:** No, I rent it.

**Accountant:** Well, your rent 1 \_\_\_\_\_ how many paper clips you manufacture. It's an indirect cost.

**Client:** Oh, I see. So, how 2 \_\_\_\_\_ these different types of costs?

**Accountant:** It's easy with the direct costs. 3 \_\_\_\_\_ the money that you get from selling your products.

**Client:** Right. But what about the indirect costs? 4 \_\_\_\_\_ there's a method called ABC. What is that?

**Accountant:** It's a way to allocate indirect costs 5 \_\_\_\_\_

**Client:** Can you show me how to do that?

**Accountant:** Well, 6 \_\_\_\_\_ . Let me explain ...

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

What would be ...

Do you own ... ?

How should I account for ... ?

*Student A: You are a business owner. Talk to Student B about:*

- indirect costs
- how to record different types of costs

*Student B: You are an accountant. Answer Student A's questions.*

### ***Writing***

*You are an accountant. Use the article and the conversation to write a brief email to your client explaining different types of costs. Talk about:*

- direct/variable costs
- indirect/fixed costs
- how to record costs
- the ABC (activity-based costing) method

## UNIT 8 AUDITING

### 8.1 CONTROLLERS

#### *Get ready!*

*Before you read the passage, talk about these questions.*

- 1 What does a controller do?
- 2 What are the qualifications of a controller?

#### *Reading*

*Read the job advertisement. Then, mark the following statements as true (T) or false (F).*

1. \_ Applicants must have a college degree.
2. \_ The person who gets the job will work some weekends.
3. \_ The person who gets the job will teach other employees.

#### **Wanted: Controller**

The accounting firm of West Kennedy, and Wilson is seeking a well-qualified **controller**. This position is available immediately.

Requirements:

- A bachelor's or master's degree in Accounting
- Must be a Certified Public Accountant (CPA)
- At least seven years' experience with **accounting systems**
- Management experience is preferred, but not necessary
- Willingness to submit to a **background check** and **drug screening**
- Honesty
- **Integrity**
- **Attention to detail**
- Willingness to travel
- Willingness to work some nights and weekends, as needed

Responsibilities include:

- Ensuring that financial records are kept **up to date**
- Preparing and disturbing all final **internal** and **external financial reports**
- Reporting directly to the **Chief Financial Officer (CFO)**
- Oversight and quality assurance of all bookkeeping activities
- Training of new hires and development of standardized training materials

Please submit a resume to the Human Resources Department.

#### *Vocabulary*

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

- 1 \_ controller
- 2 \_ integrity
- 3 \_ up to date
- 4 \_ accounting system
- 5 \_ internal financial records

- A containing all information as of today
- B a uniform set of methods and procedures
- C documents that are used by members of an organization
- D *adhering* to morals and professional principles
- E a person *who* oversees a company's *financial* matters

*Fill in the blanks with the correct words and phrases:*

***background check, chief, financial officer, drug screening, external financial records, attention to detail.***

- 1 Todd never used illegal substances, so he easily passed the \_\_\_\_ .
- 2 Perform a \_\_\_\_ on all employees to see if they have a criminal record.
- 3 \_\_\_\_\_ are documents prepared for people outside the company.
- 4 As the \_\_\_\_\_, Henry oversees all accounting activities.
- 5 Carol has great \_\_\_\_\_, and easily finds errors.

*Listen and read the job advertisement again. What personal qualities are the employers looking for in a controller?*

### ***Listening***

*Listen to a conversation between a human resources employee and an applicant. Choose the correct answers.*

1. What is the dialogue mostly about?
  - A interviewing for a job
  - B creating a job advertisement
  - C designing an accounting system
  - D reviewing a new hire's Performance
2. The man left his previous job because he
  - A lacked honesty and integrity
  - B didn't like the job enough to stay
  - C went to school for a master's degree
  - D couldn't design an accounting system

*Listen again and complete the conversation.*

**Employee:** I have your resume. It says you were a controller for four years.

**Applicant:** I was - at Benjamin Landon and associates.

**Employee:** And how did you like it?

**Applicant:** It was a good job. I left to go back to school and get a master's degree.

**Employee:** I see. So, tell me, what do you think are **1** \_\_\_\_\_ ?

**Applicant:** Honesty and integrity. I take my work seriously and **2** \_\_\_\_\_ from others.

**Employee:** OK. And what are your **3** \_\_\_\_\_ ?

**Applicant:** Um, I haven't designed a **4** \_\_\_\_\_ yet.

**Employee:** You didn't do that **5** \_\_\_\_\_ controller job?

**Applicant:** No. They had a system in place that they really liked, so I **6** \_\_\_\_\_ .

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

*What do you think are your strengths?*

*What are your major weaknesses?*

*I haven't ...*

*Student A: You're interviewing a job applicant. Talk to Student B about:*

- past experience
- strengths
- weaknesses

*Student B: You are a job applicant. Answer Student A's questions.*

### **Writing**

*Use the conversation from Task 8 to complete the interviewer's notes. Make up a name for the applicant.*

### **Notes**

Applicant's name: \_\_\_\_\_

Work experience: \_\_\_\_\_

Education: \_\_\_\_\_

Strengths/Weaknesses: \_\_\_\_\_

## **8.2 CASH AND LIQUIDITY**

### **Get ready!**

*Before you read the passage, talk about these questions.*

- 1 What does 'liquid' mean?
- 2 What are the most liquid assets?

### **Reading**

*Read the article from an accounting journal. Then, mark the following statements as true (T) or false (F).*

- 1 \_ Brand names are highly liquid assets.
- 2 \_ Insufficient cash leads to unexpected expenditures.
- 3 \_ The author suggests having a safety reserve of cash.

## **How Liquid is Your Company?**

by Sarah Jacobs

**Liquidity** is a vital factor of your business's health. But what is liquidity? Liquidity refers to your company's ability to meet its obligations without selling assets. The least liquid assets are things like buildings and brand names. These assets take time to be converted to cash.

It is important to maintain a certain level of liquidity. **Excessive** cash balances are **unproductive**. But **insufficient** cash balances are dangerous. Every day, your business has cash **receipts** and **expenditures**. It is a bad idea to trust that your daily receipts are enough to cover your expenditures. You can't get by with a **zero cash balance**. Instead, maintain a **safety reserve** of cash. The best way to do this is to keep a cash account. This allows you to pay unexpected expenditures. It also sets you up for opportunities like investments or **buying out** competitors.

### ***Vocabulary***

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

1 \_ liquidity

2 \_ insufficient

3 \_ receipts

4 \_ excessive

5 \_ buy out

A an amount beyond what is needed

B an asset's ability to be converted to cash

C an amount that is less than what is needed

D to purchase a company

E things that are received

*Fill in the blanks with the correct words and phrases:*

*expenditures, zero cash balance, unproductive, safety reserve.*

1. Make sure there is enough cash to cover \_\_\_\_ .

2. Walter has been putting extra money into a \_\_\_\_ .

3. The company couldn't pay its bill because it had a \_\_\_\_ .

4. Keeping too much money in a cash account is \_\_\_\_.

*Listen and read the article again. Why are cash accounts useful?*

### ***Listening***

*Listen to a conversation between two accountants. Choose the correct answers.*

1. What is the dialogue mostly about?

A how to generate revenue

B the importance of proper cash levels

C how to keep from being bought out

D how to avoid a zero cash balance

2. The woman thinks they should

A buy out a competitor

B invest to generate revenue

C operate with a zero cash balance

D prepare for unexpected expenses

*Listen again and complete the conversation.*

**Accountant 2:** I'm glad we have so much cash in reserve.

**Accountant 1:** Really? Don't you think it's excessive?

**Accountant 2:** Well, no. I think we need that **1** \_\_\_\_ in case something unexpected happens.

**Accountant 1:** What are you thinking of?

**Accountant 2:** Well, I heard that one of our competitors' sales are plummeting. Maybe we can **2** \_\_\_\_ \_\_\_\_ \_\_\_\_ .

**Accountant 1:** I **3** \_\_\_\_ \_\_\_\_ \_\_\_\_\_. But in my opinion, it's not good to have that much cash **4** \_\_\_\_ \_\_\_\_\_.

**Accountant 2:** You think it's unproductive?

**Accountant 1:** Exactly. Why not invest it in **5** \_\_\_\_ \_\_\_\_ generate revenue?

**Accountant 2:** Hmm ... The way I see it, it's better to **6** \_\_\_\_ \_\_\_\_ and prepared for unexpected expenses.

**Accountant 1:** Well, **7** \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ have a zero cash balance.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Don't you think it's excessive?

I see your point. But in my opinion ...

The way I see it ...

*Student A: You're an accountant. Talk to Student B about:*

- cash in reserve
- an excessive amount
- other ways to use it

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

Use the conversation to complete the email. Make up names for the CFO and the CPA.

*FROM:* \_\_\_\_\_, CFO

*TO:* \_\_\_\_\_, CPA

*RE:* cash in reserve

I have a suggestion for a better use of the money that we currently have in reserve.

---

---

---

---

---

Thank you for considering my idea.

Cordially,

\_\_\_\_\_



## 8.3 INTANGIBLE ASSETS

### *Get ready!*

*Before you read the passage, talk about these questions.*

1. What are some assets that are not physical objects?
2. How do accountants record these assets?

### *Reading*

*2. Read the magazine article. Then, mark the following statements as true (T) or false (F).*

- 1 \_ Goodwill is a tangible asset.
- 2 \_ Copyrights have no time limits.
- 3 \_ Trademarks are protected by law.

### **Intangible Assets**

You are familiar with tangible assets. Any physical object with value is a tangible asset. This includes computers, vehicles, and buildings. There are also assets that do not exist physically. These are **intangible assets**. **Patent rights, goodwill, and trade secrets** are intangible assets. They are not physical objects. But they are valuable.

There are two types of intangible assets:

**Legal intangibles** - The law protects these. Patents, **copyrights**, and **trademarks** are legal intangibles.

**Competitive intangibles** - The most important competitive intangible is called goodwill. This includes valuable factors like a company's reputation, popularity, and location.

Not all intangible assets last forever. For example, patents and copyrights expire. Accountants adjust for this by a process similar to depreciation. It is called **amortization**. They amortize the assets on a straight-line schedule. Other assets, like goodwill, have no time limit.

### *Vocabulary*

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

- 1 \_\_\_ trade secret
  - 2 \_\_\_ patent right
  - 3 \_\_\_ goodwill
  - 4 \_\_\_ copyright
  - 5 \_\_\_ amortization
- A the legal protection of an idea or invention
  - B the gradual reduction of the value of an asset
  - C knowlege such as recipes or designs
  - D the legal protection of written materials
  - E reputation, popularity, and location

*Check (+) the sentence that uses the underlined parts correctly.*

- 1 \_\_\_ **A** Wages and salaries are considered intangible assets.  
\_\_\_ **B** Andrew's new recipe is protected as a legal intangible.
- 2 \_\_\_ **A** Knowledge and experience are intangible assets.  
\_\_\_ **B** Recipes and formulas are protected by trademark law.
- 3 \_\_\_ **A** Location is a competitive intangible.  
\_\_\_ **B** Executive bonuses are considered legal intangibles.
- 4 \_\_\_ **A** Competitive intangibles protect against unfair competition.  
\_\_\_ **B** A company's symbol is protected as a trademark.

*Listen and read the magazine article again. What does goodwill consist of?*

### **Listening**

*Listen to a conversation between a controller and a potential buyer. Choose the correct answers.*

1. What is the dialogue mostly about?
  - A** a company's location
  - B** a company's total value
  - C** a transfer of human capital
  - D** a group of loyal customers
2. Which of the following is NOT an intangible asset?
  - A** the company's location
  - B** the company's\_ reputation
  - C** the company's annual sales
  - D** the company's regular customers

*Listen again and complete the conversation.*

**Buyer:** I have some questions about your company.

**Controller:** OK. I'd be happy to answer them.

**Buyer:** I see **1** \_\_\_ \_\_\_ \_\_\_ your company at one million dollars.

**Controller:** Right. That's what we **2** \_\_\_ \_\_\_ \_\_\_ from selling it.

**Buyer:** But you **3** \_\_\_ \_\_\_ \_\_\_ of \$500,000 per year. Why do you think the company's worth a million?

**Controller:** We **4** \_\_\_ \_\_\_ \_\_\_ of intangible assets.

**Buyer:** Really? **5** \_\_\_ \_\_\_ ?

**Controller:** Well, our company **6** \_\_\_ \_\_\_ \_\_\_ this location for almost a hundred years.

**Buyer:** That's worth something. But in my opinion, it's not worth half a million.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I have some questions about ...

We have a lot of intangible assets.

That's worth something. But in my opinion ...

*Student A: You are considering buying a company. Talk to Student B about:*

- its value
- tangible assets
- intangible assets

*Student B: You are a controller at the company. Answer Student A's questions.*

### **Writing**

Use the conversation to complete the letter. Make up a name for the CPA.

*To: James Kent, Owner, Kent Investments*

Mr. Kent,

I spoke to the controller from Denver Toy Company. I recommend that you purchase the company. Here's why.

---

---

---

---

Sincerely,

\_\_\_\_\_, CPA

## **8.4 INTERNAL CONTROLS AGAINST MISTAKES AND THEFT**

### ***Get ready!***

*Before you read the passage, talk about these questions.*

- 1 What are some crimes that take place in the accounting profession?
- 2 How can organizations guard against these crimes?

### **Reading**

*Read the article from an accounting journal. Then, choose the correct answers.*

- 1 What is the passage mainly about?
  - A a famous kick-back case
  - B methods for avoiding crime
  - C falsification of personal records
  - D reasons why theft prevention fails
- 2 How can an organization prevent misappropriation?
  - A conduct nightly inventory audits
  - B have three managers approve write-offs
  - C require two signatures on cash disbursements
  - D match receiving reports with the packing slips
- 3 Which of the following is NOT an internal threat?
  - A pilfering

- B kick-backs
- C shoplifting
- D misappropriation

### **Accountability in the Accounting Profession**

Fraud, forgery, and embezzlement are entertaining when they happen in a detective movie. But in real life, they are serious problems. Businesses lose thousands of dollars every year to these crimes. This is one reason accounting requires so much paperwork.

Paperwork and other **accounting controls** are necessary. They minimize crime and **deceit**. Threats come from inside and outside a business. Even managers and other businesses must be held accountable. Customers shoplift. Suppliers short-ship. Managers accept **kick-backs**. How can these activities be prevented?

Here are a few important accounting controls.

- Require two signatures on any cash disbursement. This guards against **misappropriation**.
- Conduct surprise inventory audits. This helps to detect **pilfering** and **falsification** of records.
- Require two managers to approve any white-backs and fraud.
- Rotate employees. Instruct them to watch for suspicious activity.
- Match all receiving reports with the general ledger. This prevents short-counts.

### **Vocabulary**

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

- 1 \_ embezzle
- 2 \_\_\_ falsification
- 3 \_\_\_ misappropriation
- 4 \_\_\_ hold accountable
- 5 \_\_\_ kick-back

- A to take company resources for personal use
- B the act of delivering money to the wrong recipient
- C a bribe that is paid in return for favorable treatment
- D the act of putting false information in company records
- E to require that people be responsible for their actions

*Read the sentence pair. Choose where the words best fit in the blanks.*

#### **1 fraud I accounting controls**

Companies can fight crime using \_\_\_\_ .  
 \_\_\_\_ is the act of gaining money by deceit.

#### **2 forgery I shoplifting**

It looked like Karen's signature, but it was a \_\_\_\_ .  
 The store has security guards to watch for \_\_\_\_ .

#### **3 deceit I pilfering**

Falsification, lying, or any other \_\_\_\_ will get you fired.  
 If the inventory is short, it's possible someone was \_\_\_\_ .

*Listen and read the article again. What are some internal and external threats to a business?*

### **Listening**

*Listen to a conversation between two accountants. Mark the following statements as true (T) or false (F).*

- 1 \_ Some employees were pilfering.
- 2 \_ The general ledger contained an error.
- 3 \_ The receiving clerks must write new purchase orders.

*Listen again and complete the conversation.*

**Accountant 1:** I just found out we have a major problem with inventory fraud.

**Accountant 2:** Really? How do you know?

**Accountant 1:** I compared the actual inventory to what is recorded in our general ledger. We're missing a lot of inventory.

**Accountant 2:** Oh, no. Do you think some of the employees are **1** \_\_\_ ?

**Accountant 1:** That **2** \_\_\_ \_\_\_ \_\_\_ the problem. I think some of the suppliers have been short-shipping.

**Accountant 2:** OK. What do you think we should do about it?

**Accountant 1:** **3** \_\_\_ \_\_\_ \_\_\_ someone match every receiving report with the purchase orders?

**Accountant 2:** That's a good idea. And we can also have the receiving **4** \_\_\_ \_\_\_ \_\_\_ of any shipments that are short of product.

**Accountant 1:** That **5** \_\_\_ \_\_\_ to me. I'll write a **6** \_\_\_ \_\_\_ \_\_\_ about the purchase orders.

**Accountant 2:** All right. I'll **7** \_\_\_ \_\_\_ \_\_\_ with the receiving clerks.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I just found out we have a major problem with ...

Do you think some employees are ... ?

That doesn't seem to be the problem.

*Student A: You are an accountant. Talk to Student B about:*

- fraud
- who is committing it
- how to stop it

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

*Use the conversation to complete the memo.*

#### **MEMO**

*RE: preventing fraud*

Here are some steps that we want everyone to take to prevent fraud.

---

---

---

---

## 8.5 AUDITING

### *Get ready!*

*Before you read the passage, talk about these questions.*

- 1 Why do businesses get audited?
- 2 What are some of the problems that show up in audits?

### *Reading*

*Read this letter. Then, choose the correct answers.*

- 1 What is the passage mainly about?
  - A the results of an audit
  - B how to make material adjustments
  - C the results of a meeting with the COO.
  - D problems with Thomas and Riley's books
- 2 What did Endless Magic's salespeople do?
  - A They made a clerical error.
  - B They falsified sales information.
  - C They made material adjustments.
  - D They showed professional skepticism.
- 3 What did the company do when it purchased new equipment?
  - A It depreciated the equipment.
  - B It capitalized its old equipment.
  - C It wrote off the purchase as an expense.
  - D It got advice from a government employee.

*FROM: Patrick Stevens, Auditor, Thomas and Riley LLP*

*TO: Jack Riley, Thomas and Riley LLP*

Mr. Riley,

I have completed my audit of Endless Magic Toy Company. Unfortunately, I cannot give a **clean opinion** of this company without **material adjustments** to the financial statements. I found a few **anomalous** entries in its books that should be attended to.

First, I noticed that the reported sales figures do not match the actual revenue. At first, I thought it could have been a simple **clerical error**. But then I recalled something I had read earlier about bonuses for sales people. Sure enough, it appears the sales people reported **erroneous** sales figures - sales that won't actually occur until next quarter. I believe they did this in order to surpass the bonus **cutoff point**.

The second **impropriety** that I found had to do with some new manufacturing equipment. As you know, these assets should have been **capitalized** and depreciated over their useful life. But someone chose to write the entire purchase price off as an expense. Any government tax department employee would see this immediately

in an audit.

I am surprised by the lack of **professional skepticism** on the part of Endless Magic Toy Company's internal auditor. I have a meeting with the **Chief Operating Officer** tomorrow, and I plan to discuss these issues with her.

Regards,

Patrick Stevens

### ***Vocabulary***

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

1 \_ anomalous

2 \_ cutoff point

3 \_ chief operating officer

4 \_ impropriety

5 \_ professional skepticism

A a corporate executive in charge of operations

B the level that must be reached to receive some reward

C the critical attitude an auditor must have

D any activity that is unethical

E out of the ordinary

*Fill in the blanks with the correct words and phrases from the word bank.*

***clean opinion    clerical error    erroneous capitalized    material adjustments***

1 It wasn't a deliberate falsification, just a(n) \_\_\_\_\_

2 Depreciable assets should be \_\_\_\_\_

3 The auditor gave the company a(n) \_\_\_\_\_ because of its accurate records.

4 Ben was fired for recording \_\_\_\_\_ sales figures.

5 They made \_\_\_\_\_ to correct the incorrect entries.

*Listen and read the letter again. What was the auditor surprised by?*

### ***Listening***

*Listen to a conversation between an auditor and a COO. Mark the following statements as true (T) or false (F).*

1 \_ The woman capitalized her company's new machines.

2 \_ The salespeople lied about reaching the cutoff point.

3 \_ The woman doesn't want to follow GAAP.

*Listen again and complete the conversation.*

**Auditor:** Well, there are a few things we need to discuss.

**COO:** OK. 1 \_\_\_\_\_

**Auditor:** First of all, there seems to be a problem with the sales people 2 \_\_\_\_\_

**COO:** Wow. Are you sure about that?

**Auditor:** Yes, completely sure. 3 \_\_\_\_\_ actual revenue to the sales reports.

**COO:** Why would they do that?

**Auditor:** Well, it looks to me like they were 4 \_\_\_\_\_ that they 5 \_\_\_\_\_

**COO:** I'm definitely going to 6 \_\_\_\_\_ . What else do we need to discuss?

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I'm listening.

First of all, there seems to be ...

I'm definitely going to ...

*Student A: You are a COO of a company that just got audited. Talk to Student B about:*

- results of the audit
- false sales reports any activity that is unethical

*Student B: You are an auditor. Answer Student A's questions.*

### ***Writing***

You are an accountant. Use the letter and the conversation to write a brief letter to one of the company's executives about an audit that you performed. Talk about:

- whether or not you can give a clean opinion
- anomalous entries



## UNIT 9 TAXATION

### 9.1 TAXES

#### **Get Ready!**

*Before you read the passage, talk about these questions.*

- 1 What are some different types of taxes?
- 2 How do accountants help with taxes?

#### **Reading**

*Read the advertisement from an accounting firm. Then, mark the following statements as true (T) or false (F).*

- 1 \_ The firm works with both individuals and corporations.
- 2 \_ The company does not fill out tax forms.
- 3 \_ There is an additional fee for filing with the IRS.

That's the promise of Calvin Dean and Associated. We **specialize** in tax accounting. Our experienced accountants help you with all your tax accounting needs.

- **Corporate tax**
- **Sales tax**
- **Property tax**
- **Excise tax**
- **Inheritance tax**
- **Value-added tax**

In addition to individual and corporate accounting, we also offer income tax preparation services.

We assist you in filling out your **tax forms**. Then we will **file** them with **IRS** at no additional charge.

Call today to make an appointment.

#### **Vocabulary**

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

- 1 \_ corporate tax
- 2 \_ property tax
- 3 \_ file
- 4 \_ sales tax
- 5 \_ inheritance tax

A money that businesses pay to a government

B money that is paid to a government after a person dies

C a fee that local governments charge owners of real estate

D a fee that governments charge when goods are sold

E to submit documents to a government agency

*Fill in the blanks with the correct words and phrases from the word bank.*

**value-added tax   IRS   excise tax   specialize   tax forms**

- 1 In addition to paying taxes, people also have to file \_\_\_\_ \_

- 2 The \_\_\_\_\_ is the U.S. agency in charge of taxation.
- 3 Accountants sometimes \_\_\_\_\_ in a certain type of accounting.
- 4 \_\_\_\_\_ is a fee for producing products like fuel and tobacco.
- 5 \_\_\_\_\_ is charged at each step in the manufacturing process.

*Listen and read the advertisement again. Which area is Calvin Dean and Associates dedicated to?*

### **Listening**

*Listen to a conversation between an accountant and her client. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A selling materials
  - B increasing sales tax
  - C describing new taxes
  - D explaining a type of tax
- 2 Value-added tax
  - A adds value to products
  - B was replaced by sales tax
  - C has not been adopted in the USA
  - D is applied when final products are sold

*Listen again and complete the conversation.*

**Accountant:** How are you today, Mr. Jackson?

**Client:** I'm good. Could you 1 \_\_\_ something for me?

**Accountant:** Sure. What is it?

**Client:** Well, I 2 \_\_\_\_\_ what value-added tax is. **Accountant:** It's like sales tax. When a company sells 3 or parts to another, they pay a tax. **Client:** So, does that 4 \_\_\_\_\_ my company?

**Accountant:** No. You only 5 \_\_\_\_\_ in the United States, which hasn't adopted a value-added tax yet.

**Client:** Oh, I see. So that's not something I need 6 \_\_\_\_

### **Speaking**

With a partner, act out the roles below. Then switch roles.

USE LANGUAGE SUCH AS:

Could you clarify something for me?

I have no idea what ... is.

It's ...

*Student A: You are talking to an accountant. Talk to Student B about:*

- value-added tax
- how it works
- if it applies to you

*Student B: You are an accountant. Answer Student A's questions.*

## Writing

Use the conversation to fill out the email. Make up a name for the accountant.

**FROM:** Donald Benton, Manager  
**RE:** value-added tax  
What is value-added tax? Does it apply to us?

DB

[reply]

**FROM:** \_\_\_\_\_, Accountant

Mr. Benton,

Value-added tax is \_\_\_\_\_

\_\_\_\_\_

Cordially,

## 9.2 VIABILITY

### Get ready!

Before you read the passage, talk about these questions.

- 1 Why might one company buy out another?
- 2 How can a company decide whether a buyout will be profitable?

## Balance Sheet

As of September 30th, 2011

Assets		Liabilities	
Cash	3,000	Accounts Payable	20,000
Accounts Receivable	2,000	Debts	<u>60,000</u>
Inventory	50,000	<b>Total Liabilities</b>	<u><u>80,000</u></u>
Fixed Assets	<u>45,000</u>	<b>Owner's Equity</b>	
		<b>Total Equity</b>	<u><u>20,000</u></u>
<b>Total Assets</b>	<u><u>100,000</u></u>	<b>Total Liabilities and Equity</b>	100,000

### Get ready!

Before you read the passage, talk about these questions.

- 1 What things do companies buy and lease?
- 2 How can a company decide whether to buy or lease a particular item?

## Reading

Read these emails. Then, mark the following statements as true (T) or false (F).

- 1 \_ Valerie is looking for the funding for the buyout.
- 2 \_ Derek disapproves of Valerie's plan.
- 3 \_ Strong competitive forces already exist in San Gabriel.

*From: Valery Harris, Head of Acquisition Department, Kyle and Long Enterprises*  
*To: Derek Chapmen, CPA, Kyle and Long Enterprises*

Derek,

I'd like to get your opinion on the **viability** of a potential **buyout** I've been working on. It's a medium-sized manufacturing **plant** located on the island of San Gabriel. We've already **raised the capital**. One of our regional managers has a great deal of **local knowledge**, as he is the son of San Gabriel immigrants. He'll be participating in this acquisition in an **advisory** capacity. I've attached some of the current owner's financial statements for you to review.

Thank you for your help.

Best wishes, Valerie

*From: Derek Chapmen, CPA, Kyle and Long Enterprises*

*To: Valery Harris, Head of Acquisition Department, Kyle and Long Enterprises*

Hi, Valery. Unfortunately, cant approve of this **venture**. I'm concerned that political instability in San Gabriel would cause problems with **the supply and distribution channels**. We simply can't take that risk.

The second issue I'd like to point out to you is that the current owner' inventory level is **astronomical** compared to cash and accounts receivable. It looks like the owner has produced a great deal of inventory and is having trouble selling it.

Thirdly, and finally, are you aware of the fact that one of major competitor just built a similar plant just forty kilometers to the east? In light of risk I mentioned above combine with this powerful regional competitor, I simply don't think it would be **cost effective** to proceed with this acquisition.

Respectfully Derek Chapman

### ***Vocabulary***

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

- 1 \_ viability
  - 2 \_ buyout
  - 3 \_ plant
  - 4 \_ raise capital
  - 5 \_ local knowledge
- A the act of purchasing a company
  - B a building used to manufacture something
  - C to gather money
  - D familiarity with a particular region
  - E the ability to succeed

*Fill in the blanks with the correct words and phrases from the word bank.*

**advisory    astronomical    supply and distribution channels    venture  
cost effective**

- 1 The company is raising capital for a new \_\_\_\_\_ .
- 2 Carter is a consultant. He is often hired for \_\_\_\_\_ positions.
- 3 The CPAs are analyzing whether the investment will be \_\_\_\_\_ .
- 4 By expanding \_\_\_\_\_, a company can deliver products to more customers.
- 5 The company's struggles to pay its bills because its debt is \_\_\_\_\_.

*Listen and read the emails again. What has recently happened close to the factory Valerie proposes to buy?*

### **Listening**

*Listen to a conversation between a CPA and an executive. Choose the correct answers.*

- 1 What is the dialogue mostly about?  
A the viability of a venture  
B the company's responsibilities  
C the viability of a local government  
D the analysis of management techniques
- 2 What is the woman likely to do?  
A go ahead with the buyout  
B talk to government officials  
C think more about the venture  
D ask for another CPA's opinion

*Listen again and complete the conversation.*

**HAD:** Well, no. Honestly, I think you were 1 \_\_\_\_\_ in your analysis.

**CPA:** Really? Um, what did you disagree with?

**HAD:** Well, I 2 \_\_\_\_\_ you think political instability would affect our business.

**CPA:** Hmm ... well, sometimes corporations think if they 3 \_\_\_\_\_ politics won't affect them.

**HAD:** That's 4 \_\_\_\_\_. I mean, we aren't going to make any political statements.

**CPA:** But the thing is, if 5 \_\_\_\_\_ it could end up blocking supply and distribution channels.

**HAD:** OK, I see your point, but I'm not sure I agree.

**CPA:** OK. 6 \_\_\_\_\_ even if I'm wrong about the politics, there's still a problem with debt to equity.

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

I think you were too conservative ...

What did you disagree with?

I don't understand why you think ...

*Student A: You are the head of an acquisitions department. Talk to Student B about:*

- a potential buyout
- political instability
- the viability of the business

*Student B: You are a CPA. Answer Student A's questions.*

### **Writing**

You are CPA. Use the emails and the conversation to write a brief letter to the head of acquisitions explaining why you do not recommend going ahead with a buyout. Talk about:

- political conditions
- supply and distribution channels
- financial figures-debt, inventory, etc.

## **9.3 BUY OR LEASE?**

### **Get ready!**

*Before you read the passage, talk about these questions.*

- 1 What things do companies buy and lease?
- 2 How can a company decide whether to buy or lease a particular item?

### **Reading**

*Read this article in a business magazine. Then mark the following statements as true (T) or false (F).*

- 1 Lessors often require a 25% down-payment.
- 2 The total cost of a lease is usually greater than the asset's value.
- 3 - Buying is a good way to get tax benefits through depreciation.

### **Buy or lease?**

Periodically, every business needs new equipment or facilities. Very few have sufficient resources at their disposal to buy these items outright. There are typically only two options: **finance** the purchase or **lease** instead. How can you decide which option will be more profitable?

First, you should understand what a lease is and how it works. Basically, a lease is an agreement in which an owner, or **lessor**, allows someone else, a **lessee**, to use their equipment or property. In exchange, the lessee agrees to pay the lessor some agreed upon amount of money, usually more than the actual value of the property.

There are certain advantages to leasing. The most obvious is the fact that there is no **down-payment**. If you decide instead to purchase property, you will have to finance it. **Financiers** often require down-payments of 25% or more. Additionally, leases offer some protection against equipment obsolescence. If something becomes obsolete, you can simply stop leasing it. However, keep in mind that most leases have penalties for **early termination**.

Leasing also carries certain disadvantages. Although you have use of the property through most of its **useful life**, you lose its **economic value** at the end of the **lease term**. Furthermore, you can sometimes get greater tax benefits through depreciation if you buy instead of lease. You have to **run the numbers** to find out for sure.

### ***Vocabulary***

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

- |                |                        |
|----------------|------------------------|
| 1 ___finance   | 3 ___useful hfe        |
| 2 _lease       | 4 ___early termination |
| 5 __down-payme |                        |

- A an agreement in which one person pays to borrow another property
- B the act of ending a lease prematurely.
- C to borrow money in order to purchase something
- D the length of time in which an item can be use

*Read the sentence pairs. Choose where the words best fit in the blanks.*

- 1 financier / lease term  
Payments will be made in monthly increments throughout the \_\_\_\_\_  
The \_\_\_ requires a 20% down-payment.
- 2 lessee / economic value  
The \_\_\_\_\_ agrees to return the property in good condition.  
Most products retain \_\_\_ even at the end of their useful lives.
- 3 run the numbers / lessor  
\_\_\_ to see which deal would be better.  
The \_\_\_ retains ownership throughout the lease term.

*Listen and read the article again. What are the disadvantages of leasing something?*

### ***Listening***

*Listen to a conversation between an accountant and his client. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A reasons to lease or not
  - B how many vehicles to buy
  - C problems with the current lease
  - D why the woman needs vehicles
- 2 How can the woman maximize her liquidity?
  - A by selling fleet vehicles
  - B by leasing fleet vehicles
  - C by postponing her purchase
  - D by getting vehicles that last a long time

*Listen again and complete the conversation.*

**Client:** I really need to figure out 1 \_\_\_\_\_ my cash on hand.

**Accountant:** OK. So you need to have 2 \_\_\_\_\_ ?

**Client:** Right. But, the thing is, I also need to make 3 \_\_\_\_\_ fleet vehicles.

**Accountant:** Wow. Yeah, that 4 \_\_\_\_\_ a lot of your cash. What about leasing?

**Client:** Leasing? No, I don't want to 5 \_\_\_\_\_ on lease payments.

**Accountant:** Um, well, I'm not sure you really 6 \_\_\_\_\_ of leasing.

### **Speaking**

*With a partner, act out the roles below .Then switch roles.*

USE LANGUAGE SUCH AS:

I really need to figure out

how to ...

So you need to have more ... ?

But the thing is, I also need to ...

*Student A: You need to make a purchase but also maximize liquidity. Talk to Student B about:*

- whether you should buy or lease

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

You are an accountant. Use the article and the conversation to write a brief email to you client recommending that he or she buy/lease new vehicles. Explain why. Talk about:

- advantages and disadvantages of buying
- advantages and disadvantages of leasing

## **9.4 TAX HAVENS**

### **Get ready!**

*Before you read the passage, talk about these questions.*

1. Do businesses and people pay higher taxes as they make higher profits in your country?
2. How can companies avoid paying taxes?

### **Reading**

*Read this advertisement. Then, mark the following statements as true (T) or false (F).*

- 1 \_ The Free Capital Association approves of progressive taxation.
- 2 \_ Businesses that move to Haven Island will have to pay a flat tax.
- 3 \_ Haven Island's government created the Free Capital Association.

**Haven on Earth: he Best Place in the World to Move Your Do you Business!**  
Hundreds of people are convicted of **tax evasion** every year. Don't let it happen to you! Move your business to a place where it won't be punished for making a profit! Haven Island is the perfect location from which to operate your business without fear of unfair **tax avoidance** laws. Our government refuses to **levy** any excessive taxes.



We won't impose extra fees on your business simply for being successful. Furthermore, we offer huge **tax breaks** to existing firms that wish to relocate here. But that's not all...

Do you live in a country with multiple **tax brackets**? Many people call such tax policies "**progressive taxation**" but we call it WRONG! That's why Haven Island has adopted a **flat tax** for all businesses and individuals. But wait; there's more ...

Do you prefer to stay in another country, but still want to invest in the prosperity that is Haven Island? Many countries impose fees or taxes on funds invested in a foreign country. That's why our biggest **business association**, The Free Capital Association, has decided to help **promote** investment by foreign firms. It has offered to pay at least 50% of your fees and taxes when you invest in a Haven Island company.

### ***Vocabulary***

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

1 \_promote

2 \_ tax evasion

3 \_levy

4 \_ business association

5 \_ tax breaks

A to encourage or stimulate

B to impose something

C the act of avoiding paying money that is owed to a government

D a voluntary union of companies

E discounts that are designed to encourage certain behaviors

*Fill in the blanks with the correct words and phrases from the word bank.*

***tax avoidance    flat tax    progressive taxation    tax bracket    impose***

1 In an obvious case of \_\_\_\_\_, the CEO moved the company overseas.

2 Some countries \_\_\_\_\_ few taxes as a way to promote business.

3 With \_\_\_\_\_ citizens pay incrementally more as their income increases.

4 A \_\_\_\_\_ charges all tax payers at the same rate.

5 Harris paid more in taxes than Judy since he was in a higher \_\_\_\_\_

*Listen and read the advertisement again. What incentive exists to invest in a company on Haven Island?*

### ***Listening***

*Listen to a conversation between two accountants. Choose the correct answers.*

1 What is the dialogue mostly about?

A implementing new tax laws

B increasing regional revenue

C an opportunity to pay less in taxes

D a law that gives tax breaks in the UK

2 What ethical concern does the man mention?

- A paying no tax on revenue
- B paying extremely low wages
- C abandoning the local workforce
- D giving tax breaks to only certain businesses

*Listen again and complete the conversation.*

**Accountant 1:** Yeah, it looks like the government of Haven Island is 1 \_\_\_\_\_ that.

**Accountant 2:** Good for them. 2 \_\_\_\_\_ do they have?

**Accountant 1:** Well, 3 \_\_\_\_\_ they also offer tax breaks to businesses that move there.

**Accountant 2:** Wow. 4 \_\_\_\_\_ move there.

**Accountant 1:** I 5 \_\_\_\_\_ the same thing.

**Accountant 2:** But, you know, I'm not sure that would be ethical.

**Accountant 1:** Why would it not be ethical?

**Accountant 2:** Well, there's 6 \_\_\_\_\_ that all our customers would still be here in the UK.

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

What other policies do they have?

They also offer ...

Why would it not ... ?

*Student A: You are an accountant. Talk to Student B about:*

- a country with favorable tax policies
- whether or not to move your business to that country
- whether or not it would be ethical to take advantage of the country's tax policies

*Student B: You are an accountant. Answer Student A's questions.*

### ***Writing***

You are an accountant. Use the advertisement and the conversation to write an email to a coworker explaining why you think you should/should not move your business to Haven Island. Talk about:

- flat taxes
- tax breaks
- ethics

## **9.5 TAX ACCOUNTING**

### ***Get ready!***

*Before you read the passage, talk about these questions.*

- 1 How do tax accounting firms find clients?
- 2 What are some selling points to mention when advertising an accounting firm?

## Reading

Read this promotional literature for a tax accounting firm. Then, mark the following statements as true (T) or false (F).

- 1 \_ Brandon Hicks and Associates doesn't contract out any of its work.
- 2 \_ The board of accountancy created a tax review process used by the firm.
- 3 \_ Tax accountants need at least five years' experience to work at the firm.

Filling out tax forms is **tedious** and often confusing. Why not let our experience and **expertise** work for you?

At Brandon Hicks and Associates, we know how important it is to prepare your taxes quickly, efficiently, and correctly. All of our CPAs have a minimum of five years' experience in individual and business tax accounting. But don't take our word for it. We highly recommend that you check with the **board of accountancy** to verify the status of our CPAs.

Not only will you benefit from our years of knowledge and experience, but you can also rest assured that you won't pay more than you have to. No matter how complex your situation, we guarantee to maximize your savings. All of our work is done **in-house** - nothing is **outsourced**. In addition, we have a proven **review process**. Every completed tax form is **evaluated** by a senior accountant before filing.

As important as accuracy is, we understand that privacy and security are equally important. And of course, we'll never share your personal information with **third parties**. Our **privacy policy** is among the strictest in the business. Your information will not be shared with anyone except our **quality assurance** personnel.

## Vocabulary

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

- 1 \_ third party
  - 2 \_ expertise
  - 3 \_ evaluate
  - 4 \_ board of accountancy
  - 5 \_ quality assurance
- A a great amount of knowledge and experience  
B a governing body that verifies CPA credentials  
C a division of employees that monitor a company's performance  
D someone other than the two principal parties in an agreement  
E to test or perform an assessment of something

Fill in the blanks with the correct words and phrases from the word bank.

**review process    in-house    tedious    outsource    privacy policy**

- 1 Doing repetitious paperwork can be very \_\_\_\_ \_\_\_\_.
- 2 Accounting firms should have a \_\_\_\_ to ensure accuracy.
- 3 A \_\_\_\_ informs clients how their personal information will be handled.
- 4 Many companies \_\_\_\_ \_\_\_\_ certain jobs to save money.
- 5 Some firms don't outsource; they perform all work \_\_\_\_ \_\_\_\_.

*Listen and read the promotional literature again. Who checks completed tax forms for accuracy?*

### **Listening**

*Listen to a conversation between an accountant and a potential client. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A why the firm outsources
  - B changing an appointment
  - C correcting the woman's records
  - D a company's operational procedures
- 2 What did the woman's previous accountant do?
  - A went out of business
  - B made an error on her taxes
  - C failed to renew his credentials
  - D shared her personal information

*Listen again and complete the conversation.*

**Accountant:** That's correct. And you would be able to 1 \_\_\_\_ \_\_\_\_ \_\_\_\_ to the CPA working on your file .

**Caller:** OK. 2 \_\_\_\_ \_\_\_\_ \_\_\_\_ ? I think my old accountant got my name on some mailing list.

**Accountant:** Well, you definitely don't have to worry about that with us. We 3 \_\_\_\_ \_\_\_\_ with third parties.

**Caller:** Is there a way I could 4 \_\_\_\_ \_\_\_\_ \_\_\_\_ of your CPAs?

**Accountant:** Yes, ma'am. In fact we encourage it. All you have to do is check with the accountancy board.

**Caller:** OK. It's just that I'm in a really 5 \_\_\_\_\_ \_\_\_\_ \_\_\_\_\_ right now.

**Accountant:** I understand. I guarantee we can handle it.

**Caller:** Well, I think I'd like to 6 \_\_\_\_\_ \_\_\_\_ \_\_\_\_\_

### **Speaking**

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

What about privacy?

Is there a way I could ... ?

I guarantee we can ...

*Student A: You are calling an accounting firm. Talk to Student B about:*

- the firm's privacy policy
- how to verify the status of the firm's CPA's

*Student B: You are an accountant. Answer Student A's questions.*

### **Writing**

You are a potential client. Use the promotional literature and the conversation to write

notes about the accounting firm. Talk about:

- services the firm provides
- the firm's privacy policy
- the CPAs' credentials and experience
- whether or not the firm outsources

## UNIT 10 FUTURE OF ACCOUNTING

### 10.1 THE FUTURE OF ACCOUNTING

#### *Get ready!*

*Before you read the passage, talk about these questions.*

- 1 What are some of the traditional jobs that accountants have worked?
- 2 What jobs will accountants do in the future?

#### *Reading*

*Read this article in an accounting journal. Then, mark the following statements as true (T) or false (F).*

- 1 \_ There is a growing demand for accountants to check the work of auditors.
- 2 \_ Accountants are required to work very strict schedules.
- 3 \_ Accountants help attorneys and other professionals in the legal field.

*American Accounting Journal - Issue 19, 20th Edition -Page 42*

#### **THE FUTURE of ACCOUNTING**

Traditionally, accounting has been a relatively narrow profession. There were only a few potential career paths. Accountants generally worked in **public practice** for accounting firms, or as financial record-keepers in private businesses. But societal and economic changes are bringing new opportunities.

Many countries in the world have transitioned from manufacturing and production to a **service-based** economy. This shift is opening the doors to a variety of new opportunities. In addition to the traditional **attest services** accountants perform (such as **audit opinions**), accountants will be in greater demand in the following areas:

- Strategic Planning
- **Mergers**
- **Acquisitions**
- **Litigation Support**
- Financial Services/Investments
- Audit Fraud
- **Risk Assessment**
- **Electronic Commerce**

In addition to the broadening applications of accounting skills, the day-to-day working conditions are evolving as well. Technological advancements, particularly communications, allow accountants a great deal of **flex time** and **flex location**.

In conclusion, the prospects are bright. The opportunities are expanding. The working conditions are becoming more favorable. There is even a growing perception of accountants as business partners, rather than back-office bean counters. Indeed, numbers are the language of business; and no one is more fluent in that language than accountants.

#### *Vocabulary*

*Match the words (1-6) with the definitions (A-F).*

- 1 \_ merger

- 2 \_ acquisition
  - 3 \_ flextime
  - 4 \_ flex location
  - 5 \_ attest services
  - 6 \_ litigation support
- A tasks in which accountants offer their professional opinion  
 B a joining of companies  
 C a takeover of one company by another  
 D the ability to work anywhere  
 E accounting services within the legal profession  
 F the ability to work any schedule

*Fill in the blanks with the correct words and phrases from the word bank.*

***public practice    service-based economy    audit opinion    risk assessment  
 electronic commerce***

- 1 Before moving ahead with the merger, have a CPA perform a(n) \_\_\_\_\_
- 2 The accountant reviewed all the books and is ready to give her \_\_\_\_\_
- 3 In a(n) \_\_\_\_\_ knowledge is the most important asset an individual can have.
- 4 Most accountants still work in \_\_\_\_\_ jobs like tax preparation.
- 5 The Internet has created a whole new market of \_\_\_\_\_

*Listen and read the article again. What has brought new opportunities for accountants?*

***Listening***

*Listen to a conversation between two accountants. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A moving the office overseas
  - B new job opportunities in accounting
  - C problems resulting from globalization
  - D plans to merge with a partner company
- 2 How will involvement in risk assessment change the role of accountants?
  - A They will get promoted faster.
  - B They will likely earn higher bonuses.
  - C They will be involved in decision making.
  - D They will have more educational requirements.

*Listen again and complete the conversation.*

**A2:** Well, I feel that all the standardized rules will make our job tedious and boring.

**A1:** No, I disagree. Globalization is 1 \_\_\_\_\_ of new opportunities for accountants.

**A2:** 2 \_\_\_\_\_ .We'll still be stuck in back offices 3 \_\_\_\_\_

**A1:** No, really, there are so many new career 4 \_\_\_\_\_ to us.

**A2:** What kind of options?

**A1:** Well, for example, a lot of companies are using accountants for things like risk assessment.

**A2:** Risk assessment? So does that mean 5 \_\_\_\_\_ in decision making?

**A1:** Uh-huh. I'm telling you, globalization is opening 6 \_\_\_\_\_

**A2:** Wow. That's great.

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

Globalization is opening up ...

I doubt it. We'll still be stuck in ...

No, really, there are so many ...

*Student A: You are an accountant. Talk to Student B about:*

- the effect of globalization on accounting
- new career opportunities for accountants

*Student B: You are an accountant. Answer Student A's questions.*

### ***Writing***

You are an accountant. Use the article and the conversation to write a journal entry about your future goals as an accountant. Talk about:

- career opportunities
- your job preferences
- your career goals

## **10.2 GLOBALIZATION**

### ***Get ready!***

*Before you read the passage, talk about these questions.*

1 What is globalization?

2 How does globalization affect accounting in your country?

### ***Reading***

*Read this article from an accounting journal. Then, mark the following statements as true (T) or false (F) according to the passage.*

1 \_ Adjusting to global standards would be difficult for large businesses

2 \_ Globalization may lead to the free exchange of ideas between countries.

3 \_ Many businesses are already required to use the new global rules.

### **Should Accounting Rules Be Globalized?**

by Harold Mays

The world is shrinking. Due to the **worldwide trend** of globalization, companies all over the world are interacting and doing business with one another. This has led many to suggest that there is a need for **globalized standards** in accounting. A few organizations, like the International Accounting Standards Committee (IASC) and the **International Accounting Standards Board (IASB)**, have already begun to design



such rules. Many businesses have voluntarily **adopted** these guidelines. Should these or other rules be **applied globally**?

Globalized accounting rules would carry certain advantages. Since this transition is probably **inevitable**, businesses must engage the global market if they wish to maximize their prospects. Indeed, globalization allows for the **free circulation** of capital as well as ideas and innovations. Furthermore, with standardized accounting, companies would be better able to make **strategic decisions** within the global economy.

However, globalization may carry certain disadvantages as well. It may be relatively easy and profitable for large corporations to adjust to globalized standards. But the adjustment would be more difficult for **mid-sized** and small businesses. They have fewer resources than the larger companies. Changing to a new standardized accounting system could be very costly for them. It would require new staff as well as training for existing staff.

### **Vocabulary**

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

- |                       |                         |
|-----------------------|-------------------------|
| 1 _ inevitable        | 4 _ mid-sized           |
| 2. _ applied globally | 5 _ strategic decisions |
| 3 _ worldwide trend   |                         |

A choices made to improve one's situation

B between large and small

C certain to happen

D used all over the world

E a pattern of behavior that happens everywhere

*Fill in the blanks with the correct words and phrases:*

***free circulation, International Accounting Standards Committee (IASC), adopt, globalized standards.***

- 1 The \_\_\_\_\_ has designed global accounting rules.
- 2 Many people want \_\_\_\_\_ instead of regional rules.
- 3 Globalization encourages \_\_\_\_\_ of ideas.
- 4 Businesses choose whether or not to \_\_\_\_\_ new rules.

*Listen and read the article again. What would be the main benefit of global accounting rules?*

### **Listening**

*Listen to a conversation between two accountants. Choose the correct answers.*

- 1 What is the dialogue mostly about?
  - A training methods around the world
  - B global business regulations and licenses
  - C the cost of regulating a global economy
  - D advantages and disadvantages of global standards

- 2 The woman thinks globalized standards will
- A be implemented very quickly.
  - B encourage international business.
  - C cause growth in larger businesses.
  - D block the financing of small businesses.

*Listen again and complete the conversation.*

**A 1:** What? Are you kidding? It would be so much easier to work with companies from all over the world!

**A 1:** Yes, you're right that it would help large companies expand. But it would hurt smaller businesses.

**A 1:** I'm not sure what you mean.

**A 1:** Well, a new standardized accounting system would 1 \_\_\_\_\_ and probably new employees.

**A 2:** Yeah, it might cost a little to 2 \_\_\_\_\_. So what?

**A 1:** So small companies don't have as much money. 3 \_\_\_\_\_

**A 2:** OK. 4 \_\_\_\_\_, but I still think it would be good for business. It might take time for everyone to catch up.

**A 1:** Yeah, and some might never catch up.

**A 2:** You know, it 5 \_\_\_\_\_ what we think anyway.

**A 1:** What do you mean?

**A 2:** 6 \_\_\_\_\_. I think it's inevitable.

### ***Speaking***

*With a partner, act out the roles below. Then switch roles.*

USE LANGUAGE SUCH AS:

It would be ...

It might cost a little ...

I see your point ...

*Student A: You are an accountant. Talk to Student B about:*

- the idea of global accounting standards
- advantages and disadvantages of global standards

*Student B: You are an accountant. Answer Student A's questions.*

### ***Writing***

You are an accountant. Use the article and the conversation to write a brief letter to the editor of an accounting journal. Talk about:

- a recent article saying globalized accounting standards are a good idea
- your opinion agreeing or disagreeing with the article

## **10.3. INTERNATIONAL ORGANIZATIONS**

### ***Get ready!***

*Before you read the passage, talk about these questions.*

- 1 What are some examples of international organizations?

2 What are the functions and responsibilities of those organizations?

### Reading

Read this page from a business textbook. Then, complete the table using information from the passage.

#### International Organizations

*In the world of international business, international organizations often play important roles. Familiarity with these organizations' functions and responsibilities is crucial to an understanding of global finance.*

Some organizations aim to affect trade around the world. The **International Monetary Fund (IMF)**, located in Washington D.C., aims to promote the expansion of international trade. The **World Trade Organization (WTO)** is based in Geneva, Switzerland. Its goals are to limit trade barriers, and improve the **Gross National Product (GNP)** of some member nations. The **North American Free Trade Agreement (NAFTA)** is an agreement between the United States, Canada, and Mexico. It limits trade restrictions between these countries. **OPEC** aims to protect the interests of countries that produce oil. The **Association of South East Asian Nations (ASEAN)** is a group of Southeast Asian nations who promote economic development throughout their region.

The **United Nations (UN)** was started after World War II. It aims to resolve international conflicts and maintain world peace. The **World Health Organization (WHO)**, an agency of the UN based in Geneva, is devoted to public health. The **European Union (EU)**, a union of European nations, aims to ensure the free passage of goods, people and capital throughout Europe. The **Group of 20 (G20)** includes heads of many of the world's central banks.

In addition to these organizations, numerous **multinational corporations** add to the **complexity** of the world economic scene

Organization	Objectives / responsibilities
IMF	1 _____
European Union (EU)	2 _____
3 _____	resolving conflicts, maintaining world peace
4 _____	protecting oil producing nations' interests

### Vocabulary

Match the objective/responsibility with the correct organization.

- |         |   |
|---------|---|
| 1 WTO   | A to ensure free movement of capital throughout Europe  |
| 2 UN    | B to limit international trade barriers                 |
| 3 WHO   | C to co-ordinate efforts for public health              |
| 4 EU    | D to promote development in Southeast Asia              |
| 5 ASEAN | E to protect the interest of countries that produce oil |
| 6 OPEC  | F to maintain world peace                               |

Fill in the blanks with the words or phrases from the word bank.

**GNP IMF NAFTA complexity Group of 20 multinational corporations**

1. The \_\_\_\_\_ of the global economy makes changes difficult to predict.
2. The \_\_\_\_\_ of the United States is larger than its GDP.
3. \_\_\_\_\_ eases trade between the United States, Mexico, and Canada.
4. The \_\_\_\_\_ includes governors of several national banks.
5. Many \_\_\_\_\_ have production sites in more than one country.
6. The \_\_\_\_\_ is located in Washington D.C.

### **Listening**

Listen to a conversation between a student and a professor. Mark the following statements as true (T) or false (F).

1. The UN has mainly financial objectives. \_\_\_\_\_
2. The EU was formed to create a single market in Europe. \_\_\_\_\_
3. The UN was responsible for creating the euro. \_\_\_\_\_

Listen again and complete the conversation.

**Professor:** In general, the UN promotes co-operation between nations. And it tries to establish standards for things like international law, and 1 \_\_\_\_\_.

**Student:** So its 2 \_\_\_\_\_ involve humanitarian issues?

**Professor:** Among other things, yes.

**Student:** And what about the 3 \_\_\_\_\_?

**Professor:** One main 4 \_\_\_\_\_ of the EU was to establish a single European market.

**Student:** What is the purpose of that?

**Professor:** Well, inconsistent laws from one country to the next were getting in the way of 5 \_\_\_\_\_.

**Student:** Is that why the EU created the euro?

**Professor:** Creating a 6 \_\_\_\_\_ was definitely part of developing a single market.

### **Speaking**

With a partner, act out the roles below. Then, switch roles.

*Student A: You are a professor. Talk to Student B about:*

the United Nations

the European Union

objectives and responsibilities

*Student B: You are a student. Talk to Student A about two international organizations.*

### **Writing**

Use the textbook page and the conversation to write a brief comparison between two international organizations. Include the reasons they were formed and responsibilities.

**ЧАСТИНА 3.  
МЕТОДИЧНІ РЕКОМЕНДАЦІЇ З ОРГАНІЗАЦІЇ САМОСТІЙНОЇ  
РОБОТИ СТУДЕНТІВ**

**PART 3.  
STUDENTS' SELF-DIRECTED ACTIVITY ORGANIZATION GUIDE**

## TENSE FORMS OF THE VERB

### Indefinite Tenses

*Виберіть правильну відповідь.*

#### *Level 1*

- 1.1.** We ... to Odessa for our holidays last year.  
a) goes                      b) going                      c) have gone                      d) went
- 1.2.** People ... English all over the world.  
a) speaks                      b) speak                      c) has spoken                      d) had spoken
- 1.3.** Victor ... any mistakes in the text, did he?  
a) didn't make    b) made                      c) had made                      d) hadn't made
- 1.4.** Every day they ... their dinner at the canteen.  
a) have                      b) has                      c) are having                      d) were having
- 1.5.** I usually ... this fence once a year.  
a) paint                      b) paints                      c) am painting                      d) was painting
- 1.6.** Don't worry. I ... here to help you.  
a) is not                      b) shall be                      c) wouldn't be                      d) had been
- 1.7.** I ... she is busy at the moment.  
a) will think    b) thought                      c) think                      d) was thinking
- 1.8.** She ... very ill three years ago.  
a) has been                      b) had been                      c) was                      d) was being
- 1.9.** There is a new road to the motorway. They ... it yesterday.  
a) had opened    b) opened                      c) have opened                      d) were opened
- 1.10.** The earth ... round the sun.  
a) goes                      b) went                      c) was going                      N                      d) has gone
- 1.11.** In Britain most of the shops usually ... at 5.30 p.m.  
a) closes                      b) close                      c) have closed                      d) shall close
- 1.12.** In summer Nick usually ... tennis twice a week.  
a) play                      b) plays                      c) is playing                      d) was playing
- 1.13.** I have a car, but I ... it very often.  
a) don't use    b) do use                      c) am not using                      d) didn't use
- 1.14.** If you need money, why ... a job?  
a) don't you get                      b) do you get  
c) hadn't you got                      d) weren't you getting
- 1.15.** The River Amazon ... into the Atlantic Ocean.  
a) flows                      b) is flown                      c) flow                      d) is flowing
- 1.16.** How often ... tennis?  
a) is Tom playing                      b) does Tom play  
c) was Tom playing                      d) did Tom played
- 1.17.** The teachers didn't have dinner at the canteen, ... they?  
a) did                      b) didn't                      c) had                      d) hadn't
- 1.18.** How many pages ... a day?  
a) are you reading                      b) do you read  
c) you read                      d) had you read
- 1.19.** They watched TV and then ... to bed.

- a) had been going                      b) went  
c) were going                             d) had gone

1.20. I ... your telephone number.

- a) do not know                            b) am not knowing  
c) had not known                        d) shall have known

### Level 2

2.1. I think I'll buy these shoes. They ... me really well.

- a) fit    b) have fit                            c) fitted                                d) were fitting

2.2. She asked when the secretary usually ... .

- a) is coming                                b) came                                c) come                                d) will come

2.3. I'll tell Anna all the news when I ... her.

- a) shall see                                b) saw                                 c) see                                 d) will be seeing

2.4. Wipe your feet before you ... into the room.

- a) has come                                b) had come                            c) come                                d) would come

2.5. I wonder if Paul ... me a lift to work.

- a) is giving                                b) will give                            c) gives                                d) will be giving

2.6. The teacher told us that magnet ... iron.

- a) attracted                                b) attract                                c) attracts                              d) is attracted

2.7. She will speak to Professor Moore as soon as he ... free.

- a) will be                                  b) shall be                              c) is                                      d) were

2.8. She had studied Spanish before she ... to Madrid.

- a) had come                                b) comes                                c) came                                d) would come

2.9. You didn't even try to find out if I ... to your proposal.

- a) will agree                                b) shall agree                            c) would agree                        d) agree

2.10. Christopher ... his hand, but it is OK now.

- a) have hurt                                b) hurt                                 c) hurts                                d) had hurt

2.11. Something very strange ... to me on my way home from work yesterday afternoon.

- a) happened                                b) was happening                        c) happens                              d) has happened

2.12. I don't want a steak. I think I ... the chicken.

- a) will have had                            b) have                                c) am having                            d) shall have

2.13. I remember when I ... on holiday abroad for the first time.

- a) went                                      b) has gone                              c) go                                      d) had gone

2.14. He'll be ready as soon as you ... .

- a) be    b) are going to be                        c) are                                      d) will be

2.15. I'm afraid we ... the last train if we don't take a taxi.

- a) miss                                      b) shall miss                              c) missed                                d) shall be missing

2.16. By the time the guests ... the children will have decorated the fir-tree.

- a) arrived                                    b) arrive                                c) will arrive                              d) would have arrived

2.17. I hope Lucy ... to my birthday party.

- a) was coming                              b) come                                c) will come                              d) will be coming.

2.18. As soon as the exams ... over the students will leave for their homes.

a) are    b) will be    c) were    d) would be

**2.19.** Bill wondered if they ... .

a) would marry    b) marry  
c) will marry    d) are going to marry

**2.20.** I'll visit them as soon as they ... next month.

a) marry    b) will marry    c) will be married    d) married

*Level 3\**

**3.1.** I wrote to you to ask not to see anyone till I ... .

a) come    b) have come    c) came    d) should come

**3.2.** Higher education in the USA ... in 1636 when the first colonists ... Harvard College.

a) has begun, founded    b) began, have founded  
c) began, founded    d) was beginning, have founded

**3.3.** We must go now. The play ... in half an hour.

a) starts    b) is starting  
c) would start    d) will have started

**3.4.** How long is it since you ... here?

a) had moved    b) move  
c) moved    d) was moving

**3.5.** The plane ... London at 9.45.

a) shall reach    b) is going to reach  
c) will reach    d) reaches

**3.6.** He ... for the company for thirty years before he retired.

a) has been working    b) worked  
c) was working    d) had been working

**3.7.** He wanted her to believe that when he ... things would change.

a) returns    b) would return    c) returned    d) will return

**3.8.** He said he would tell me all about it when he ... back.

a) got    b) gets    c) would get    d) will get

**3.9.** "Do you often go on holiday?" No, it's five years since I ... on holiday.

a) have gone    b) went    c) had gone    d) go

**3.10.** The boy asked the tour guide where the main tourist office ... .

a) is    b) has been    c) will be    d) was

**3.11.** I inquired when the train to Odessa ... .

a) was starting    b) started    c) should start    d) will star

**3.12.** The sight was so lovely I ... very early just to see the sun come up.

a) get up    b) have got up    c) used to get up    d) was getting up

**3.13.** «All right,» said the old gentleman, «I'll be here until your friend ..., and then I ... somewhere.»

a) will come back, will stand    b) won't come back, stand  
c) comes back, will stand    d) will come back, will be standing

**3.14.** I ... it unless you ... .

a) would never understand, would explain



- b) will never understand, have explained  
 c) will never understand, explain  
 d) will never understand, will explain
- 3.15. She ... away from the ball at about four o'clock in the morning.  
 a) turns      b) has turned      c) turned      d) is turning
- 3.16. He told me that he ... it to my husband, unless I ... him a certain document.  
 a) will show, gave      b) would show, gave  
 c) would show, would give      d) showed, would give
- 3.17. He ... , .... a can from the porch, and ... to water the flowers.  
 a) had got up, fetched, began      b) had got up, had fetched, began  
 c) was getting up, fetched, began      d) got up, fetched, began
- 3.18. A hot coal ... from the fire and ... a hole in the carpet.  
 a) has dropped, burnt      b) had dropped, burnt  
 c) dropped, was burning      d) dropped, burnt
- 3.19. When the evening ... I ... that it ... an imprudence to leave so precious a thing in the office behind me.  
 a) had come, felt, was      b) came, felt, would be  
 c) came, had felt, would be      d) came, was feeling, was
- 3.20. I only ... to ask you how you ... from here to the Strand.  
 a) had wished, would go      b) wished, will go  
 c) wished, would go      d) wish, would go

*Визначте правильний варіант перекладу.*

**1. I was glad to find my lost book under the table.**

- a) Я зрадів, коли я знайшов свою улюблену книжку під столом.  
 b) Я був щасливий від того, що знайшов мою дуже потрібну книжку на столі.  
 c) Я зрадів, коли знайшов свою загублену книжку під столом.  
 d) Мені радісно знайти свою книжку під столом.

**2. He doesn't often write sentences on the blackboard.**

- a) Він не часто пише речення на дошці.  
 b) Він часто не писав речення на дошці.  
 c) Він завжди не пише речення на дошці.  
 d) Він не завжди писав речення на дошці.

**3. Many birds fly to the south in autumn.**

- a) Багато птахів відлетіли на південь восени.  
 b) Багато птахів відлітають на південь восени.  
 c) Багато птахів відлетять на південь восени.  
 d) Багато птахів відлетіли на північ восени.

**4. Her father teaches History at our school.**

- a) Його батько викладає історію в нашій школі.

- b) Її батько викладав історію в нашій школі.
- c) Її батько викладатиме історію в нашій школі.
- d) Її батько викладає історію в нашій школі.

**5. They spend their holidays in the country.**

- a) Вони проводять свої канікули в селі.
- b) Вони проводять свої канікули в цій країні.
- c) Вони проводили свої канікули в селі.
- d) Вони провели свої канікули за містом.

**6. He does read English books in the original.**

- a) Він, можливо, читає англійські книги в оригіналі.
- b) Він читає англійські книги в оригіналі.
- c) Він таки читає англійські книги в оригіналі.
- d) Він не читає англійські книги в оригіналі.

**7. She was happy to find the necessary dictionary in the language room.**

- a) Вона була щаслива з того, що знайшла потрібний їй словник у кабінеті мови.
- b) Вона була щаслива, коли знайшла словник у кабінеті мови.
- c) Вона зраділа, коли знайшла потрібний словник у бібліотеці.
- d) Вона була рада знайти цей словник у кабінеті.

**8. I was afraid you misunderstood my proposal.**

- a) Я боялася, що ви неправильно розумієте мою пропозицію.
- b) Я боюся, що ви неправильно зрозуміли мою пропозицію.
- c) Я боялася, що ви неправильно зрозуміли мою пропозицію.
- d) Я боялася, що ви неправильно зрозуміли б мою пропозицію.

**9. We all agree that it is better late than never.**

- a) Ми всі згодні, що краще пізно, ніж ніколи.
- b) Ми всі були згодні, що краще пізно, ніж ніколи.
- c) Ми погодились, що краще пізніше, ніж ніколи.
- d) Ми вважали, що краще пізно, ніж ніколи.

**10. Foreign language clubs give a lot for developing the general outlook of our pupils.**

- a) Клуб іноземної мови сприяє розвитку світогляду учнів.
- b) Учні розвивають свій загальний світогляд у клубах іноземних мов.
- c) Клуби іноземної мови чимало дають для розвитку загального світогляду наших учнів.
- d) Клуби іноземної мови допомагають розвивати кругозір наших учнів.

**11. The delegation arrived in London yesterday at dawn.**

- a) Делегація прибула до Лондона сьогодні вранці.

- b) Делегація відбула до Лондона вчора на світанку.
- c) Делегація прибула до Лондона вчора ввечері.
- d) Делегація прибула до Лондона вчора на світанку.

**12. He found the book very interesting.**

- a) Він знайшов дуже цікаву книгу.
- b) Він вважав, що книга дуже цікава.
- c) Книга йому не сподобалась.
- d) Він загубив дуже цікаву книгу.

**13. I'll be most interested to meet the teachers and to discuss their plans.**

- a) Мені буде дуже цікаво зустрітися з учителями й обговорити їхні плани.
- b) Мені було б цікаво побачити учителів та обговорити їхні плани.
- c) Мене дуже цікавить зустріч з учителями та обговорення їхніх планів.
- d) Найбільш цікавим для мене є перегляд планів учителів.

**14. I shall help you to plant trees next week.**

- a) Я допоможу Вам садити дерева наступного тижня.
- b) Я допомогла Вам садити дерева наступного тижня.
- c) Я допомогла б тобі садити дерева наступного тижня.
- d) Я зможу допомогти садити дерева наступного тижня.

**15. There will be a lot of people at the meeting today.**

- a) Сьогодні на зборах буде багато людей.
- b) Сьогодні на зборах буде мало людей.
- c) Сьогодні на зборах було багато людей.
- d) Сьогодні на зборах не буде багато людей.

**16. I'm going to work at school after I graduate from the university.**

- a) Я збираюся працювати у школі після того, як закінчу університет.
- b) Я поїду працювати в школі після того, як закінчу університет.
- c) Я працюватиму в школі після того, як закінчу університет.
- d) Я не працюватиму в школі після закінчення університету.

**17. I shan't be angry with you if you don't visit this museum.**

- a) Я не розсерджусь на вас, якщо ви не відвідаєте цей музей.
- b) Я не розсерджусь на вас, якщо ви відвідаєте цей музей.
- c) Я не розсердилася б на вас, якби ви не відвідали цей музей.
- d) Я не розсерджусь на вас за умови, що ви відвідаєте цей музей.

**18. He was sure his friend would make much progress in English.**

- a) Він упевнений, що його друг досягне значного успіху у вивченні англійської мови.
- b) Він упевнений у тому, що його друг успішно оволодів мовою.

- c) Він був упевнений, що його друг досягне значного успіху у вивченні англійської мови.
- d) Він був упевнений, що його друг досягне прогресу у вивченні англійської мови.

**19. In his letter he informed that he would come to visit us if he passed his exams successfully.**

- a) У своєму листі він повідомив, що приїде відвідати нас, якщо успішно складе іспити.
- b) У своєму листі він повідомляє, що приїде відвідати нас, якщо успішно складе іспити.
- c) У своєму листі він повідомляє, що хоче відвідати нас, якщо успішно складе іспити.
- d) У своєму листі він повідомить, що хотів би відвідати нас, якщо успішно складе іспити.

**20. I sometimes go to the skating-rink, though I am a bad skater.**

- a) Я завжди ходжу на каток, хоча я поганий ковзаняр.
- b) Я іноді ходжу на каток, хоча я поганий ковзаняр.
- c) Я відвідую каток, хоча я поганий ковзаняр.
- d) Я іноді ходжу на каток, але я поганий ковзаняр.

**21. She is so fond of playing the piano that she spends nearly all her free time playing it.**

- a) Вона так любить грати на піаніно, що проводить майже весь вільний час за ним.
- b) Вона так грає на піаніно, що проводить майже весь вільний час за ним.
- c) Вона так любила грати на піаніно, що проводила майже весь вільний час за ним.
- d) Вона любить грати на піаніно і проводить майже весь вільний час за ним.

**22. Він запитав, чи поїде вона влітку на узбережжя.**

- a) He asked her if she will go to the seaside in summer.
- b) He had asked her if she is going to the seaside in summer.
- c) He asked her if she would go to the seaside in summer.
- d) He asked her would she go to the seaside in summer.

**23. Якщо я не запізнюся, ми застанемо його вдома.**

- a) If I was late we'll catch him at home.
- b) If I am not late we'll catch him at home.
- c) If I will not late we'll catch him at home.
- d) If I won't be late we catch him at home.

**24. Коли погода буде гарною, ми підемо погуляти в парк.**

- a) When the weather will be better we shall go for a walk in the park.
- b) When the weather is fine we shall go for a walk in the park.
- c) When the weather becomes better we must go for a walk in the park.
- d) When the weather shall be nice we will go for a walk in the park.

**25. Коли вона була дитиною, вона захоплювалася співами.**

- a) She did not like to sing, when she was a child.
- b) She was not fond of singing when she was a child.
- c) She was fond of singing when she was a child.
- d) When she was a little girl she liked to sing.

### Continuous Tenses

*Виберіть правильну відповідь*

*Level 1*

**1.1.** I am busy at the moment. I ... on the computer.

- a) work
- b) worked
- c) am working
- d) have been working

**1.2.** The children ... their homework now.

- a) are doing
- b) were doing
- c) do
- d) did

**1.3.** Let's go out. It ... any more.

- a) isn't raining
- b) doesn't rain
- c) didn't rain
- d) shall not rain

**1.4.** Our friends ... us at the airport tonight.

- a) meets
- b) are going to meet
- c) shall meet
- d) met

**1.5.** Silvia ... English at the moment.

- a) learns
- b) is learning
- c) has learnt
- d) was learnt

**1.6.** Your English ... better and better.

- a) gets
- b) has been got
- c) was got
- d) is getting

**1.7.** Why ... your coat today? It is very warm.

- a) are you wearing
- b) do you wear
- c) will you wear
- d) don't you wear

**1.8.** These days food ... more and more expensive.

- a) gets
- b) got
- c) is getting
- d) shall get

**1.9.** They ... with friends at the moment.

- a) stay
- b) have been staying
- c) had stayed
- d) are staying

**1.10.** My son ... a book at 2 o'clock in the afternoon.

- a) read
- b) was reading
- c) has read
- d) had been reading

**1.11.** Look! The man ... to open the door of your car.

- a) tries
- b) was trying
- c) will try
- d) is trying

**1.12.** Hurry up! The bus ... .

- a) is coming
- b) comes
- c) come
- d) was coming

**1.13.** Listen! It ... heavily.

- a)** rains   **b)** has been raining  
**c)** rained   **d)** is raining
- 1.14.** I usually enjoy parties, but I ... this one at the moment.  
**a)** don't enjoy                                   **b)** am not enjoying  
**c)** did enjoy                                     **d)** enjoy
- 1.15.** At nine o'clock yesterday I ... television.  
**a)** was watching                               **b)** watched  
**c)** had been watching                       **d)** am watching
- 1.16.** She ... a party now.  
**a)** has   **b)** is having                                 **c)** had   **d)** was having
- 1.17.** Be careful! You ... a grammar test.  
**a)** do   **b)** is doing                                   **c)** are doing                                 **d)** were doing
- 1.18.** My head ... again, so I went home.  
**a)** aches   **b)** is aching                                 **c)** was aching                               **d)** will be aching
- 1.19.** "Where is Jenny?" "She ... roses in the garden".  
**a)** is planting                                   **b)** plants  
**c)** has planted                                 **d)** has been planting
- 1.20.** Sorry. I can't stop now. I ... to an important meeting.  
**a)** go   **b)** am going                                 **c)** have gone                                 **d)** will be going

*Level 2*

- 2.1.** What ... about a moment ago?  
**a)** were you thinking                           **b)** have you been thinking  
**c)** will you think                                 **d)** are you thinking
- 2.2.** I suddenly realized I ... in the wrong direction.  
**a)** was walking                                 **b)** walk   **c)** have walked                               **d)** am walking
- 2.3.** When I arrive at the airport tomorrow, my whole family ... for me.  
**a)** wait   **b)** waits   **c)** waited                                     **d)** will be waiting
- 2.4.** When I looked round the door, the baby ... quietly.  
**a)** is sleeping                                   **b)** slept   **c)** was sleeping                               **d)** were sleeping
- 2.5.** Where is Robert? ... a shower?  
**a)** Does he have                                 **b)** Has he                                       **c)** Has he got                                 **d)** Is he having
- 2.6.** I've got my key. I found it when I ... for something else.  
**a)** look   **b)** have looked                               **c)** didn't look                                 **d)** was looking
- 2.7.** At this time tomorrow we ... over the Atlantic.  
**a)** flies   **b)** shall be flying                             **c)** fly   **d)** flied
- 2.8.** Jim was cooking dinner in the kitchen while Jo ... the dog.  
**a)** is feeding                                     **b)** has been feeding  
**c)** was feeding                                 **d)** had been feeding
- 2.9.** The boy ... ice-cream when we came in.  
**a)** was eating                                   **b)** ate  
**c)** had been eating                             **d)** eats
- 2.10.** Tom could hear shouts from the flat next door. His neighbours ... again.  
**a)** were arguing                                 **b)** argued                                       **c)** had argued                                 **d)** argue

- 2.11.** Sophie ... hard these days in order to pass her exams.  
 a) is studying                                    b) studies                                    c) studied                                    d) stud
- 2.12.** I asked Ann who else ... to the party that night.  
 a) was coming    b) will come                                    c) has come                                    d) have come
- 2.13.** I saw Mr Jones while I ... for the bus.  
 a) had waited    b) am waiting    c) was waiting                                    d) have waited
- 2.14.** I ... over an important problem and didn't hear your question.  
 a) was thinking    b) thought                                    c) will be thinking    d) am thinking
- 2.15.** When we went out of the house it ... .  
 a) had been snowing                                    b) was snowing  
 c) snowed                                    d) has been snowing
- 2.16.** When the rain started they ... in the field.  
 a) were still working                                    b) still worked  
 c) are still working                                    d) still work
- 2.17.** At nine o'clock yesterday morning we ... for the bus.  
 a) wait                                    b) were waiting  
 c) had been waiting                                    d) waited
- 2.18.** She ... the piano the whole evening.  
 a) play                                    b) played                                    c) was playing                                    d) had played
- 2.19.** Why ... at me like that? Have I said anything wrong?  
 a) do you look                                    b) did you look  
 c) were you looking                                    d) are you looking
- 2.20.** I ... with some friends until I can find a flat.  
 a) am living                                    b) lived                                    c) lives                                    d) have lived

*Level 3\**

- 3.1.** I'm going to get to the airport early. I can read a book while I ... .  
 a) wait                                    b) will wait                                    c) am waiting                                    d) shall be waiting
- 3.2.** .... Jane today? I have a message for her.  
 a) Will you be meeting                                    b) Will you have met  
 c) Will you have been met                                    d) Are you met
- 3.3.** I ... John tomorrow as we work in the same office.  
 a) shall have met    b) will be meeting                                    c) am going to meet    d) meet
- 3.4.** ... to the baker's this morning? I need some bread.  
 a) Will you have gone                                    b) Shall you go  
 c) Will you be going                                    d) Will you have been going
- 3.5.** Mother said that Aunt Bessie ... soon.  
 a) will come                                    b) was coming  
 c) would have come                                    d) comes
- 3.6.** I .... my lawyer tonight.  
 a) saw                                    b) am seeing                                    c) will have seen                                    d) had seen
- 3.7.** I ... my bank manager this morning. I've fixed an appointment.  
 a) saw                                    b) shall have seen                                    c) will be seeing    d) am seeing
- 3.8.** We ... to the cinema this afternoon. Would you like to come?

- a) went                      b) are going                      c) will be going                      d) will have gone
- 3.9.** He said he ... his things the whole day.  
 a) would pack                      b) would be packing  
 c) is going to pack                      d) had been packed
- 3.10.** We ... your case tomorrow, so I'll be able to give you an answer soon.  
 a) discuss                      b) are discussing  
 c) were discussing                      d) will have discussed
- 3.11.** I ... lunch with Sam tomorrow as usual.  
 a) have had                      b) shall be having                      c) had                      d) will have had
- 3.12.** He ... on the corner at the end of our street, and he ... at us, telling us not to lean against his fence.  
 a) was living, always shouted                      b) lives, was always shouting  
 c) lived, had been always shouting                      d) lived, was always shouting
- 3.13.** He ... in the chair when a tall woman with beautiful grey hair and silver, finely-wrinkled skin ... in.  
 a) sat, came                      b) was sitting, came  
 c) was sitting, was coming                      d) had been sitting, came
- 3.14.** Susan didn't even know which hotel he ... in Paris.  
 a) has been using                      b) used                      c) would be using                      d) will use
- 3.15.** The boy ... bitterly and no one ... to calm him down.  
 a) still cried, was trying                      b) was still crying, tried  
 c) had been still crying, was trying                      d) was still crying, had tried
- 3.16.** While she ... for the lights to change from red to green, an old lady ... to the window of her car.  
 a) waited, came                      b) waited, was coming  
 c) was waiting, came                      d) was waiting, was coming
- 3.17.** When we ... coffee in the drawing-room that night after dinner, I ... Arthur and Mary my experience.  
 a) were taking, told                      b) had been taking, had told  
 c) were taking, had told                      d) took, told
- 3.18.** Two hansoms ... at the door, and as I ... the passage I ... the sound of voices from above.  
 a) stood, entered, heard                      b) were standing, entered, heard  
 c) were standing, had entered, had heard                      d) had been standing, entered, heard
- 3.19.** One day when he ... home he ... a boy who ... him from the opposite side of the street.  
 a) was walking, saw, watched                      b) walked, has seen, was watching  
 c) was walking, saw, was watching                      d) has walked, has seen, has watched
- 3.20.** It was midnight. She ... in her lovely room. The rain driven by the wind ... against the window.  
 a) sat, beat                      b) was sitting, was beating  
 c) has sat, beat                      d) has been sitting, has been beating

*Визначте правильний варіант перекладу.*



**1. It was raining all day long and we had to put off our meeting.**

- a) Увесь день ішов дощ, і ми вимушені були відкласти нашу зустріч.
- b) Нам довелося продовжити збори, оскільки увесь день ішов дощ.
- c) Під вечір дощ вщух, і ми вирішили знову зустрітися.
- d) Ми вирішили не відкладати нашу зустріч, оскільки дощу вже не було.

**2. I was hurrying to the canteen when I met you.**

- a) Я поспішала в їдальню, коли зустріла вас.
- b) Я бігла в їдальню, коли зустріла вас.
- c) Я йшла в їдальню під час зустрічі з вами.
- d) Коли я зустріла вас, я поспішала в кінотеатр.

**3. They'll be packing tomorrow when she comes.**

- a) Вони складатимуть речі завтра, коли вона прийде.
- b) Вони збиратимуться, коли вона прийде.
- c) Вони пакуватимуться, коли вона прийде завтра.
- d) Вони пакувалися б завтра, якби вона прийшла.

**4. I was reading a difficult English book at that time.**

- a) Я читала складну англійську книжку в той час.
- b) Я читала складну англійську книжку один раз.
- c) Я читаю складну англійську книжку в цей час.
- d) Я читала б складну англійську книжку, якби мала час.

**5. Next week we'll be preparing to pass exams.**

- a) Наступного тижня ми готуватимемося, щоб скласти іспити.
- b) Наступного тижня ми готуватимемося, щоб приймати іспити.
- c) Наступного тижня ми складатимемо іспити, слід готуватися.
- d) Минулого тижня ми готувалися, щоб скласти іспити.

**6. I'll be looking through these magazines while you are enjoying the music.**

- a) Я переглядатиму ці журнали в той час, коли ви насолоджуватиметесь музикою.
- b) Я перегляну ці журнали, а ви насолоджуватиметесь музикою.
- c) Я переглядаю ці журнали в той час, коли ви насолоджуєтесь музикою.
- d) Я переглядаю ці журнали, а ви насолоджуєтесь музикою.

**7. When we came back home her children were sleeping.**

- a) Її діти спали, а ми повернулися додому.
- b) Коли ми повернемось додому, її діти спатимуть.
- c) Коли ми повертались додому, її діти спали.
- d) Коли ми повернулись додому, її діти спали.

**8. Whom were you waiting for near that monument at five yesterday?**

- a) Кого ви очікували біля того пам'ятника о п'ятій годині вчора?
- b) Ви когось очікували біля того пам'ятника вчора о п'ятій годині?
- c) Кого ви очікували біля цього пам'ятника вчора о п'ятій годині?
- d) На кого ви чекали біля того музею о п'ятій годині вчора?

**9. We thought that you were going to visit your friends.**

- a) Ми думали, що ви збираєтесь відвідати своїх друзів.
- b) Ми думали, що ви збирались відвідати своїх друзів.
- c) Ми думали, що ви підете відвідати своїх друзів.
- d) Ми думали, що ви йшли відвідати своїх друзів.

**10. They are going to have a rest there.**

- a) Вони йшли, щоб там відпочити.
- b) Вони збираються там відпочивати.
- c) Вони мали намір там відпочивати.
- d) Вони там відпочиватимуть.

**11. Він побував у багатьох країнах і тепер пише книгу про свої подорожі.**

- a) He has been to many countries and now he wrote a book about his travels.
- b) He visited many countries and now he is writing books about his travels.
- c) He was visiting many countries and now writes a book about his travels.
- d) He has visited many countries and now he is writing a book about his travels.

**12. Коли він зателефонував, ми обідали.**

- a) When he telephoned, we were having dinner.
- b) When he telephoned, we had dinner.
- c) When he telephoned, we had had dinner.
- d) When he telephoned, we had to have dinner.

**13. Ішов дощ, і їй довелося взяти парасольку.**

- a) It rained and she must take an umbrella.
- b) It was raining and she had to take an umbrella.
- c) It had rained and she had to take an umbrella.
- d) It had been raining and she should take an umbrella.

## NOUN

*Виберіть правильну відповідь.*

### *Level 1*

**1.1.** The Members of Parliament discussed some ... of Ireland and considered the ways of improving the present situation.

- a) trouble                      b) troubles

**1.2.** Roger spent all his ... to buy a new large house for his numerous family.

- a) saving                      b) savings

**1.3.** This lawyer is very clever and always gives useful ... to his clients.

- a) advice                      b) advices

**1.4.** In England some colleges and schools are only for ... .

- a) boies                      b) boys

**1.5.** The news from Mary ... very good: she passed her exams with excellent marks.

- a) was                      b) were

**1.6.** Two years ... a long time to stay abroad.

- a) is                      b) are

**1.7.** When Sally finds some grey ... on her head she pulls ... out.

- a) hair, it                      b) hairs, them

**1.8.** Frank's friends came to see him off and wished a very good ... to him.

- a) travel                      b) trip

**1.9.** Sue is on a diet so at the dinner-party she ate only a small ... .

- a) cake piece                      b) piece of cake

**1.10.** Flora studies at the Medical University and she is going to become a ... .

- a) doctor                      b) doctress

**1.11.** All ... need some ... of psychology.

- a) parent, knowledges                      b) parents, knowledge

**1.12.** Paul is fond of ski jumping and recently he has bought a new pair of ... .

- a) skies                      b) skis

**1.13.** It is because of treachery such as yours that we have lost the ... of our victory.

- a) fruit                      b) fruits

**1.14.** Fresh ... and vegetables were rushed to the kitchen.

- a) fruit                      b) fruits

**1.15.** Soames skewered the document on to a number of other ... and hung up his hat.

- a) papers                      b) paper

**1.16.** This first one came before I had been gone a week, a fifty pound banknote, in a sheet of ... directed to me.

- a) paper                      b) papers

**1.17.** ... take their ... to the laundry to have ... washed.

- a) Peoples, cloths, it                      b) People, clothes, them

**1.18.** Some people like coffee and ... for breakfast but others prefer something more substantial.

- a) sandwiches                      b) sandwiches

**1.19.** On August 3rd, 1492, the little ... of three ships sailed north from Spain.

- a) flot                                      b) fleet
- 1.20. Are you invited to ... wedding ceremony?
- a) Bill and Jane's                      b) Bill's and Jane's
- 1.21. Doris needs to buy two ... of carrots.
- a) kilos                                      b) kiloes
- 1.22. In the supermarket Jane bought two ... of bread and a bottle of milk.
- a) loafes                                      b) loaves
- 1.23. My friend came from England yesterday and invited me to see his ... .
- a) photos                                      b) photoes
- 1.24. My father is a doctor and my mother is a ... in a joint-stock company.
- a) managess                                  b) manageress
- 1.25. Edward is fond of reading and all the ... in his room are full of books.
- a) book-shelfs                              b) book-shelves
- 1.26. Nick doesn't want to enter the Economic University because his mathematics ... weak.
- a) is    b) are
- 1.27. Last week Helen bought two new ... - green and white.
- a) blouse                                      b) blouses
- 1.28. Sandra has a very good memory. She remembers all the ... of her friends' birthdays.
- a) dates                                      b) datas
- 1.29. We gathered at ... to discuss and resolve all our problems.
- a) Bill    b) Bill's
- 1.30. Very often people call ... the «sea killers».
- a) shark                                        b) sharks
- 1.31. A spoonful of honey catches more ... than a gallon of vinegar.
- a) flies                                        b) flyes
- 1.32. Don't make so ... - I'm working.
- a) much noise                              b) many noises
- 1.33. San Francisco is a wonderful city to explore on ... .
- a) foot                                        b) feet
- 1.34. Many people think ... is a very interesting game.
- a) billiard                                      b) billiards
- 1.35. I want to buy a cat because my wife is afraid of ... that live in our summer-cottage.
- a) mouse                                      b) mice
- 1.36. There are two ... and three apples on the table.
- a) tomatos                                      b) tomatoes
- 1.37. Through the window I see two ... crossing the street.
- a) mans                                        b) men
- 1.38. My ... are very dirty, I have to clean them.
- a) boots                                        b) bootes
- 1.39. Dentists recommend to clean ... every time after eating.
- a) teeth                                        b) tooths

**1.40.** The song «Two merry ...» is known to almost every little child.  
a) geeses                                  b) geese

*Level 2*

**2.1.** In the article «Clothes and fashion of ...» the author gives the statement that nowadays girls don't trouble to dress up.

a) the youth            b) the youths            c) a youth

**2.2.** The sportsman boasted to his friends that he had shot a lot of ... .

a) duck                  b) ducks                  c) два варіанти

**2.3.** In Brittany, France, people say that if you find ... on a black cat's tail and pull it without getting scratched, you'll have good luck.

a) a white hair                  b) white hairs            c) white hairees

**2.4.** Our director bought two ... to keep money and secret documents.

a) safes                  b) saves                  c) два варіанти

**2.5.** Changing ... became a habit with King of England Henry VIII.

a) wives                  b) wifes                  c) два варіанти

**2.6.** Airplane is the fastest and the most comfortable ... of transport.

a) mean                  b) means                  c) meanes

**2.7.** Twenty thousand pounds ... stolen in the robbery from the Midwest Bank last night.

a) was                          b) were                          c) два варіанти

**2.8.** Fanny's favourite sea products are ... and lobsters, but in her country they are very expensive.

a) crab                          b) crabs                          c) crabes

**2.9.** Nowadays it's very difficult for an unexperienced person to find a good and well-paid ... .

a) work                          b) job                          c) два варіанти

**2.10.** Basically tea is a drink made of the dried ... of a plant that only grows in hot countries.

a) leafs                          b) leafes                          c) leaves

**2.11.** ... is the name everyone gives to his mistakes.

a) Experience            b) An experience            c) Experiences

**2.12.** Burning ... can also be used to produce energy.

a) a rubbish            b) rubbish            c) rubbishes

**2.13.** The ..., which one can see in Arizona's deserts, are very tall and some of them weigh up to 10 tons!

a) cactuses                  b) cacti                          c) два варіанти

**2.14.** The White ... of Dover are the first sight many people have of England.

a) Cliffs                          b) Cleaves                          c) два варіанти

**2.15.** Most foreigners visiting Spain want to taste such entirely Spanish ... as paella and gazpacho.

a) dish                          b) dishes                          c) dishes

**2.16.** During her journey to America Margaret had some exciting ... .

a) experience            b) experiences            c) два варіанти

- 2.17. During her business trip Laura sent three ... to her director.  
 a) memoranda      b) memorandums      c) два варіанти
- 2.18. The ... of the hotel was a very polite and hospitable woman.  
 a) host                      b) hostess                      c) hostress
- 2.19. Our national orchestra have toured to many countries and have always been ... .  
 a) a success      b) success      c) successes
- 2.20. William Burns was a hard-working small farmer with high ideals about human ... and conduct.  
 a) worth      b) worths      c) worthes
- 2.21. A number of industrial products are manufactured in Brazil, including cars, chemicals, ships, machines and military ... .  
 a) weapon      b) weapons      c) weapones
- 2.22. These two groups have different ... of interest so they have nothing to talk about while meeting together.  
 a) foci                      b) focuses                      c) два варіанти
- 2.23. The use of the jet engine for ... was pioneered by a team led by Sir Frank Whittle.  
 a) an aircraft      b) aircraft      c) aircrafts
- 2.24. In the pub Harry asked for ... and began looking for a free table near the window.  
 a) a beer      b) beer      c) beers
- 2.25. Barbara's family lives in a large house which is situated in Brighton's ... .  
 a) outskirts      b) outskirts      c) outskirtes
- 2.26. Maggie's occupation is very interesting: she works as a tourist ... and shows London's sights to tourists.  
 a) guide      b) guidess      c) guideress
- 2.27. There are a lot of galleries, museums, theatres and ... halls in London.  
 a) concert      b) concerts      c) concert's
- 2.28. The herdsman was very upset because he found his two cows killed by ... .  
 a) wolfs      b) wolves      c) два варіанти
- 2.29. Roger's pocket is empty: or he has lost all his money or ... stolen.  
 a) it was      b) they were      c) два варіанти
- 2.30. ... house is very large and has 15 rooms.  
 a) Mr. Jones's      b) Mr. Jones'      c) два варіанти
- 2.31. The government ... to impose a new tax on gamble business next year.  
 a) want      b) wants      c) два варіанти
- 2.32. ... is one of the world's best-known department stores. It started life as a small grocery shop set up by C. D. Harrod in 1861.  
 a) Harrods      b) Harrods'      c) Harrod's
- 2.33. Leila is a ... but she doesn't like her occupation.  
 a) salesperson      b) saleswoman      c) два варіанти
- 2.34. Gilbert often meets with his friends to spend their spare time together, and they like to play ... or chess.  
 a) domino      b) dominos      c) dominoes

**2.35.** The jury ... considering ... verdict for two hours and in the end it was decided that Mr. Shelton was guilty.

a) was, its                    b) were, their            c) два варіанти

**2.36.** The Flock of Shepherd's ... is in Devonshire - a very lonely estate by the sea.

a) headquarter            b) headquarters        c) headquarters

**2.37.** To translate this article we need a person with ... of Spanish language.

a) a good knowledge        b) good knowledge        c) good knowledges

**2.38.** There are a lot of clear streams and ... in the Lake District which is called the most beautiful corner of England.

a) water-falls                    b) waters-falls            c) water-fallses

**2.39.** It's well-known that ... live only in very clear waters.

a) trout                            b) trouts                    c) два варіанти

**2.40.** Last year many rivers and their ... dried up because of the drought.

a) mouth                            b) mouths                    c) mouthes

*Level 3\**

**3.1.** ..., a familiar sight of London, were introduced in 1960 to control parking.

a) Traffic wardens                    b) Traffics wardens

c) Traffic's wardens                    d) Traffics' wardens

**3.2.** I've no time to analyse these ... now, I will do it a bit later.

a) data                                    b) datas                            c) datum                            d) datums

**3.3.** Michael went to Tunisia by plane. It was a ... journey.

a) four-hour                            b) four-hours

c) four-hour's                            d) four-hours'

**3.4.** Benjamin Franklin's literary work «Poor Richard's Almanac» was a combination of a calendar, a miniature ... and a moral counsellor.

a) encyclopedium    b) encyclopedius    c) encyclopedia    d) encyclopedic

**3.5.** Everyone who wants to participate in this scientific conference has to write the ... to his report and send them to the comission.

a) thesis                            b) theses                            c) thesises                            d) thesises

**3.6.** The sense of ... and of ... create the ... for ideal ... and ... .

a) injustices, losses, needs, justice, compensation

b) injustice, loss, need, justices, compensations

c) injustice, loss, need, justice, compensation

d) injustice, losses, needs, justices, compensation

**3.7.** Various origins explain many of the ... to be found between England, Wales, Scotland and Northern Ireland.

a) difference                            b) differences                            c) differency                            d) differencies

**3.8.** Today the ... of Greater London covers some 610 square miles and the suburbs of London continue even beyond this area.

a) metropoli                            b) metropolis                            c) metropoly                            d) metropolia

**3.9.** I am not going to leave without my ...: four ... , two union ... , a pair of ... and four ... .

a) laundries, shirts, suits, pajamas, collars

- b)** laundry, shirts, suits, pajamases, collars  
**c)** laundry, shirt, suit, pajama, collar  
**d)** laundry, shirts, suits, pajamas, collars
- 3.10.** When I was very near ..., she gave me ... and ... .  
**a)** despair, courage, hopes  
**b)** despairs, courages, hopes  
**c)** despair, courage, hope  
**d)** despairs, courage, hopes
- 3.11.** We had two million ...of British ... two thousand ...of a thousand ... per case.  
**a)** rounds, ammuniton, cases, rounds  
**b)** rounds, ammunitions, cases, rounds  
**c)** round, ammuniton, case, round  
**d)** rounds, ammuniton, cases, round
- 3.12.** The shattered ... gleamed sadly with ... in the evening ... .  
**a)** trees, hoar-frosts, twilights                      **b)** trees, hoar-frost, twilight  
**c)** tree, hoar-frosts, twilight                      **d)** trees, hoar-frost, twilights
- 3.13.** It was a prettily furnished room, with ... and some lovely ... in red and green.  
**a)** piano, furnitures                                      **b)** piano, furniture  
**c)** pianos, furnitures                                      **d)** a piano, furniture
- 3.14.** They stood lost among the ... . They felt ... and ... .  
**a)** wreckages, anxiety, lonelinesses  
**b)** wreckage, anxiety, loneliness  
**c)** wreckage, anxieties, loneliness  
**d)** wreckages, anxieties, lonelinesses
- 3.15.** According to the ... in 1990 there were 249,6 million inhabitants in the United States of America.  
**a)** statistica                      **b)** statistic                      **c)** statistics                      **d)** statisticas
- 3.16.** An unusual or very surprising fact, thing or event is often called ... .  
**a)** phenomena                      **b)** phenomenon                      **c)** phenomenus                      **d)** phenomenum
- 3.17.** One ... does not inspire another. All ... are leeches, so to speak. They feed from the same source - the blood of life.  
**a)** genius, genii    **b)** genius, geniuses  
**c)** genii, geniuses    **d)** a genius, geniuses
- 3.18.** Kiss me, my loves, you are very charming ... after all.  
**a)** a daughter-in-law                                      **b)** daughter-in-laws  
**c)** daughters-in-law                                      **d)** daughters-in-laws
- 3.19.** These sudden ... seemed to him exceedingly mysterious.  
**a)** summons                                      **b)** summon                                      **c)** summonses                      **d)** a summons
- 3.20.** We sacrifice ..., ... or ..., whatever the finder can afford.  
**a)** cocks, sheep, oxes                                      **b)** cocks, sheeps, oxen  
**c)** cockes, sheep, oxen                                      **d)** cocks, sheep, oxen
- 3.21.** In geometry two ... of a circle are called diameter.  
**a)** radius                                      **b)** radia                                      **c)** radii                                      **d)** radiuses
- 3.22.** Iguassu ... bigger than Niagara, this is truly an unforgettable natural wonder.



- a) Fall, is      b) Fall, are                      c) Falls, is                      d) Falls, are
- 3.23.** In the fish restaurant George ordered some ... for himself and ... for his girl-friend.
- a) sardine, salmon                                      b) sardine, salmons  
c) sardines, salmon                                      d) sardines, salmons
- 3.24.** I have got only two ... notes, it's not enough to have dinner in this restaurant.
- a) ten-pound                      b) ten-pounds      c) ten-pound's      d) ten-pounds'
- 3.25.** All travellers going abroad have to complete a lot of formalities at the... .
- a) custom    b) customs                      c) custom's                      d) customs'
- 3.26.** Our professor places ... on this question because it's a key topic to all the course.
- a) an emphasis    b) emphasis      c) emphases                      d) emphaseses
- 3.27.** Helen is a ... girl and she's going to enter Oxford University.
- a) 17-year-old    b) 17-years-old    c) 17-year's-old    d) 17-years'-old
- 3.28.** When it came to thinking about schools for my own sons there were two basic ... that my wife and I applied.
- a) criteria                      b) criterion                      c) criterium                      d) criterii
- 3.29.** You don't understand these bright... of German culture.
- a) specimen                      b) speciman                      c) specimens                      d) specimens
- 3.30.** They were ... to her, not human beings.
- a) phenomena    b) phenomenon    c) phenomenons    d) phenomena
- 3.31.** We are going to ... .
- a) dressings-station                                      b) dressing-station  
c) dressings-stations                                      d) dressing-stations
- 3.32.** The cease-fire talks were to begin in the evening; the ... of the opposing armies arrived with their ... .
- a) commanders-in-chief, staves                      b) commanders-in-chiefs, staffs  
c) commanders-in-chief, staffs                      d) commander-in-chieves, staffs
- 3.33.** He needed ... , ... , ... , ... .
- a) rest, tranquilities, reassurance, companionship  
b) rests, tranquilities, reassurances, companionships  
c) rest, tranquility, reassurance, companionship  
d) rest, tranquility, reassurances, companionship
- 3.34.** Grace is a very absent-minded girl. She is always loosing her keys, ... and other small things.
- a) handkerchiefs                                      b) handkerchiefes  
c) handkerchievs                                      d) handkerchieves
- 3.35.** One of the business cycle's characteristics are economic ... which repeat periodically in each 5-12 years.
- a) crisis    b) crises                      c) crises                      d) criseses
- 3.36.** Abraham Lincoln's friends encouraged him to take up ... and he offered himself as a candidate for the State Legislature.
- a) policy    b) policies                      c) politic                      d) politics
- 3.37.** In Britain the ... have very little power and can only reign with the support of Parliament.

**a) monarch      b) monarches      c) monarchs      d) monarchys**

**3.38.** The city of Oxford has such a name, because in that place there was a ford where ... could cross the river.

**a) oxen                      b) oxes                      c) ox                      d) oxens**

**3.39.** Jane came to the party in her ... dress.

**a) sister's-in-law    b) sister-in-law's    c) sister's-in-law's    d) sisters'-in-law**

**3.40.** Radio and television are two important modern ... influencing public opinion.

**a) medium              b) mediums              c) media              d) medias**

## ADJECTIVE

*Виберіть правильну відповідь.*

*Level 1*

- 1.1.** This is ... problem she has ever had.  
a) a great            b) a greater            c) the greatest            d) most great
- 1.2.** China has got ... population in the world.  
a) a large            b) a larger            c) the largest            d) the most large
- 1.3.** They leave ... way they can.  
a) a quick            b) a quicker            c) the quickest            d) the most quick
- 1.4.** These trousers are too small. I need ... size.  
a) a large            b) a larger            c) largest            d) more large
- 1.5.** She speaks in ... voice than the last time.  
a) a loud            b) a louder            c) the loudest            d) more louder
- 1.6.** Of the three blouses, that one is the ... .  
a) nice            b) nicer            c) nicest            d) more nice
- 1.7.** My bag isn't very ... .  
a) heavier            b) the most heavy            c) heavy            d) the heaviest
- 1.8.** I'm not so ... as a horse.  
a) strong            b) stronger            c) the strongest            d) more strong
- 1.9.** Of the three girls, this one is the ... .  
a) pretty            b) prettier            c) prettiest            d) more pretty
- 1.10.** Which is ... : five, fifteen or fifty?  
a) little            b) less            c) the least            d) littlest
- 1.11.** A hare is ... than a frog.  
a) quick            b) quicker            c) the quickest            d) most quick
- 1.12.** The three musicians play on ... stage.  
a) a new            b) a newer            c) the newest            d) the most new
- 1.13.** Is it ... to go there by car or by train?  
a) cheap            b) cheaper            c) the cheapest            d) more cheap
- 1.14.** Do you know that the Dnipro is ... river in Ukraine?  
a) long            b) the longest            c) longer            d) most long
- 1.15.** The weather is not very ... today.  
a) good            b) better            c) the best            d) the bestest
- 1.16.** Tom is ... pupil in the whole class.  
a) intelligent            b) more intelligent  
c) the most intelligent            d) less intelligent
- 1.17.** She has ... job of all.  
a) a difficult            b) a more difficult  
c) the most difficult            d) difficult
- 1.18.** He is also ... person than Jack.  
a) a polite            b) a more polite            c) the most polite            d) the politest
- 1.19.** I think dogs are ... than cats.  
a) intelligent            b) more intelligent  
c) the most intelligent            d) the intelligentest

**1.20.** Don't talk about them. Let's talk about something ... .

- a) an interesting                      b) more interesting  
c) the most interesting                d) interestinger

**1.21.** Betty is ... than Jane.

- a) a hard-working                      b) less hard-working  
c) the least hard-working              d) little hard-working

**1.22.** Money is not the ... thing in life.

- a) important                              b) more important  
c) most important                        d) less important

**1.23.** This dress is ... of all.

- a) an expensive                         b) a less expensive  
c) the least expensive                 d) expensiver

**1.24.** This room is not so ... as that one on the first floor.

- a) comfortable                         b) more comfortable  
c) the most comfortable                d) the comfortablest

**1.25.** This painting is ... than the one in your living room.

- a) impressive                            b) less impressive  
c) the least impressive                d) impressiver

### *Level 2*

**2.1.** My ... sister got married last year.

- a) older                      b) elder              c) the oldest              d) the eldest

**2.2.** This stadium is new. It's the ... stadium in Europe.

- a) modern                      b) moderner              c) most modern              d) modernest

**2.3.** You're the ... person I know.

- a) most lucky              b) luckier              c) luckiest                      d) luckyest

**2.4.** A motor bike isn't as ... as a car.

- a) expensive              b) expensiver              c) more expensive              d) the expensivest

**2.5.** This 'Beatles' album is ... they ever made.

- a) good                      b) better              c) the best              d) well

**2.6.** This watch is one of ... you can buy.

- a) cheap                      b) the cheapest              c) cheaper              d) cheapier

**2.7.** I'm getting ... .

- a) fatter and fatter                      b) more and more fat  
c) the most fat                              d) the fattest

**2.8.** The changes in temperature are ... .

- a) insignificant                              b) the insignificant  
c) more insignificant                        d) the most insignificant

**2.9.** That's ... thing I've ever heard.

- a) funny                      b) the funny              c) funnier                      d) the funniest

**2.10.** The house is on ... side of the lake.

- a) far                              b) the farther              c) farther                      d) the farthest

**2.11.** Try to be ... to the guests than you are.

- a) pleasant                              b) the pleasant



c) pink nice big                      d) nice pink big

**3.6.** The house was a ... building.

a) nice old stone                      b) nice stone old

c) stone old nice                      d) old nice stone

**3.7.** This coffee tastes a little ... to me.

a) hottly                      b) so hot      c) hot                      d) too much hot

**3.8.** I don't understand how Irene could have made ... in her composition.

a) such bad mistake                      b) such a bad mistake

c) so bad mistake                      d) so a bad mistake

**3.9.** Your word is ... for me.

a) enough good                      b) good as enough

c) good enough                      d) good than enough

**3.10.** It was ... that we decided to walk though the time pressed.

a) such nice weather      b) so nice weather

c) too nice weather                      d) such a nice weather

**3.11.** The day was ... that we skipped our lessons and went to the centre to do window-shopping.

a) so beautiful                      b) so a beautiful

c) such beautiful                      d) such a beautiful

## ARTICLE

*Виберіть правильну відповідь.*

*Level 1*

- 1.1.** She hopes to hear from you in ... day or two.  
a) a                    b) the
- 1.2.** Our neighbour, Mr. Smith, works in ... bank.  
a) a                    b) the
- 1.3.** This is ... amusing film. I like it very much.  
a) a                    b) an
- 1.4.** My daughter will start learning to play ... guitar very soon.  
a) the                    b) -
- 1.5.** There is ... table in ... middle of my room.  
a) a, the                    b) the, -
- 1.6.** My father was ... man of character.  
a) a                    b) the
- 1.7.** My mother said that ... dinner was ready.  
a) -                    b) the
- 1.8.** Beethoven was ... famous composer.  
a) the                    b) a
- 1.9.** Madrid is ... capital of Spain.  
a) the                    b) -
- 1.10.** What would you like to have for ... supper?  
a) the                    b) -
- 1.11.** He is eating ... apple.  
a) the                    b) an
- 1.12.** My mother is ... teacher.  
a) the                    b) a
- 1.13.** The cinema is at ... end of Victoria street.  
a) -                    b) the
- 1.14.** ... fact is, tomorrow is my girl-friend's birthday!  
a) The                    b) -
- 1.15.** My sister studied ... World Geography.  
a) the                    b) -
- 1.16.** I am twenty years old, you are ... same age.  
a) the                    b) a
- 1.17.** They decided to visit ... Indian restaurant.  
a) an                    b) the
- 1.18.** My friends have ... animal at ... home. It's ... dog.  
a) the, the, the                    b) an, - , a
- 1.19.** My native town has ... wide and varied theatre life.  
a) a                    b) -
- 1.20.** All ... people want to live in peace.  
a) the                    b) -
- 1.21.** I'll keep my ... fingers crossed for you.





- 2.12.** My neighbour is ... writer. Let's ask him for ... advice about your composition.  
 a) the, an                      b) a, -                      c) a, an
- 2.13.** Who is on ... night duty, I wonder?  
 a) the                      b) a                      c) -
- 2.14.** Mr. Jonathan says that Robert and Donna are ... cousins, but he is wrong, because they are ... brother and ... sister.  
 a) - , - , -                      b) the, a, a                      c) - , the, the
- 2.15.** Such ... thing had never happened during ... years that I have been here.  
 a) the, -                      b) a, the                      c) - , the
- 2.16.** Alice went out of ... water very quickly as she had got ... mouthful of ... salt water.  
 a) - , the, a                      b) the, the, the                      c) the, a, -
- 2.17.** I would like to know about ... places to visit in ... town.  
 a) the, the                      b) the, a                      c) - , the
- 2.18.** Most of ... my friends are ... students.  
 a) - , -                      b) the, the                      c) - , the
- 2.19.** My uncle Tom is ... sailor; he spends most of his life at ... sea.  
 a) - , -                      b) a, -                      c) the, the
- 2.20.** Have you written your name at ... top of ... page?  
 a) the, the                      b) a, -                      c) a, a
- 2.21.** I am only ... student - ... man of dreams!  
 a) a, the                      b) the, -                      c) a, a
- 2.22.** I had never known him handle ... case in such ... half-hearted fashion.  
 a) a, an                      b) a, a                      c) the, -
- 2.23.** Who invented ... way that we measure time?  
 a) a                      b) the                      c) -
- 2.24.** I have only ... little time here, but I would have you to know ... whole truth.  
 a) - , the                      b) a, -                      c) a, the
- 2.25.** There was ... quick step on ... stairs, ... sharp tap at ... door and ... moment later the new client presented himself.  
 a) a, the, a, the, a                      b) a, a, a, a, the                      c) the, - , the, - , a
- 2.26.** «My dear young lady, you say that your room is on ... second floor. Is there ... ladder in ... garden?»  
 a) a, a, the                      b) the, a, the                      c) - , the, a
- 2.27.** ... elephant is ... biggest of all animals.  
 a) An, -                      b) The, the                      c) - , the
- 2.28.** I had ... very bad night last night because ... people next door were having ... party.  
 a) the, - , the                      b) a, the, a                      c) a, - , -
- 2.29.** Do you know who invented ... television?  
 a) a                      b) -                      c) the
- 2.30.** Number ... hundred and ten, ... house next door to us, is for sale.  
 a) the, a                      b) a, the                      c) - , a

Level 3\*

- 3.1.** My father can play ... guitar, ... banjo and ... mandolin.  
- , - , -      **b)** a, a, a      **c)** the, - , -      **d)** the, the, the
- 3.2.** ... little red car is parked on ... driveway.  
**a)** A, the      **b)** - , -      **c)** The, a      **d)** The, the
- 3.3.** My home is ... small green peaceful island.  
**a)** an      **b)** a      **c)** -      **d)** the
- 3.4.** Her husband learned ... Portuguese language in ... Brazil.  
**a)** the, -      **b)** - , the      **c)** the, the      **d)** - , -
- 3.5.** ... Captain Black directed ... plane to ... West, over ... Pacific Ocean.  
**a)** - , a, the, the      **b)** The, the, - , the      **c)** - , the, - , the      **d)** - , a, the, -
- 3.6.** ... Easter is ... Christian holiday.  
**a)** - , a      **b)** The, a      **c)** - , -      **d)** - , the
- 3.7.** Did ... King Arthur live during ... Middle Ages?  
**a)** - , -      **b)** - , the      **c)** the, the      **d)** the, -
- 3.8.** Her friend Reggie is ... Buddhist from ... Thailand.  
**a)** the, -      **b)** a, -      **c)** - , -      **d)** a, the
- 3.9.** ... exploration of ... West was tied to the search for... gold in ... California.  
**a)** The, the, - -      **b)** - , the, - , -      **c)** - , the, a, -      **d)** - , - , - , the
- 3.10.** ... tiger in ... Far East almost became extinct.  
**a)** - , -      **b)** A, the      **c)** The, the      **d)** The, -
- 3.11.** ... family went to ... church together last Sunday.  
**a)** The, the      **b)** A, -      **c)** - , -      **d)** The, -
- 3.12.** «Welcome to ... White House,» said ... President Bush.  
**a)** the, -      **b)** - , the      **c)** - , -      **d)** - , a
- 3.13.** ... Titanic sank in ... Atlantic in 1912.  
**a)** - , -      **b)** The, the      **c)** - , the      **d)** The, -
- 3.14.** Andrew played ... volleyball at ... beach; his little daughter built ... sand castle.  
**a)** - , a, the      **b)** - , a, a      **c)** the, the, the      **d)** - , the, a
- 3.15.** My grandfather fought in ... Crimea during ... World War II.  
**a)** - , -      **b)** the, the      **c)** the, -      **d)** - , the
- 3.16.** During ... Renaissance ... artists were often supported by ... wealthy merchants.  
**a)** the, the, the      **b)** the, - , -      **c)** the, - , the      **d)** - , the, the
- 3.17.** ... Queen Marie Antoinette was executed in ... French Revolution.  
**a)** The, -      **b)** - , the      **c)** - , a      **d)** The, the
- 3.18.** ... students of our group are going to study ... German ... next term.  
**a)** The, - , -      **b)** - , - , -      **c)** The, - , the      **d)** - , the, the
- 3.19.** ... Queen Mary is docked in ... Long Beach, ... California.  
**a)** The, - , -      **b)** - , - , -      **c)** The, the, -      **d)** - , the, -
- 3.20.** ... friend of mine is ... French/English translator at ... United Nations.  
**a)** The, a, the      **b)** A, the, the      **c)** A, a, the      **d)** A, a, -
- 3.21.** George is ... student, Betty is ... secretary, Mike is ... psychiatrist in ... London hospital.  
**a)** a, a, a, the      **b)** a, a, a, a      **c)** the, the, the, the      **d)** a, a, a, -

- 3.22.** ... Bible tells of ... Israelites' escape from ... Egypt.  
**a)** The, the, -                    **b)** - , - , -                    **c)** The, - , -                    **d)** - , the, the
- 3.23.** Are ... Rocky Mountains higher than ... Andes Mountains?  
**a)** - , -                    **b)** the, -                    **c)** the, the                    **d)** - , the
- 3.24.** ... Lake Geneva borders ... France and ... Switzerland.  
**a)** - , - , -                    **b)** The, - , -                    **c)** The, the, the                    **d)** The, - , the
- 3.25.** ... farms in ... East are not like ... farms in ... Midwest.  
**a)** - , - , the, -                    **b)** - , the, - , the                    **c)** - , the, the, the                    **d)** The, the, the, the
- 3.26.** Michael Gorbachev, ... last President of ... Soviet Union, was awarded ... Nobel Peace Prize.  
**a)** a, the, the                    **b)** - , the, -                    **c)** the, the, the                    **d)** - , - , the
- 3.27.** ... Neptune and ... Pluto are ... farthest planets from us.  
**a)** The, the, the                    **b)** The, - , the                    **c)** - , - , the                    **d)** - , - , -
- 3.28.** We are having ... chicken and ... Spanish rice for ... dinner.  
**a)** - , - , -                    **b)** the, - , the                    **c)** the, - , a                    **d)** - , - , a
- 3.29.** «Come to my place after ... school,» said Linda. «We can prepare for ... English test together.»  
**a)** the, the                    **b)** a, the                    **c)** - , the                    **d)** - , -
- 3.30.** ... children who live ... next door attend ... Roman Catholic school.  
**a)** - , the, -                    **b)** - , - , -                    **c)** The, the, the                    **d)** The, - , a

## TENSE FORMS OF THE VERB

### Perfect Tenses

Виберіть правильну відповідь

Level 1

1.1. I am busy at the moment. I ... on the computer.

- a) work    b) worked  
c) am working                                         d) have been working

1.2. Here is my report. I ... it at last.

- a) finish     b) finished     c) am finished     d) have finished

1.3. I already ... my things and I am ready to go.

- a) packed    b) have packed     c) pack     d) was packing

1.4. I ... my parents since last Christmas.

- a) haven't seen     b) didn't see     c) hadn't seen                                         d) don't see

1.5. How many pages ... a day?

- a) are you reading                                    b) do you read  
c) you read    d) had you read

1.6. Look! The boy ... the window!

- a) break     b) has broken     c) broke     d) was breaking

1.7. My hair is tidy now. I ... it.

- a) have brushed     b) brushed     c) am brushing     d) was brushing

1.8. I ... my key. Can you help me to look for it?

- a) lose    b) am losing    c) had lost    d) have lost

1.9. He hasn't come yet, ...?

- a) doesn't he     b) does he     c) has he    d) hasn't he

1.10. There has been a car crash, ... ?

- a) hasn't there                                         b) didn't it  
c) hasn't been there                                    d) wasn't there

1.11. I ... any of Shakespeare's plays yet.

- a) hadn't read     b) didn't read     c) haven't read     d) was reading

1.12. I ... for three years.

- a) haven't skated     b) didn't skate     c) don't skate                                         d) wasn't skating

1.13. I ... anyone play so well in my whole life.

- a) did never see                                        b) have never seen  
c) had never seen                                      d) will never have seen

1.14. I ... to the library a lot recently.

- a) have gone     b) have been going  
c) had been going                                      d) will have been going

1.15. My brother is an actor. He ... in several films.

- a) has appeared                                        b) has been appeared  
c) has been appearing                                d) had appeared

1.16. I ... Tom for three days.

- a) didn't see    b) haven't seen     c) hadn't seen                                         d) don't see

1.17. Look! Somebody ... milk on the carpet.

- a) had spilt    b) was spilling                                        c) has spilt    d) spilled

- 1.18.** He ... a lot of books when he was at school.  
**a)** read                    **b)** have read        **c)** am reading        **d)** had read
- 1.19.** You know that Peter... to the States several times.  
**a)** was                    **b)** has been                    **c)** had been        **d)** is
- 1.20.** It has been said that the weather is going to be nice today, but it ... .  
**a)** doesn't                **b)** hasn't        **c)** didn't        **d)** isn't

*Level 2*

- 2.1.** I think I'll buy these shoes. They ... me really well.  
**a)** fit                                    **b)** have fit                    **c)** fitted        **d)** were fitting
- 2.2.** She asked when the secretary usually ... .  
**a)** is coming        **b)** came                    **c)** come        **d)** will come
- 2.3.** I'll tell Anna all the news when I ... her.  
**a)** shall see                **b)** saw        **c)** see                **d)** will be seeing
- 2.4.** He asked me when I ... the day before.  
**a)** came                    **b)** had come        **c)** shall come        **d)** come
- 2.5.** What ... about a moment ago?  
**a)** were you thinking        **b)** have you been thinking  
**c)** will you think                    **d)** are you thinking
- 2.6.** I didn't know if he ... a photograph of me the day before.  
**a)** took                    **b)** had taken        **c)** takes        **d)** was taking
- 2.7.** When Martin ... his car, he took it out for a drive.  
**a)** has repaired                                    **b)** had repaired  
**c)** had been repaired                                    **d)** was repairing
- 2.8.** The President ...out of the building and is going to make a speech.  
**a)** come                    **b)** has come        **c)** have come        **d)** was coming
- 2.9.** This isn't my first visit to London. I ... here before.  
**a)** have been        **b)** haven't been        **c)** was        **d)** had been
- 2.10.** Christopher ... his hand, but it is OK now.  
**a)** have hurt        **b)** hurt                    **c)** hurts        **d)** had hurt
- 2.11.** Something very strange ... to me on my way home from work yesterday afternoon.  
**a)** happened        **b)** was happening                    **c)** happens        **d)** has happened
- 2.12.** I remember when I ... on holiday abroad for the first time.  
**a)** went                    **b)** has gone                    **c)** go        **d)** had gone
- 2.13.** There was no money left because we ... it all.  
**a)** spent        **b)** had spent        **c)** had been spending        **d)** spend
- 2.14.** He went to bed after the film ... .  
**a)** has ended        **b)** ends                    **c)** had ended        **d)** would end
- 2.15.** When the students ... the experiment, they wrote the report on it.  
**a)** were making                                    **b)** made  
**c)** had been making                                    **d)** had made
- 2.16.** I was tired because I ... on my project the night before.  
**a)** am working        **b)** worked        **c)** had worked        **d)** was worked



c) has never read

d) had never read

*Level 3\**

**3.1.** By the time you receive this letter I ... my final exams.

a) shall finish

b) will have finished

c) finish

d) have finished

**3.2.** We'll be there at about 11. It ... raining already.

a) will have stopped

b) stops

c) stopped

d) is stopping

**3.3.** How long is it since you ... here?

a) had moved

b) move

c) moved

d) was moving

**3.4.** She ... by the end of July.

a) will come back

b) comes back

c) will have come back

d) will be coming back

**3.5.** She ... her work by 8 o'clock.

a) will have finished

b) finishes

c) will finish

d) will not finish

**3.6.** Hardly he ... the pillow when he fell asleep.

a) touched

b) had touched

c) have touched

d) touches

**3.7.** He'll change his mind after he ... the document.

a) saw

b) has seen

c) had seen

d) will see

**3.8.** He ... the poem by the time you come tomorrow.

a) will be learning

b) will learn

c) will have learnt

d) learns

**3.9.** By the time we get back he ... a bath and we shall find him asleep in his bed.

a) will have taken

b) shall have taken

c) is taking

d) shall take

**3.10.** She said they ... the letter by 5 o'clock.

a) will write

b) wrote

c) would have written

d) would write

**3.11.** She ... her report before her mother comes back.

a) will write

b) shall write

c) wrote

d) will have written

**3.12.** This is the first time he ... a car.

a) had driven

b) has driven

c) drove

d) had been driving

**3.13.** "Do you often go on holiday?" No, it's five years since I ... on holiday.

a) have gone

b) went

c) had gone

d) go

**3.14.** You ... your homework by the time the movie starts.

a) will finish

b) will have finished

c) shall finish

d) finished

**3.15.** He left his job because he ... dissatisfied for months.

a) has felt

b) felt

c) had felt

d) feels

*Визначте правильний варіант перекладу.*

**1. I was glad to find my lost book under the table.**

- a) Я зрадів, коли я знайшов свою улюблену книжку під столом.
- b) Я був щасливий від того, що знайшов мою дуже потрібну книжку на столі.
- c) Я зрадів, коли знайшов свою загублену книжку під столом.
- d) Мені радісно знайти свою книжку під столом.

**2. He knew why she had been to Lviv several times.**

- a) Він знав, чому вона кілька разів була у Львові.
- b) Він знає, чому вона кілька разів була у Львові.
- c) Він знав, що вона була кілька разів у Львові.
- d) Він знав, чому вона побуває кілька разів у Львові.

**3. My friend showed me which exercises he had done.**

- a) Мій друг показав мені, які вправи він зробив.
- b) Мій друг показав би мені вправи, які він зробив,
- c) Мій друг показав мені, що вправи він зробив.
- d) Мій друг показав мені, як він зробив вправи.

**4. We didn't know he had written a new book.**

- a) Ми не знали, що він написав нову книжку.
- b) Ми не знали, що він писав нову книжку.
- c) Ми не знали, чи він писав нову книжку.
- d) Ми не знали, що нова книжка написана ним.

**5. He knew that everything had been done to save the girl.**

- a) Він знав, що він усе зробив, щоб урятувати дівчину.
- b) Він знав, що все буде зроблено, щоб урятувати дівчину.
- c) Він знав, що все зроблено для того, щоб урятувати дівчину.
- d) Він знав, що все робиться для того, щоб урятувати дівчину.

**6. I asked if my friends had been busy.**

- a) Я запитав, чи мої друзі були зайняті.
- b) Я запитав, чи мої друзі зараз зайняті.
- c) Я запитав би, якби мої друзі були зайняті.
- d) Я запитав би, чи мої друзі були зайняті.

**7. I've read an article about our school in today's newspaper.**

- a) Я прочитаю статтю про нашу школу в сьогоднішній газеті.
- b) Я прочитала статтю про нашу школу в сьогоднішній газеті.
- c) Я читатиму статтю про нашу школу в сьогоднішній газеті.
- d) Я хотіла б прочитати статтю про нашу школу в сьогоднішній газеті.

**8. Nick has already washed his hands.**



- a) Нік уже помив руки.
- b) Нік мав уже помити руки.
- c) Нік хотів уже помити руки.
- d) Нік помив свої руки.

**9. We haven't received any letters from her lately.**

- a) Ми не одержали останнім часом жодних листів від неї.
- b) Ми не одержали листів від неї останнім часом.
- c) Ми не одержували жодних листів від неї.
- d) Ми не одержали жодних листів від неї.

**10. I have known this engineer since I began to work at the plant.**

- a) Я знав цього інженера відтоді, як почав працювати на заводі.
- b) Я знаю цього інженера відтоді, як почав працювати на заводі.
- c) Я знав цього інженера, як починав працювати на заводі.
- d) Я знав цього інженера упродовж роботи на заводі.

**11. How many new words have you learnt this month already?**

- a) Скільки нових слів ви вивчите в цьому місяці?
- b) Скільки нових слів ви вже вивчили в цьому місяці?
- c) Скільки слів ви вже вивчили в цьому місяці?
- d) Скільки нових слів ви вивчите цього місяця?

**12. I have received only two letters from him since I graduated from the Institute.**

- a) Я отримав від нього лише два листа відтоді, як я закінчив інститут.
- b) Я отримаю від нього тільки два листи після закінчення інституту.
- c) Я отримую від нього листи і закінчую інститут.
- d) Якщо я отримаю від нього два листи, я закінчу інститут.

**13. Yesterday we discussed the film which we had seen some days before.**

- a) Вчора ми обговорювали фільм, який переглянули кілька днів перед тим.
- b) Вчора всі обговорювали фільм, який переглядали кілька днів тому.
- c) Вчора ми збиралися обговорити фільм, який переглядали перед тим.
- d) Вчора ми обговорювали фільм, який ми переглянули перед тим.

**14. The pupils had translated the text before the bell rang.**

- a) Учні переклали текст перед тим, як прозвенів дзвоник.
- b) Учні перекладали текст перед дзвінком.
- c) Учні перекладатимуть текст перед тим, як прозвенить дзвоник.
- d) Учні переклали б текст перед тим, як прозвенить дзвоник.

**15. The girls had cleaned the room by the time their mother came back home.**

- a) Дівчатка прибирали в кімнаті перед маминим поверненням додому.

- b) Дівчатка прибирають в кімнаті до того часу, як мама додому.
- c) Дівчатка прибрали в кімнаті до того часу, як мама повернулась додому.
- d) Дівчатка прибрали в кімнаті до того часу, як мама повернулась додому.

**16. They had built the new school by the first of September.**

- a) Вони побудували нову школу до першого вересня.
- b) Вони побудують нову школу до першого вересня.
- c) Нова школа побудована до першого вересня.
- d) Вони повинні побудувати нову школу до першого вересня.

**17. Lina said that she had met him in the cinema.**

- a) Ліна сказала, що зустріла його в кінотеатрі.
- b) Ліна сказала, що зустрічала його в кінотеатрі.
- c) Ліна сказала, що хотіла б зустріти його в кінотеатрі.
- d) Ліна розповіла про зустріч із ним у кінотеатрі.

**18. I shall have finished my work by the time you come.**

- a) Я закінчу роботу до того, як ви прийдете.
- b) Я мала закінчити роботу до того, як ви прийдете.
- c) Ви прийдете до того, як я закінчу роботу.
- d) Прийдіть до того, як я закінчу роботу.

**19. She will have watered the flowers by the time he cleans his room.**

- a) Вона полє квіти до того, як він прибере в кімнаті.
- b) Вона хоче полити квіти до того, як він прибере в кімнаті.
- c) Вона поливає квіти до того, як він прибирає в кімнаті.
- d) Вона поливатиме квіти тоді, як він прибиратиме в кімнаті.

**20. We shall have discussed the report by four o'clock.**

- a) Ми обговорюватимемо доповідь о четвертій годині.
- b) Ми обговоримо доповідь до четвертої години.
- c) Ми обговоримо доповідь о четвертій годині.
- d) Ми обговоримо доповідь після четвертої години.

**21. The pupils will have read three English books by the end of the year.**

- a) Учні прочитають три англійські книги до кінця року.
- b) Учні мають прочитати три англійські книги до кінця року.
- c) Учні прочитають три англійські книги в кінці року.
- d) Учні прочитали три англійські книги до кінця року.

**22. He will not have translated the article by the time the teacher comes.**

- a) Він перекладе цю статтю до того часу, як прийде вчитель.
- b) Він не перекладе цю статтю до того часу, як прийде вчитель.
- c) Він перекладатиме цю статтю до того часу, як прийде вчитель.

d) Він не перекладе цю статтю, як прийде вчитель.

**23. It has become a tradition to celebrate the Harvest Holiday in our school.**

- a) Святкувати День урожаю — традиція нашої школи.
- b) Святкування Дня урожаю — наша шкільна традиція.
- c) У нашій школі вже стало традицією святкувати День урожаю.
- d) Наша школа завжди святкує День урожаю.

**24. Mariya said that she had been there with her parents.**

- a) Марія сказала, що була тут зі своїми батьками.
- b) Марія сказала, що була там зі своїми батьками,
- c) Марія сказала, що поїде зі своїми батьками.
- d) Марія сказала, що поїхала зі своїми рідними.

**25. The pupil explained that he had brought his English textbook to school.**

- a) Учень пояснив, що він приніс свій підручник англійської мови у школу.
- b) Учень пояснив, що він приносить підручник англійської мови у школу.
- c) Учень пояснив, що він принесе підручник англійської мови у школу.
- d) Учень пояснив, що він постійно приносить підручник англійської мови у школу.

**26. My friend asked me where I had bought this dress.**

- a) Моя подруга запитала мене, де я купила цю сукню.
- b) Моя подруга запитала мене, куди я принесла цю сукню.
- c) Моя подруга запитала мене, де я купую такі сукні.
- d) Моя подруга запитала мене, куди я одягну цю сукню.

**27. Ми не бачили його відтоді, як він приїздив до Києва минулої зими.**

- a) We haven't seen him since he came to Kyiv last winter.
- b) We didn't see him since he came to Kyiv last winter.
- c) We didn't see him since he had come to Kyiv last winter.
- d) We don't see him since he came to Kyiv last winter.

**28. Мені сказали, що він уже приїхав.**

- a) I said that he has already come.
- b) I was told that he has already come.
- c) I am told that he had already come.
- d) I was told that he had already come.

**29. Вона каже, що їй подобається класична музика.**

- a) She has said she enjoyed classical music.
- b) She says she is fond of classical music.
- c) She said she enjoyed classical music.
- d) She said she would enjoy classical music.

**30. Коли вона була дитиною, вона захоплювалася співами.**

- a) She didn't like to sing, when she was a child.
- b) She wasn't fond of singing when she was a child.
- c) She was fond of singing when she was a child.
- d) When she was a little girl she liked to sing.

### **Perfect Continuous Tenses**

*Виберіть правильну відповідь*

Level 1

**1.1.** Our family ... in a village near London for about ten years.

- a) lived
- b) has been living

**1.2.** ... to Barcelona?

- a) Have you ever been
- b) Did you ever be

**1.3.** ... cookies, that's why my hands are covered with flour.

- a) I have been making
- b) I have made

**1.4.** They said that their parents ... for two hours.

- a) had been walking
- b) walked

**1.5.** The teacher ... about English traditions since the beginning of the class.

- a) talks
- b) has been talking

**1.6.** What ... about a moment ago?

- a) were you thinking
- b) have you been thinking

**1.7.** Jim was cooking dinner in the kitchen while Jo ... the dog.

- a) was feeding
- b) has been feeding

**1.8.** There was no money left because we ... it all.

- a) had spent
- b) had been spending

**1.9.** He said that he ... his grammar by the end of the year.

- a) has been improving
- b) had improved

**1.10.** He saw his brother who ... beyond the glass door.

- a) has been standing
- b) was standing

**1.11.** The plane ... when I reached the airport.

- a) had already been leaving
- b) had already left

**1.12.** By 7.00 p.m. they ... tennis for eight hours.

- a) will have been playing
- b) will be playing

**1.13.** I ... for a new car for months before I bought one.

- a) had looked
- b) had been looking

**1.14.** My arms are aching now because I ... since two o'clock.

- a) have been swimming
- b) swam

**1.15.** Ann was out of breath because she ... for a long time.

- a) had been running
- b) has been running

**1.16.** So you sing in a rock band, do you? How long ... that?

- a) have you done
- b) have you been doing

**1.17.** I'm sure she ... . Her eyes looked red.

- a) was crying
- b) had been crying

- 1.18.** I can't get Mary on the phone. I ... all afternoon.  
**a)** am trying **b)** have been trying
- 1.19.** He ... for the company for thirty years before he retired.  
**a)** had been working **b)** worked
- 1.20.** I ... for three hours before I finished my homework.  
**a)** have been studying **b)** had been studying

*Level 2*

- 2.1.** Mike's clothes are dirty because he ... for two hours in the garden.  
**a)** played **b)** had played **c)** has been playing
- 2.2.** Sophia got burnt. She ... in the sun.  
**a)** lay **b)** was lying **c)** had been lying
- 2.3.** I ... for half an hour before I found the hotel.  
**a)** have been walking **b)** had been walking **c)** was walking
- 2.4.** 'How long ... for this company?' 'Five years'.  
**a)** had you worked **b)** were you working **c)** have you been working
- 2.5.** We ... at the office for fifteen years by the first of June.  
**a)** shall be working **b)** shall have been working **c)** would work
- 2.6.** This is the first time he ... a car.  
**a)** had driven **b)** has driven **c)** had been driving
- 2.7..** Since I was a child I ... to go to Australia, and I finally went last year.  
**a)** always wanted **b)** had always wanted **c)** have always been wanting
- 2.8.** Holmes ... over some notes which he ... upon the back of an envelope.  
**a)** was glancing, had been scribbling **b)** glanced, had scribbled  
**c)** glanced, had been scribbling
- 2.9.** The woman ... out, but I ... myself in a doorway.  
**a)** had come, had hid **b)** came, had hid **c)** came, had been hiding
- 2.10.** When my grandfather, who was also a teacher, ... home from the Civil War, he ... my grandmother and they ... to college together.  
**a)** came, married, went **b)** had come, married, went  
**c)** had come, married, had been going
- 2.11.** There is a hole in the sky, and we ... it.  
**a)** have been creating **b)** created **c)** have created
- 2.12.** Modern science ... to produce fibres by chemical and technical means.  
**a)** has learned **b)** has been learning **c)** had learned
- 2.13.** In 1881 the United States Lawn Tennis Association ... the first championship in Newport.  
**a)** had been sponsoring **b)** had sponsored **c)** sponsored
- 2.14.** After he ... the horror story by Edgar Allan Poe, Marvin ... a great plan for his revenge.  
**a)** had been reading, had **b)** read, had **c)** was reading, had had
- 2.15.** Some of the boys ... from the waiting-room, where they ... themselves by the red stove.  
**a)** had come, had warmed **b)** came, warmed **c)** came, had been warming

**2.16.** Once you ... your subject and limited the scope of your description, you ... ready to select the best descriptive details.

a) have chosen, will be    b) chose, would be    c) have been choosing, will be

**2.17.** It ... the whole day yesterday, that's why we couldn't go to the railway station with Mr. Rogers.

a) has been snowing                      b) was snowing    c) had been snowing

**2.18.** After he ... out of the window for about five minutes he ... to write something in his note-book.

a) had been looking, began    b) had looked, had began    c) was looking, began

**2.19.** The boat ... a bridge and the man at the wheel ... the usual warning by shouting, «Look out!»

a) had been approaching, was giving

b) had approached, gave                      c) was approaching, gave

**2.20.** At 10 o'clock on Sunday I ... my Mum with her flowers, that's why I couldn't visit you.

a) helped                      b) was helping                      c) had been helping

### *Level 3\**

**3.1.** When I ... out of the shower, Dad ... me that I ... a phone call from the coach saying that I made the team.

a) got, told, had got                      b) had got, was telling, had got

c) got, told, had been getting                      d) got, told, got

**3.2.** Researchers ... the link between mind and body for the past ten years.

a) studied                      b) will have been studying

c) had studied                      d) have been studying

**3.3.** That action alone told her that he ... .

a) had never truly loved her                      b) never loved her truly

c) had never been loving her truly                      d) never was loving her truly

**3.4.** The Counsel for the defense then began to cross-examine the witness. He asked her «How long ... the accused?»

a) do you know                      b) have you known

c) did you know                      d) have you been knowing

**3.5.** He ... in the chair when a tall woman with beautiful grey hair and silver, finely-wrinkled skin ... in.

a) sat, came                      b) was sitting, came

c) was sitting, was coming                      d) had been sitting, came

**3.6.** Susan didn't even know which hotel he ... in Paris.

a) has been using    b) used                      c) would be using    d) will use

**3.7.** The boy ... bitterly and no one ... to calm him down.

a) still cried, was trying                      b) was still crying, tried

c) had been still crying, was trying                      d) was still crying, had tried

**3.8.** I ... at the hotel only two days when I ... notice to leave it.

a) had been staying, was given                      b) stayed, had been given

c) was staying, had given                      d) stayed, was given

**3.9.** You understand, Mr. Holder, that I ... you a strong proof of confidence which I have in you, founded upon all that I ... of you.

- a) give, have been hearing                      b) am giving, have heard  
c) am giving, had heard                         d) have been giving, heard

**3.10.** Miss Robinson ... driving lessons and trying to pass her driving test for several years, but she ... every time.

- a) had been taking, failed                      b) had been taking, fails  
c) took, was failing                              d) has taken, was failed

**3.11.** I ... for you for about three hours.

- a) was waiting    b) have waited    c) waited            d) have been waiting

**3.12.** The grey pavement ..., but ... still dangerously slippery, so that there ... fewer passengers than usual.

- a) had been cleaned and scraped, was, were  
b) was cleaned and scraped, had been, were  
c) is cleaned and scraped, is, are  
d) had been cleaning and scraping, was, was

**3.13.** When we ... coffee in the drawing-room that night after dinner, I ... Arthur and Mary my experience.

- a) were taking, told                              b) had been taking, had told  
c) were taking, had told                         d) took, told

**3.14.** Two hansoms ... at the door, and as I ... the passage I ... the sound of voices from above.

- a) stood, entered, heard                         b) were standing, entered, heard  
c) were standing, had entered, had heard    d) had been standing, entered, heard

**3.15.** He quickly forgot everything he ... at school.

- a) learnt    b) had learnt    c) had been learning    d) was learning

**3.16.** I ... at the hotel for a fortnight when I received your letter.

- a) stayed    b) was staying    c) had stayed    d) had been staying

**3.17.** I ... over the phone for a whole hour when the porter knocked at the door.

- a) talked    b) had talked    c) had been talking    d) was talking

**3.18.** Alice closed the magazine and rose from the sofa on which she ... for more than two hours.

- a) lay    b) had been lying    c) was lying    d) had lain

**3.19.** I hardly ... speaking with the porter when the phone rang again.

- a) finished    b) had finished    c) was finishing    d) had been finishing

**3.20.** We ... along a forest road for two hours when we saw a house.

- a) were walking    b) had been walking    c) had walked    d) walked

*Визначте правильний варіант перекладу.*

**1. My uncle has been working at this plant for twenty years already.**

- a) Мій дядько працював на цьому заводі двадцять років.  
b) Моя тітка працює на цьому заводі вже двадцять років.  
c) Мій дядько працює на цьому заводі вже двадцять років.  
d) Мій дядько працював би на цьому заводі двадцять років.

**2. We have been learning English for seven years at school.**

- a) Ми вивчаємо англійську мову в школі сім років.
- b) Ми вивчали англійську мову в школі сім років.
- c) Ми вивчаємо англійську мову в школі із семи років.
- d) Ми вивчаємо англійську мову в школі тільки сім років.

**3. I have been waiting for them since five o'clock.**

- a) Я чекаю на них рівно о п'ятій годині.
- b) Я чекала на них із п'ятої години.
- c) Я чекатиму їх із п'ятої години.
- d) Я чекаю на них із п'ятої години.

**4. It has been raining since morning.**

- a) Дощ іде ще зранку.
- b) Дощ пішов вранці.
- c) Дощ іде вранці.
- d) Дощ має йти зранку.

**5. The boy has been looking for a book for a quarter of an hour already.**

- a) Хлопчик шукає книжку вже чверть години.
- b) Хлопчик переглядає книжку вже чверть години.
- c) Хлопчик шукав книжку чверть години.
- d) Хлопчик мав переглядати книжку чверть години.

**6. I had been sleeping for an hour already when he came.**

- a) Я вже годину спала, коли він прийшов.
- b) Я спатиму годину, коли він прийде.
- c) Я спала годину, коли він пішов.
- d) Я спала, коли він прийшов.

**7. They had been living in this building for thirty years by that time.**

- a) До того часу вони жили в цьому будинку тридцять років.
- b) До цього часу вони живуть в цьому будинку тридцять років.
- c) До того часу вони живуть в цьому будинку тридцять років.
- d) До цього часу вони жили у цьому будинку тридцять років.

**8. I had been packing my things for an hour and half already when you rang.**

- a) Я пакувала речі вже півтори години, коли ви зателефонували.
- b) Я пакую речі вже півтори години, а ви телефонуєте.
- c) Я пакувала речі вже півгодини, коли ви зателефонували.
- d) Я пакуватиму речі півтори години, коли ви зателефонуєте.

**9. The children had been skating for an hour before their mother asked them to come back home.**



- a) Діти катаються на ковзанах годину перед тим, як мама просить їх повернутися додому.
- b) Діти каталися на ковзанах перед тим, як мама попросила їх повернутися додому.
- c) Діти каталися на лижах годину перед тим, як мама попросила їх повернутися додому.
- d) Діти каталися на ковзанах годину перед тим, як мама попросила їх повернутися додому.

**10. Вона працює на цьому заводі вже п'ять років.**

- a) She is working at this plant for five years.
- b) She has been working at this plant for five years.
- c) She works at this plant for five years.
- d) She was working at this plant for five years.

## THE PASSIVE VOICE

*Виберіть правильну відповідь.*

### **Level 1**

**1.1.** Pineapples ... in Hawaii.

- a) are growing                      b) is grown              c) are grown              d) grew

**1.2.** The building ... recently and looks impressive.

- a) has been repaired                      b) is repaired  
c) was repaired                      d) repaired

**1.3.** She came back to town where she ... .

- a) has born              b) will be born              c) is born              d) was born

**1.4.** Stamps ... in 1840 in Great Britain.

- a) are introducing                      b) were introduced  
c) have been introduced                      d) introduced

**1.5.** They said that the new school ... in that area.

- a) is being built    b) will be built                      c) builds                      d) would be built

**1.6.** She ... a box of chocolates for her birthday last week.

- a) was given              b) will be given                      c) gave                      d) is given

**1.7.** Usually breakfast here ... at 8 o'clock.

- a) are served                      b) is served  
c) has been served                      d) serves

**1.8.** If I ... this job, I'll be very much satisfied.

- a) will be given    b) am given                      c) will give                      d) am being given

**1.9.** I can't say anything because my words ... against me.

- a) will use                      b) are being used                      c) will be used                      d) are using

**1.10.** Many new houses ... in our city now.

- a) were built              b) are built                      c) have been built    d) are being built

**1.11.** This camera ... in Japan.

- a) will be making                      b) is made                      c) made                      d) are made

**1.12.** His letter ... as soon as the manager finds out the necessary information.

- a) will be answered                      b) is answered  
c) has been answered                      d) will answer

**1.13.** Our trip ... because of bad weather last week-end.

- a) had been finished                      b) was finished  
c) will be finished                      d) is finished

**1.14.** This portrait ... by a talented painter last year.

- a) is painted                      b) was painted  
c) has been painted                      d) has painted

**1.15.** The book ... by students now.

- a) is discussed                      b) was discussed  
c) is being discussed                      d) has been discussed

**1.16.** A new dress ... for my sister tomorrow.

- a) will be bought    b) is bought                      c) will buy                      d) was bought

**1.17.** The room ... by my brother now.

- a) is cleaned                      b) was cleaned

- c) has been cleaned   d) is being cleaned
- 1.18.** The bill ... to your room in an hour.  
a) is sent                     b) will be sent                     c) will send             d) has been sent
- 1.19.** The telegram to his office ... now.  
a) is being sent     b) was being sent     c) has been sent     d) is sending
- 1.20.** A little present ... to each of the guests yesterday.  
a) has been given                     b) gave     c) is being given     d) was given
- 1.21.** We shall learn the results of the game when they ... on the radio.  
a) are announced   b) were announced  
c) will be announced   d) will announce
- 1.22.** The game ... because of bad weather.  
a) was put off   b) was putting off  
c) was being put off   d) were put off
- 1.23.** The book ... now.  
a) was translated   b) will be translated  
c) will translate   d) is being translated
- 1.24.** The bridge ... long ago.  
a) will be built     b) was built   c) built             d) was being built
- 1.25.** I am sorry but this room ... now.  
a) is being occupied   b) were occupied  
c) will occupy   d) occupy
- 1.26.** This department store ... this year, let's go shopping there.  
a) built                     b) will be built     c) is built             d) has been built
- 1.27.** This book ... in New-York last year.  
a) was published   b) will be published  
c) published   d) will publish
- 1.28.** The answer ... to you next week.  
a) was given   b) will be given  
c) will give   d) is being given
- 1.29.** The police ... of an accident already. We expect them any minute.  
a) have been informed   b) was informed  
c) will be informed   d) has informed
- 1.30.** The book ... from the library a month ago.  
a) will be borrowed   b) would be borrowed  
c) was borrowed   d) borrowed

*Level 2*

- 2.1.** The mother ... not to worry about her sick boy as he was out of danger.  
a) was told                     b) is told                     c) told                     d) has been told
- 2.2.** Peter was late for the party, so when he went into the room all guests ... to each other.  
a) were introduced   b) had been introduced  
c) would be introduced   d) introduced
- 2.3.** When I went into the cinema, the film ... .

- a)** was being shown                      **b)** was shown  
**c)** showed                                      **d)** will be shown
- 2.4.** A new stadium ... opposite our house lately.  
**a)** will be built    **b)** is being built    **c)** has been built                      **d)** has built
- 2.5.** We will send you this report as soon as all the dates ... finally.  
**a)** have been fixed                              **b)** is being fixed  
**c)** will be fixed                                      **d)** is fixed
- 2.6.** It's not really our house yet. It ... .  
**a)** hasn't paid for                              **b)** aren't paid for  
**c)** hasn't been paid for                              **d)** hadn't been paid for
- 2.7.** As the building was dangerous, it ... at last.  
**a)** is knocked down                              **b)** being knocked down  
**c)** had been knocked down                              **d)** will be knocked down
- 2.8.** Fred is not in his room and his bed ... in.  
**a)** hasn't been slept                              **b)** wasn't slept  
**c)** isn't being slept                              **d)** hasn't slept
- 2.9.** A lot of stories ... before they went to bed.  
**a)** had been told    **b)** were told                      **c)** will be told                              **d)** had told
- 2.10.** The house ... for a year before they moved in.  
**a)** was locked up                              **b)** had locked up  
**c)** had been locked up                              **d)** is being locked up
- 2.11.** The book ... by August.  
**a)** will be published                              **b)** will have been published  
**c)** was published                                      **d)** will have published
- 2.12.** At present nothing ... to restore the building.  
**a)** is being done    **b)** was doing                      **c)** has been done    **d)** will be done
- 2.13.** After we ... over the house, all guests had a walk round the garden.  
**a)** have been shown                              **b)** had been shown  
**c)** had shown                                      **d)** were shown
- 2.14.** Their engagement just ... by all local newspapers.  
**a)** is being announced                              **b)** was announced  
**c)** had been announced                              **d)** has been announced
- 2.15.** I hope that the room ... by the guests' arrival.  
**a)** will have been prepared                              **b)** has been prepared  
**c)** was being prepared                              **d)** will have prepared
- 2.16.** The wounded woman ... to hospital before the police arrived.  
**a)** has been taken                                      **b)** had been taken  
**c)** was being taken                                      **d)** took
- 2.17.** If the article ... earlier, it could have been published already.  
**a)** was being written                              **b)** had written  
**c)** would be written                                      **d)** had been written
- 2.18.** He says by next spring these houses ... in our city.  
**a)** are being built                                      **b)** will be built  
**c)** will have built                                      **d)** will have been built

- 2.19.** After his ten novels ..., he became famous.
- |                         |                   |
|-------------------------|-------------------|
| a) had been published   | b) were published |
| c) were being published | d) had published  |
- 2.20.** She said that the clothes ... already.
- |                    |                    |
|--------------------|--------------------|
| a) has been washed | b) had been washed |
| c) was washed      | d) had washed      |
- 2.21.** This suit looks shabby. Sure, it ... for three seasons already.
- |                  |                  |                  |             |
|------------------|------------------|------------------|-------------|
| a) has been worn | b) had been worn | c) is being worn | d) has worn |
|------------------|------------------|------------------|-------------|
- 2.22.** Don't worry! Your TV ... by the end of this week.
- |                            |                      |
|----------------------------|----------------------|
| a) will be repaired        | b) will repair       |
| c) will have been repaired | d) is being repaired |
- 2.23.** The book ... yet, let's do it now.
- |                          |                          |
|--------------------------|--------------------------|
| a) hasn't discussed      | b) wasn't discussed      |
| c) hadn't been discussed | d) hasn't been discussed |
- 2.24.** By the time you arrive there, the invitation ... already.
- |                        |                  |
|------------------------|------------------|
| a) will have been sent | b) will be sent  |
| c) will have sent      | d) would be sent |
- 2.25.** He knew that this book ... by all his friends.
- |                  |             |                  |                  |
|------------------|-------------|------------------|------------------|
| a) has been read | b) had read | c) had been read | d) is being read |
|------------------|-------------|------------------|------------------|
- 2.26.** We were so glad to find out that 50 our students ... to the international conference.
- |                   |                     |
|-------------------|---------------------|
| a) will be taken  | b) were being taken |
| c) had been taken | d) have been taken  |
- 2.27.** The letter ... by the time they asked for it.
- |                        |                       |
|------------------------|-----------------------|
| a) had been translated | b) have translated    |
| c) was translated      | d) will be translated |
- 2.28.** The doctor ... already. We expect him any time.
- |                      |                 |
|----------------------|-----------------|
| a) has been sent for | b) was sent for |
| c) is being sent for | d) has sent for |
- 2.29.** All his exams ... by the end of the next term.
- |                          |                     |
|--------------------------|---------------------|
| a) will be passed        | b) will have passed |
| c) will have been passed | d) are passed       |
- 2.30.** The fire ... to be burning out of control.
- |                     |                      |
|---------------------|----------------------|
| a) will be reported | b) reported          |
| c) was reported     | d) had been reported |

*Level 3\**

- 3.1.** I know why all his suggestions ... already.
- |                        |                          |
|------------------------|--------------------------|
| a) were turned down    | b) have been turned down |
| c) will be turned down | d) have turned down      |
- 3.2.** He answered that one of his article ... at that moment.
- |                        |                       |
|------------------------|-----------------------|
| a) was being published | b) had been published |
| c) published           | d) was published      |
- 3.3.** The teacher told the student to look up the rule himself as it ... many times.



- 3.18.** He promises that the translation ... by 5 o'clock tomorrow.  
a) would be finished                      b) will have been finished  
c) is finished                                d) will have finished
- 3.19.** The waiter asked if she would have something while salmon ... .  
a) had been cooked                        b) was being cooked  
c) would be cooked                        d) had cooked
- 3.20.** Although nothing has come of any of his other inventions, work still ... on the telephone.  
a) is being carried out                      b) has been carried out  
c) is carrying out                            d) had been carried out
- 3.21.** He whispered pointing at me, and I realized that I ... .  
a) will be talked about                      b) am being talked about  
c) was being talked about                      d) are being talked about
- 3.22.** When I went to Leningrad in 1954, the first underground line still ... .  
a) had been built                              b) was being built  
c) has been built                              d) was building
- 3.23.** She thought that the servant had gone being afraid that he ... .  
a) would be punished                        b) would punish  
c) will be punished                        d) was being punished
- 3.24.** The man said that he wouldn't answer for the results unless his advice ... carefully.  
a) had been followed                        b) will be followed  
c) had followed                                d) would be followed
- 3.25.** He said that they would come to the station later as the train ... by heavy snowfall at the moment.  
a) had been held                                b) was holding  
c) was being held                                d) would be held
- 3.26.** She said that many new houses ... in that area at the moment.  
a) would be built                              b) were being built  
c) had been built                              d) have been built
- 3.27.** Although his new friend seemed to tell the truth, Bob had a feeling that he ... at that moment.  
a) had been deceived                        b) was deceived  
c) would be deceived                        d) was being deceived
- 3.28.** The play ... by some of my friends who were not professional actors.  
a) will be played                                b) was to be played  
c) was to play                                d) were to be played
- 3.29.** The matter is urgent, and the necessary arrangements ... immediately.  
a) must make                                b) must be made  
c) must be made                                d) must have been made
- 3.30.** If you had worked harder last year, such mistakes ... .  
a) wouldn't have been done                      b) wouldn't be done  
c) will not be done                            d) wouldn't have done

## ADJECTIVES AND ADVERBS

*Виберіть правильну відповідь*

*Level 1*

- 1.1. His father is a very short man. I'd better say that he is the ... man I have ever seen.  
a) shortest                                      b) most short
- 1.2. Two of her detective stories are ... memorable.  
a) particular                                      b) particularly
- 1.3. I think that Shakespeare is ... author in the world.  
a) the most famous                                      b) more famous
- 1.4. Have you already known the ... news of today?  
a) last    b) latest
- 1.5. The ... type of thermometer is the mercury thermometer.  
a) commonest                                      b) more common
- 1.6. My native town is the ... in this region.  
a) larger    b) largest
- 1.7. How much has your audience known about your subject ...?  
a) already    b) yet
- 1.8. The ... days came to our country at least.  
a) hottest    b) hottest
- 1.9. This red overcoat suits you ... .  
a) fine    b) finely
- 1.10. My suitcase is ... than yours. Let's change!  
a) more heavy    b) heavier
- 1.11. This performance is ... the performance we saw last week.  
a) as amusing as    b) such amusing as
- 1.12. With his savage eyes and bristling moustache he was ... like a tiger himself.  
a) wonderfully    b) wonderful
- 1.13. Little Peter saw a mouse and wasn't frightened by it. Everyone realized he was ... boy in our street.  
a) more courageous    b) the most courageous
- 1.14. When I had any problem my mother used to say me, "Take it ...!"  
a) easy    b) easily
- 1.15. It is ... today than it was yesterday.  
a) very colder    b) much colder
- 1.16. Monica hummed ... as she ironed her shirt.  
a) softly    b) soft
- 1.17. They said that we would find our ... instructions on our desks in the office.  
a) further    b) farther
- 1.18. You can visit the museum ... .  
a) free    b) freely
- 1.19. Then we can ... get there before midnight.  
a) hard    b) hardly
- 1.20. I can't afford such an expensive dress. I'll buy something ... .



- a) more cheap    b) cheaper
- 1.21. The wine we drank with our meals tasted ... .  
a) wonderful    b) wonderfully
- 1.22. ... the sun, ... the days.  
a) The brighter, the warmer                          b) Brighter, warmer
- 1.23. ... thing in the world is when your best friend lies to you.  
a) The worst    b) The most bad
- 1.24. ... woman in our village is ninety years old.  
a) The oldest    b) Older
- 1.25. This book is not interesting. It is ... than the book I read before.  
a) worse    b) worst
- 1.26. Tom's story about his vacations is ... than hers.  
a) much more thrilling                                  b) a lot more thrilling
- 1.27. She wondered ... if he wanted anything and if she could hear him if he called.  
a) more restless    b) restlessly
- 1.28. Your husband is ... his father.  
a) more generous    b) as generous as
- 1.29. Their family lives in ... house in this street.  
a) further    b) the furthest
- 1.30. Take the dictionary. It will be ... to translate this text.  
a) easier    b) easier
- 1.31. Nobody has been here ... .  
a) still    b) yet
- 1.32. This flower is not ... the red rose I have just seen in your garden.  
a) so beautiful as    b) much beautiful as
- 1.33. This sofa is ... .  
a) very comfortable    b) most comfortable
- 1.34. It's ... to make up a question than to give an answer.  
a) more difficult    b) difficulter
- 1.35. This opera is ... I have heard this year.  
a) the least intelligible                                  b) less intelligible
- 1.36. Of the three boys, John behaves the ... .  
a) politely    b) most politely
- 1.37. My little nephew plays football very ....  
a) good    b) well
- 1.38. Our house is ... than yours.  
a) bigger    b) the biggest
- 1.39. Mary's hair is ... than mine.  
a) longer    b) more long
- Is he a ... driver? – No, he drives ... .  
a) well, bad    b) good, badly

*Level 2*

- 2.1.** Peter could ... believe his eyes; his heart began to beat ..., not with pleasure now but with uneasiness.  
a) hard, fast                      b) hardly, fast                      c) hardly, fastly
- 2.2.** She was ... able to believe that it was no ... necessary for her to have a good driver with her in the car whenever she went out in it.  
a) hard, longer                      b) hardly, long                      c) hardly, longer
- 2.3.** Add brass ..., then bring it to a boil.  
a) slow                      b) slowly                      c) slowly
- 2.4.** After I have visited London I understand that its weather is ... in Europe.  
a) the wettest                      b) the most wet                      c) more wet
- 2.5.** February is the ... winter month.  
a) deficientest                      b) most deficient                      c) more deficient
- 2.6.** She looked ... because she could not dress ... .  
a) plain, well                      b) plainly, good                      c) plainly, well
- 2.7.** Our nurse believes that milk is one of the ... products for children.  
a) more useful                      b) very useful                      c) most useful
- 2.8.** As she lay in her berth, staring at the shadow overhead, the rush of the wheels was in her brain, driving her ... into circles of wakeful lucidity.  
a) more deep and deep    b) more deep and deeper                      c) deeper and deeper
- 2.9.** While the events are still fresh in my mind, I wish to put them down on paper as ... as ... .  
a) clear, possible                      b) clearest, possible                      c) clearly, possible
- 2.10.** She greeted it as the friend whom she loved ... than all the world.  
a) best                      b) well                      c) better
- 2.11.** Two nights ... she was aware that the feet behind her were moving ... and ... .  
a) late, slow, slow                      b) lately, slower, slower                      c) later, slower, slower
- 2.12.** My last Math examination turned out to be ... of all.  
a) the least complicated    b) less complicated                      c) the less complicated
- 2.13.** I must say it sounds rather ... .  
a) marvelously                      b) marvelous                      c) marvelously
- 2.14.** The literature of ... Anglo-Saxons was oral.  
a) the earlier                      b) the earliest                      c) the most early
- 2.15.** Tommy always says, «Please!» «Thank you!» «You are welcome!». In my opinion he is ... child in this kindergarten.  
a) the most polite                      b) the politest                      c) more polite
- 2.16.** He controlled his anger, though it was not at all ... .  
a) easily                      b) easy                      c) easiest
- 2.17.** Last year I met a very beautiful Spanish girl. Her eyes were the ... I had ever seen in my life.  
a) most attractive                      b) attractivest                      c) very attractive
- 2.18.** She did not want to look ... in front of other drivers in the street.  
a) foolishly                      b) more foolishly                      c) foolish

- 2.19.** A passer-by asked me which was ... way to the local museum.  
**a)** the most near                    **b)** nearer    **c)** the nearest
- 2.20.** Some important papers disappeared. Who was ... person to leave the office yesterday?  
**a)** the last                                    **b)** the latest    **c)** the most last
- 2.21.** Then the owner of the house showed him into a room with lunch ready on the table and another table, ... bare, ... waiting for him to spread his papers on it.  
**a)** entire, evidently                    **b)** entirely, evidently                    **c)** entire, evident
- 2.22.** Is your new girl-friend ... than your ex one?  
**a)** more charming                    **b)** the most charming                    **c)** the more charming
- 2.23.** A shrew is ... and ... mammal.  
**a)** more tiny, more numerous                    **b)** the most tiny, the most numerous  
**c)** the tiniest, the most numerous
- 2.24.** Everything looked so ...! It was ... for her to make up her mind.  
**a)** beautiful, impossible    **b)** beautifully, impossible    **c)** beautiful, impossibility
- 2.25.** Have                    the                    letters                    been                    written                    ...?  
**a)** already                    **b)** still                    **c)** yet
- 2.26.** The family got ... and ..., and now Bella lived alone in a very big house.  
**a)** more poor, poor                    **b)** poorer, poorer                    **c)** more poor, more poor
- 2.27.** Who is ... player of this basketball team?  
**a)** taller                    **b)** the tallest                    **c)** the most tall
- 2.28.** I have a friend who, after an absence of many years, has ... settled down in London, with his wife and children.  
**a)** later                    **b)** late                    **c)** lately
- 2.29.** Don't plant the flowers ... . It's ... raining.  
**a)** already, still                    **b)** yet, else                    **c)** yet, still
- 2.30.** It's raining dogs and cats! The weather is getting ...!  
**a)** worse                    **b)** worst                    **c)** more bad
- 2.31.** In ... drawer of her desk she had some secret letters from Anthony.  
**a)** the smallest                    **b)** more small                    **c)** the most small
- 2.32.** These people were ... engineers, ... architects in the whole world.  
**a)** the most great, the most great                    **b)** the more great, the more great  
**c)** the greatest, the greatest
- 2.33.** Is your ... son married?  
**a)** oldest                    **b)** eldest                    **c)** older
- 2.34.** That was ... present she had ever received in her life.  
**a)** the most pleasant    **b)** the pleasantest                    **c)** два варіанти
- 2.35.** When Mr Holland was forty, he was fat and very soft, and he didn't wish to get ... and ... every day.  
**a)** more fat, more soft    **b)** the fattest, the softest                    **c)** fatter, softer
- 2.36.** Shakespeare is the author ... quoted.  
**a)** oftener                    **b)** more often                    **c)** most often
- 2.37.** After half an hour, there were voices, ... his father's, which sounded ... than before.

- a) especially, louder    b) more especially, more loud    c) especially, louder
- 2.38.** This small village in a lost part of the country seems to me ... in the whole world.
- a) the quietest                      b) the most quiet                      c) два варіанти
- 2.39.** He was walking ... with his face looking ... .
- a) stubbornly, solemn    b) stubbornly, solemnly            c) stubborn, solemn
- 2.40.** He hoped that riding would help him to get ... .
- a) thinner                              b) more thin                              c) два варіанти

*Level 3\**

- 3.1.** It's ... that the children are tired.
- a) obviously                      b) obviously                      c) obvious                      d) obviouse
- 3.2.** The sun had fallen ... in the sky and shone ... into the room on to the pages he was reading.
- a) low, directly    b) lowly, directly                      c) low, direct    d) lowly, direct
- 3.3.** «You may wonder why we keep that window ... open on an October afternoon,» said the niece ... .
- a) wide, aloudly    b) widely, aloud    c) widely, louder                      d) wide, aloud
- 3.4.** I'm afraid that the results are ... useless.
- a) completly                      b) complete                      c) completely                      d) completelest
- 3.5.** He'll... let you know his London address.
- a) certain                      b) certainly                      c) certainly                      d) more certain
- 3.6.** To me, writing is worth the effort because it is a great means of personal expression - a chance to convey my ... feelings and concerns and my ... thoughts.
- a) most deep, more important                      b) deepest, most important
- c) deeper, importanter                      d) the most deep, the most important
- 3.7.** We locked our car and left it on ... road.
- a) nearer                      b) near                      c) next                      d) the nearest
- 3.8.** «I tell you once and for all, my dear, this is ... time I come to this rotten hole. Keep your lousy simple life for yourself.»
- a) the latest                      b) last                      c) later                      d) the last
- 3.9.** In post-war England foreigners who showed their passports could have goods sent home at ... price.
- a) the lowest                      b) a more low                      c) the more lower                      d) a much lower
- 3.10.** The children are ... not well enough to go to school.
- a) yet                      b) still                      c) already                      d) else
- 3.11.** Give me a comb and scissors and I'll make of you ... woman in St. Beam.
- a) the stylish    b) the more stylish
- c) the most stylish                                      d) the stylishest
- 3.12.** Have you heard that the Smiths haven't got the loan ...?
- a) still                      b) already                      c) yet                      d) else
- 3.13.** This American car was indeed ... vehicle that had ever appeared in the village.
- a) the most fine                      b) finer                      c) more fine                      d) the finest
- 3.14.** The circus was small and its ... act was a tight-rope walk.



- a) the strongest                      b) stronger  
c) more strong                        d) strongest
- 3.30.** After another two hours' search they ... had not found the ring.  
a) else                                      b) still                                      c) already                                      d) yet
- 3.31.** The sunrise is very memorable to me because it seems like a dove flying ... in the sky.  
a) highly                                      b) more highly                                      c) high                                      d) more high
- 3.32.** Her interests were narrow, and she ... journeyed ... than the corner grocery.  
a) rare, farther                      b) rare, far                      c) rarely, far                      d) rarely, farther
- 3.33.** What she saw mentally was a kaleidoscope, no ... , no ... .  
a) many, little                      b) much, less                      c) more, less                      d) most, least
- 3.34.** When he had ... got what he wanted, he went away ... .  
a) finally, proud                                      b) final, proud  
c) final, proudly                                      d) finally, proudly
- 3.35.** Psychologically, it is actually ... to persuade people to give their money than to lend it.  
a) more easy                                      b) easiest                                      c) easier                                      d) the most easy
- 3.36.** In fact, the truth was ... than he had conceived; it was maddening.  
a) the worse                                      b) the worst                                      c) very bad                                      d) worse
- 3.37.** It was ... to ask people to come, but ... to provide a meal for them.  
a) easy enough, far more difficult                                      b) easier enough, far difficulter  
c) more easy enough, far more difficult                                      d) enough easy, far more difficult
- 3.38.** The hostess greeted us in ... way and asked if we would like to interview her garden.  
a) a more friendly                                      b) a most friendly  
c) the friendly                                      d) a most friend
- 3.39.** This new job isn't any ... than any of the other things.  
a) dangerous                                      b) most dangerous  
c) dangerously                                      d) more dangerous
- 3.40.** Although the plane flew very ..., we could hear it ... .  
a) high, clear                                      b) highly, clearly  
c) highly, clear                                      d) high, clearly



- 1.21.** I've broken a tooth, so I... go to the dentist right now.  
**a)** may **b)** have to
- 1.22.** What time does she ... stay tomorrow at the airport?  
**a)** have to **b)** should
- 1.23.** He said he ... finish that project without our help.  
**a)** would be able to **b)** would be able
- 1.24.** The doctor says I ... take this medicine three times a day after every meal.  
**a)** ought **b)** must
- 1.25.** ... you like to join us for the supper?  
**a)** Would **b)** Do
- 1.26.** You are so absent-minded that I even ... imagine you working for this organization.  
**a)** don't can **b)** can't
- 1.27.** I hurt my leg and I ... participate in the competitions.  
**a)** wasn't able to **b)** couldn't
- 1.28.** I'm not very sure, but he ... come every moment.  
**a)** may **b)** must
- 1.29.** Helen's eyesight is not very good, so she ... wear glasses.  
**a)** must **b)** has to
- 1.30.** He says Morris ... have helped his sister.  
**a)** should **b)** has to

*Level 2*

- 2.1.** When I started working for a pharmaceutical firm, I ... wear a white uniform.  
**a)** should **b)** ought to **c)** had to
- 2.2.** My husband is so inattentive. In my opinion he ... be more careful while driving his car.  
**a)** must **b)** has to **c)** should
- 2.3.** Excuse me. ... I speak to Mr. Joss?  
**a)** May **b)** Shall **c)** Can
- 2.4.** My wife thinks I ... pay more attention to our children.  
**a)** could **b)** must **c)** should
- 2.5.** I'm awfully sorry, but I ... to give you this book.  
**a)** will not can **b)** won't be able **c)** will not able
- 2.6.** These few changes in education ... perhaps be seen as a barometer of the political mood.  
**a)** could **b)** should **c)** must
- 2.7.** This is quite a good answer in several ways, but it ... be better.  
**a)** can **b)** needn't **c)** could
- 2.8.** There was no lamp near, and the window was thick with dust, so we ... only discern each other's figures within.  
**a)** would **b)** could **c)** might
- 2.9.** I ... be very much obliged if you ... slip your revolver into your pocket.  
**a)** might, could **b)** should, would **c)** could, can



- 2.10.** Yesterday my uncle had a heart attack. I ... visit him at the hospital.  
**a)** must                                    **b)** should                                    **c)** might
- 2.11.** My boy-friend ... do anything for you, as he has just left abroad.  
**a)** will not can                            **b)** won't be able to                            **c)** couldn't
- 2.12.** I'm afraid. It's very late, and I hear a strange noise in the kitchen. My husband considers it ... be a mouse.  
**a)** might                                    **b)** could                                    **c)** may
- 2.13.** It's hot! ... you open the window?  
**a)** Could                                    **b)** Shall                                    **c)** Should
- 2.14.** Why aren't you doing anything?! You ... study your English!  
**a)** might                                    **b)** had better                                    **c)** have better
- 2.15.** It's very important to be punctual. You ... be late for an appointment or a meeting.  
**a)** mustn't                                    **b)** couldn't                                    **c)** shouldn't
- 2.16.** As far as I ... make out, the League was founded by an American millionaire.  
**a)** can    **b)** may    **c)** ought to
- 2.17.** I ... not have thought there were so many goods in the whole country as were brought together by that single advertisement.  
**a)** ought                                    **b)** could                                    **c)** should
- 2.18.** Well, you ... be in the office, or at least in the building, the whole time.  
**a)** have to                                    **b)** might                                    **c)** need
- 2.19.** What time ... they to come to the conference?  
**a)** should                                    **b)** are    **c)** must
- 2.20.** «I have translated this paragraph into Chinese!» - «But you ... have done it!»  
**a)** needn't                                    **b)** hadn't                                    **c)** mustn't
- 2.21.** You look very tired. You ... have been working all day long.  
**a)** might                                    **b)** could                                    **c)** must
- 2.22.** I know nothing about him. His name is Boris and he ... be about fifty.  
**a)** must    **b)** should    **c)** ought to
- 2.23.** I believe you ... visit your grandparents more often.  
**a)** ought to                                    **b)** must    **c)** need to
- 2.24.** This is non smoking compartment, sir. You ... not smoke here.  
**a)** should                                    **b)** must    **c)** ought to
- 2.25.** Yesterday I was at the cinema, I saw a wonderful film. You ... go and see it yourself.  
**a)** must    **b)** ought to    **c)** might
- 2.26.** The doctor says that your grandmother ... leave the hospital the next week.  
**a)** will be able to                            **b)** must    **c)** could
- 2.27.** I'm in a trouble! I ... have been at the airport to receive a foreign delegation half an hour before.  
**a)** had to    **b)** was to    **c)** should
- 2.28.** I am sure that you inquired your way merely in order you ... see him.  
**a)** might    **b)** can    **c)** may
- 2.29.** She is afraid that nobody ... give her a hand in such situation.

- a) should                                      b) would                                      c) ought to  
**2.30.** You ... be more attentive while driving your car.  
a) would                                      b) should                                      c) ought to

*Level 3\**

- 3.1.** «And you ... me somewhere and ... it. Were you in Boston last July?»  
a) must to see, to forget                                      b) will be able to see, to forget  
c) had to see, forget                                      d) must have seen, have forgotten
- 3.2.** It ... half an hour before I again looked upward.  
a) should be                                      b) ought be                                      c) might have been                                      d) might be
- 3.3.** He ... see to pass the thread through the holes in the leather.  
a) mustn't                                      b) ought to                                      c) couldn't                                      d) might
- 3.4.** He was so hot he ... sleep.  
a) could not                                      b) should not                                      c) mustn't                                      d) can not
- 3.5.** Don't forget that the child is still very weak. You ... give her only light and nourishing food.  
a) ought to                                      b) should                                      c) must                                      d) can
- 3.6.** In Japan it's considered impolite to leave half-eaten food on a plate. If you take something you absolutely ... finish it.  
a) ought to                                      b) must                                      c) might                                      d) could
- 3.7.** If you express admiration for objects in the house, your hosts ... feel they ... give the objects to you.  
a) might, have to    b) could, ought to                                      c) may, should                                      d) can, can
- 3.8.** They ... not have been injured in the accident if they had been wearing their seatbelts.  
a) should                                      b) could                                      c) might                                      d) must
- 3.9.** You ... your alarm if you expect ... wake up on time.  
a) should set, to can                                      b) had better set, to be able to  
c) must set, to may                                      d) ought to set, to be able to
- 3.10.** People who are happy with their bodies ... actually be more assertive and likeable than those who have negative body images.  
a) could                                      b) must                                      c) might                                      d) may
- 3.11.** We ... take some extra cash along on the trip, but we absolutely forget our passports.  
a) ought to, mustn't                                      b) should, needn't  
c) can, didn't have to                                      d) may, haven't
- 3.12.** We are enjoying our holidays, though the weather ... be better.  
a) might                                      b) could                                      c) would be able to                                      d) can
- 3.13.** You ... change all the locks in case the burglar comes back.  
a) would rather                                      b) had better to                                      c) had better                                      d) ought
- 3.14.** Don't worry that Mary is late; she ... have missed the train.  
a) might                                      b) could                                      c) should                                      d) has to
- 3.15.** It was supposed to be a secret! You ... have told her!  
a) can't                                      b) shouldn't                                      c) wouldn't                                      d) mightn't

- 3.16.** Your son ... have passed the examination, if he had tried.  
**a)** should                    **b)** might                    **c)** can                    **d)** could
- 3.17.** She ... leave the dance and go downstairs to telephone to the country.  
**a)** had to                    **b)** should                    **c)** need to                    **d)** was to
- 3.18.** He told how he ... force himself to jump off the roof the second time.  
**a)** might not                    **b)** should not                    **c)** could not                    **d)** mustn't
- 3.19.** I don't know why they quarrel. Maybe it's because Dad ... have sold the farm and moved here.  
**a)** didn't have to    **b)** mustn't                    **c)** can't                    **d)** shouldn't
- 3.20.** «You're very patient, dear, but you ... be so suspicious of everyone and everybody, don't you see?»  
**a)** needn't                    **b)** shouldn't                    **c)** mustn't                    **d)** couldn't
- 3.21.** Perhaps it ... be possible to delay the game for a quarter of an hour, allow Francis at least a few extra minutes to form a plan.  
**a)** might                    **b)** is able to                    **c)** should                    **d)** ought to
- 3.22.** I ... do shopping on my day off. My husband did it.  
**a)** needn't                    **b)** didn't need to                    **c)** need                    **d)** mustn't
- 3.23.** «I've written a composition for you!» - «Oh, you really ... have, Dad!»  
**a)** mustn't                    **b)** couldn't                    **c)** shouldn't                    **d)** can't
- 3.24.** «Oh, my night... not be called monotonous,» said he, and laughed.  
**a)** could                    **b)** must                    **c)** may                    **d)** need
- 3.25.** «You ... not be aware that I have royal blood in my veins,» he said.  
**a)** should                    **b)** must                    **c)** ought to                    **d)** may
- 3.26.** «I ... really ask you to be a little more quiet!» said Holmes severely.  
**a)** may                    **b)** must                    **c)** should                    **d)** might
- 3.27.** Morris said that there ... be some danger, and put the revolver in his pocket.  
**a)** may                    **b)** can                    **c)** might                    **d)** were to
- 3.28.** «If you ... do nothing better than laugh at me, I ... go elsewhere,» said he nervously.  
**a)** could, could                    **b)** should, am able to  
**c)** can, can                    **d)** might, may
- 3.29.** «You ... mind sending up to me, if the child cries, nurse,» said the surgeon.  
**a)** needn't                    **b)** shouldn't                    **c)** mustn't                    **d)** haven't
- 3.30.** «If you like,» he said with a crooked smile, as though he ... read her mind.  
**a)** should                    **b)** may                    **c)** could                    **d)** can

## CONDITIONAL SENTENCES. WISHES

*Виберіть правильну відповідь.*

*Level 1*

1. If ... for a walk, we will take the dog with us.  
a) we will go    b) we go    c) we would go    d) we have go
2. When they ... the criminals, I shall get my car back.  
a) catch    b) catches    c) will catch    d) shall catch
3. Will she be upset if she ... the news?  
a) heard    b) is hearing    c) hears    d) had heard
4. If you boil the water for a long time, it ... disappear into the atmosphere.  
a) would have    b) will have    c) would    d) will
5. Paul will ruin his jeans if he ... that tree.  
a) climbs    b) will climb    c) climbed    d) climb
6. If... a stone into the sea it will sink.  
a) you will throw    b) you would throw  
c) you throw    d) you threw
7. If he drops out of college he ... to look for a job.  
a) have    b) should have  
c) will have    d) would have
8. You will catch cold if you ... in rain.  
a) go out    b) went out    c) gone out    d) would go out
9. If you don't eat vegetables, you ... a balanced diet.  
a) wouldn't have    b) shall have    c) shall not have    d) will not have
10. If he ..., tell him I'm busy.  
a) will call    b) call    c) called    d) calls
11. Martin ... that if you look after your body it will look after you.  
a) think    b) believes    c) believed    d) thought
12. If I don't know the answer, I ... ask you.  
a) shall    b) should    c) had    d) have
13. You ... late for school if you don't leave now.  
a) is    b) are being    c) are    d) will be
14. If I had some scissors o I ... you them.  
a) would lend    b) had lent  
c) would have lent    d) lent
15. Will these matches strike if we ... them up?  
a) dried    b) dry    c) will dry    d) dries
16. If she ... work harder at school, she will never get a good job.  
a) do    b) isn't    c) don't    d) doesn't
17. If I ... a computer, I would use the Internet.  
a) had    b) have    c) has    d) has got
18. She will have to change if her jeans ....  
a) are dirty    b) has been dirty    c) was dirty    d) is dirty
19. I shall go to the baseball game if it ... tonight.  
a) doesn't rain    b) don't rain    c) rains not    d) isn't rain

- 20.** I ... tell her anything if she calls.  
a) would not    b) shall not    c) will have    d) doesn't
- 21.** If you ..., you will damage your lungs.  
a) will smoke    b) smoke    c) smoked    d) would smoke
- 22.** If I have enough apples I ... an apple pie this afternoon.  
a) will bake    b) would bake    c) could bake    d) bake
- 23.** We shall go to the Zoo if the weather ... nice tomorrow.  
a) would be    b) will be    c) isn't    d) is
- 24.** If you eat too many sweets, ... gain weight.  
a) you will    b) you would    c) you are    d) you have
- 25.** What will you do if your computer ... work?  
a) won't    b) don't    c) doesn't    d) couldn't
- 26.** ...you go out with me on Saturday night if you finish the project?  
a) Will    b) Shall    c) Would    d) Do
- 27.** ... some interesting information if you go to the library.  
a) You will founded    b) You would founded  
c) You would find    d) You will find
- 28.** If they ..., tell them I shall be back at 11.00.  
a) phones    b) would phone    c) will phone    d) phone
- 29.** Write your name and address on your bag in case you ... it.  
a) will lose    b) lose    c) lost    d) would
- 30.** I'll draw a map for you in case you ... find our house.  
a) can't    b) could    c) can    d) couldn't
- 31.** He is busy right now, but if he ..., he would help us.  
a) is    b) were    c) weren't    d) isn't
- 32.** If she ... married, she will probably move to France.  
a) gets    b) get    c) got    d) gotten
- 33.** If I ... they are honest, I would gladly lend them the money.  
a) known    b) knows    c) know    d) knew
- 34.** ... spend next year studying in Japan if I could speak Japanese.  
a) I would    b) I will    c) I have    d) I am
- 35.** Where would you go if someone ... you the chance to go on a virtual holiday?  
a) gives    b) give    c) gave    d) given
- 36.** If... more male teachers, teaching could become a better-paid profession.  
a) there were    b) there was    c) there weren't    d) there wasn't
- 37.** If I ... some wrapping paper at the shop, I shall buy some for you.  
a) will find    b) find    c) shall find    d) found
- 38.** I ... come if I knew someone is here.  
a) has not    b) will not    c) have not    d) would not
- 39.** They will tell you if they ... their mind.  
a) will change    b) change    c) changed    d) would change
- 40.** If you have enough time, ... your parents a letter, please.  
a) you would write    b) you have write    c) you write    d) write
- 41.** Water will freeze if the temperature ... 0°C.

- a) reaches            b) reach        c) would reach    d) will reach
- 42.** If anyone calls, please ... a message.  
a) you take        b) would take    c) will take d)take
- 43.** Where shall I go if I ... to study German ?  
a) would want    b) wanted        c) want d) should want
- 44.** If she ... at home, she will answer the phone.  
a) was            b) is            c) were            d) will be
- 45.** If Claire ... to work hard, she will pass the exam easily.  
a) will continue    b) continues     c) continued     d) would continue
- 46.** What are you going to wear to class if it... cold tomorrow?  
a) is            b) will be        c) would be      d) shall be
- 47.** ... you going to the mountains if it's cold tomorrow?  
a) Should        b) Would        c) Will            d)Are
- 48.** People ... to swim in the lake, if they clean it up.  
a) have been able    b) will be able    c) would be able    d) were able
- 49.** If she ... a year older, she could get a driver's license.  
a) will be        b) is            c) were            d) would be
- 50.** Joanna may swim today if the sun ....  
a) come out        b) comes out     c) came out        d) will come out
- 51.** What will you call the baby if it... a girl?  
a) will be        b) is            c) would be      d) was
- 52.** If the dog keeps barking, ... let it out.  
a) I shall        b) I would        c) I have        d) I am
- 53.** If you take my advice, your troubles ... over.  
a) shall be        b) would be      c) will be        d) shall have been
- 54.** If Kitty ... taller, she would reach the cupboard.  
a) would be        b) should be     c) is            d) were
- 55.** You will get into trouble if you ... pay your taxes.  
a) wouldn't        b) will not        c) don't          d) have not
- 56.** ... I have a garage if I move to that apartment?  
a) Will            b) Would            c) Should        d) Do
- 57.** Father will be furious if he ever... out about it.  
a) find            b) finds          c) will find      d) would find
- 58.** If he mows our lawn, ... have to give him money.  
a) we would        b) we are        c) we should     d) we shall
- 59.** He would stay longer if he ... time.  
a) has            b) had had        c) has had        d) had
- 60.** ... he create jobs if he becomes the president of the company?  
a) Would            b) Will            c) Should        d) Does
- 61.** If I ... the question, I would be able to answer it.  
a) would understand                    b) will understand  
c) understood                            d) had understood
- 62.** If we ... our tickets, they wouldn't let us in.  
a) have forgotten    b) will forget    c) would forget    d) forgot

- 63.** We shall go skiing in the mountains if it ... .  
a) snowed    b) will snow    c) snows    d) would snow
- 64.** Perhaps I ... there too if you moved over a little.  
a) could sit    b) can sit    c) can't sit    d) am able
- 65.** If he ... at night, his telephone bill won't be so high.  
a) called    b) will call    c) call    d) calls
- 66.** If you eat so many sweets, you ... stomach-ache.  
a) would get    b) have get    c) will get    d) would gotten
- 67.** ... phone you if she arrives earlier than planned.  
a) She will    b) She has    c) She would    d) She have
- 68.** You can see the boss if he ... too busy.  
a) is not    b) was not    c) were not    d) will not
- 69.** We would go by plane if it... cheaper.  
a) would be    b) will be    c) is    d) were
- 70.** The table will fall if you ... on it.  
a) stand    b) stood    c) standing    d) were standing
- 71.** Will you teach me to dance the tango if I ... you learn English?  
a) helped    b) help    c) will help    d) would help
- 72.** ... I were you, I should never agree to do it.  
a) In case    b) Unless"    c) When    d) If
- 73.** If he ... the exam he can do it again.  
a) failed    b) fail    c) fails    d) will fail
- 74.** If... fire, the alarm will ring.  
a) there is    b) there will be    c) there are    d) there was
- 75.** I shall be surprised if Martin and Julia... .  
a) married    b) will get married  
c) get married    d) got married
- 76.** If you are late this evening, I ... wait for you.  
a) have not    b) would not    c) should not    d) shall not
- 77.** What will happen if my parachute ... ?  
a) don't open    b) doesn't open    c) won't open    d) will not open
- 78.** This room would be nicer if ... some nice pictures on the wall.  
a) there are    b) there were    c) are there    d) were there
- 79.** Life ... boring if every day were the same.  
a) will be    b) should be    c) would be    d) will have been
- 80.** If you ... blue and yellow, you will get green.  
a) mix    b) mixes    c) mixed    d) would mix
- 81.** We ... all our friends to stay if we had a bigger house.  
a) had invite    b) need invite    c) must invited    d) could invite
- 82.** If you ... this job, are you going to take it?  
a) offered    b) are offered    c) offer    d) have offered
- 83.** If I ... anywhere in the world, I should go to Antarctica.  
a) would have gone    b) will go  
c) had gone    d) could go

- 84.** I would not be happy if I ... any friends.  
a) had    b) hadn't had    c) didn't have    d) wouldn't have
- 85.** If I ... an accident in the street, I would call the police.  
a) had seen    b) seen    c) see    d) saw
- 86.** The world would be a better place if there ... no guns.  
a) was    b) were    c) weren't    d) wasn't
- 87.** We shall have to go without John if he ... arrive soon.  
a) don't    b) didn't    c) doesn't    d) won't
- 88.** If it gets too hot inside, ... the conditioning.  
a) turned on    b) turn on    c) turned    d) had turned
- 89.** I am not tired enough to go to bed yet. I wouldn't sleep if I... to bed now.  
a) would go    b) had gone  
c) would have gone    d) went
- 90.** If you put water in the freezer, ... become ice.  
a) it is    b) it has    c) it was    d) it will
- 91.** I must hurry. My friend will be annoyed if... not on time.  
a) I shall    b) I have    c) I would    d) I am
- 92.** If the phone ..., can you answer it?  
a) rang    b) rings    c) ring    d) rung
- 93.** What... you do if you don't find where to live?  
a) could    b) should    c) would    d) will
- 94.** Who would you phone if you ... in trouble?  
a) will be    b) are    c) were    d) would be
- 95.** You ... come to the party if you don't want to.  
a) mustn't    b) wouldn't    c) needn't    d) hadn't
- 96.** I shall have a word with Jack if he ... at home.  
a) will be    b) would be    c) were    d) is
- 97.** If... the bus this afternoon, she will get a taxi instead.  
a) she miss    b) she misses    c) she will miss    d) she would miss
- 98.** If it rains, the roads ... slippery.  
a) would get    b) could get    c) must get    d) will get
- 99.** When he ... this job, he will be able to buy his own flat.  
a) get    b) gets    c) will get    d) would
- 100.** How much will he earn if he ... a job?  
a) get    b) gets    c) got    d) gotten

### *Level 2*

- 1.** People would go out more if... no television.  
a) there were    b) there wasn't    c) there is    d) there isn't
- 2.** If I ... my job properly, I wouldn't be a manager.  
a) hadn't done    b) didn't do    c) wouldn't do    d) shouldn't do
- 3.** ... I were you, I would always wear a helmet on a bike.  
a) When    b) Whether    c) Unless    d) If
- 4.** If we ... faster, we would catch up with the first car.



- a) drive                      b) driven      c) drove      d) driving
- 5.** If you could be someone else, who ... like to be ?
- a) would you    b) you would    c) should you    d) you should
- 6.** If I didn't read newspapers, I ... what is happening in the world.
- a) wouldn't have known                      b) didn't know  
c) hadn't known                                      d) wouldn't know
- 7.** They would stay at home if they ... the guests to come .
- a) had expected    b) expected      c) would expect    d) expect
- 8.** If you didn't go to bed so late every night, you ... all the time.
- a) wouldn't tired                                      b) shouldn't tired  
c) would be tired                                      d) wouldn't be tired
- 9.** If we don't protect wildlife now, ... nothing left for further generations.
- a) there will be    b) there won't be    c) there isn't      d) there wasn't
- 10.** If I... another job, I would take it immediately.
- a) am offered    b) are offered    c) will be offered    d) were offered
- 11.** ... you sing before breakfast, you will cry before night.
- a) Unless                      b) If only      c) If                      d) When
- 12.** If you ... after two hares, you will catch neither.
- a) run                      b) ran                      c) rung                      d) rang
- 13.** If the sky ..., we shall catch larks.
- a) fell                      b) falls                      c) felt                      d) fallen
- 14.** If he wants, he ... your example.
- a) follow    b) will follow    c) follows      d) followed  
d) would be    d) he would have    d) would be    d) You are
- 15.** If he isn't careful, he ....
- a) will fallen    b) will be fallen    c) will fall    d) would fall
- 16.** If you cannot bite, never... your teeth.
- a) show                      b) showed      c) shown    d) you show
- 17.** I must have the doctor handy, in case my baby ... worse.
- a) feel                      b) feels                      c) felt                      d) fell
- 18.** If I asked Helen, she ... probably give you a lift.
- a) would                      b) will                      c) should                      d) must
- 19.** Who would you ask, if you ... how to do it?
- a) hadn't known                                      b) wouldn't know  
c) didn't know                                      d) shouldn't know
- 20.** What would you do, supposing your car ... now.
- a) stolen    b) was stolen    c) had been stolen    d) had been stole
- 21.** If you ... her now, you would hardly recognize her.
- a) have seen    b) see                      c) had seen                      d) saw
- 22.** If you took more exercise you might... a bit of weight.
- a) lose                      b) loose                      c) lost                      d) have lost
- 23.** I ... be able to visit Jim first thing in the morning if I stay in Manchester over night.
- a) shall                      b) would                      c) have                      d) am

- 24.** ... you get much fatter, your jeans will be too small for you.  
a) whether    b) if    c) even if    d) unless
- 25.** If she ... a healthy diet, she wouldn't be fit  
a) hadn't follow    b) hadn't been followed  
c) didn't follow    d) wouldn't follow
- 26.** We would go to the safari park if Mary ...  
afraid of lions.  
a) weren't    b) hadn't been    c) isn't    d) hasn't been
- 27.** If she weren't fit, she ... to practise in the rink.  
a) wouldn't able    b) shouldn't able  
c) shouldn't be able    d) wouldn't be able
- 28.** Helen wouldn't have to stay in bed today if she ... the flu.  
a) didn't have    b) hadn't get    c) hasn't got    d) hasn't get
- 29.** Those wires look a bit dangerous, I ... them if I were you.  
a) didn't touch    b) wouldn't touch  
c) wouldn't have touched    d) shouldn't have touched
- 30.** If you wash cotton clothes in hot water, they ... lose colour.  
a) will    b) would    c) have    d) are
- 31.** If you leave metal out in the rain, it... rusty.  
a) will get    b) get    c) would get    d) has got
- 32.** If he ... more money, would you marry him?  
a) had had    b) would have    c) had    d) will have
- 33.** If I had nothing to do, I ....  
a) would be boring    b) would be bored  
c) will be boring    d) will be bored
- 34.** If my grandfather were still alive, he ... a hundred today.  
a) be    b) will be    c) has been    d) would be
- 35.** If he got a new job, ... earn a bit more money.  
a) he would    b) he had    c) he should    d) he would have
- 36.** Providing that you ... careful, you can use Dad's car.  
a) will be    b) are    c) were    d) would be
- 37....** have a lot more friends if you weren't so mean.  
a) You will    b) You would    c) You have    d) You are
- 38.** If I ... stuck on a deserted island, I should like to be with you.  
a) will be    b) would be    c) am    d) were
- 39.** ... be surprised if you heard the news.  
a) You would    b) You will    c) You have    d) You are
- 40.** If they knew French, ... understand what they were talking about.  
a) they have    b) they will    c) they would    d) they are
- 41.** If Mark ... younger, he could join the army.  
a) would be    b) could be    c) were    d) is
- 42.** If we were serious about pollution, ... spend more money on research.  
a) we would    b) we have    c) we are    d) we shall
- 43.** Where would you ... if you could live anywhere in the world?

- a) chose    b) choose    c) chosen    d) have chosen
- 44.** Even if you offer me a lot of money, I ... the painting.  
a) would not have sold    b) would not sold  
c) would not sell    d) shall not sell
- 45.** If my paper... on time today, I'm going to cancel my subscription.  
a) won't arrive    b) isn't arrive    c) don't arrive    d) doesn't arrive
- 46.** If I had a more reliable car, ... drive to London rather than fly.  
a) I would    b) I have    c) I shall    d) I am
- 47.** If I were him ... a bodyguard.  
a) I shall hire    b) I would hire    c) I have hired    d) I am hired
- 48.** He would be happier if he ... take things so seriously.  
a) didn't    b) don't    c) hadn't    d) doesn't
- 49.** I ... if there were any truth in her story.  
a) will believe    b) must believe    c) would believe    d) had believed
- 50.** If ... no oxygen on the Earth, life wouldn't exist.  
a) there were    b) there's    c) there is    d) wasn't
- 51.** What would you do if you ... your passport ?  
a) lost    b) lose    c) has lost    d) have lost
- 52.** It's always the same! ... I decide to leave the office early, my boss calls me after I have left.  
a) Whether    b) Unless    c) If    d) Even though
- 53.** If they ... weight during the illness, they will soon regain it afterwards.  
a) lose    b) lost    c) will lose    d) has lost
- 54.** I wouldn't accept the job, even if they ... it to me.  
a) offer    b) offered    c) had offered    d) have offered
- 55.** If he ... the windows, he will want his money.  
a) has done    b) have done    c) did    d) had done
- 56.** What would you do if.... an earthquake ?  
a) there has been    b) there's    c) there is    d) there were
- 57.** If he ... that smoking is dangerous, he wouldn't smoke now.  
a) realized    b) had realized    c) would realize    d) has realized
- 58.** He said that if he didn't start taking regular exercises, ... in danger of be coming ill.  
a) he would be    b) he will be    c) he had been    d) he will been
- 59.** If I make some coffee, ... the cake ?  
a) cut    b) do you cut    c) have you cut    d) will you cut
- 60.** If we ... even a small amount of money, they would appreciate it greatly.  
a) gave    b) give    c) will give    d) had given
- 61.** If the light ... , the battery is OK.  
a) come on    b) comes on    c) came on    d) had come on
- 62.** If you were on a desert island, what... like to have with you ?  
a) you would    b) would you    c) have you    d) you could
- 63.** If you ... here, where would you like to be ?  
a) weren't    b) aren't    c) have been    d) had been

- 64.** If you ... English, which language would you study?  
a) weren't studying                      b) weren't study  
c) were studying                          d) wasn't study
- 65.** If you ... a new first name, what would you choose?  
a) must have    b) could have    c) have had    d) has had
- 66.** If you could have any car, which kind ... have?  
a) would you    b) you would    c) have you    d) you could
- 67.** If you ... eat anything you wanted tonight, what would you eat?  
a) can    b) will    c) must    d) could
- 68.** If you want to make a good impression, ... to smile and make eye contact.  
a) you remember    b) remember you    c) remember    d) must remember
- 69.** ... risk going there alone if they asked you?  
a) Would you    b) You would    c) Can you    d) Will you
- 70.** If we had higher salaries, we ... better teachers.  
a) could have    b) can have    c) must have    d) have
- 71.** Her grandfather is no longer alive, but if he were I'm sure he ... of her.  
a) would be proud                      b) must be proud of  
c) will be proud                          d) shall be proud
- 72.** Bill has such a bad memory that he would lose his head if it ... to his body.  
a) had been attached                      b) weren't attached  
c) isn't attached                          d) aren't attached
- 73.** I wouldn't ride the bike even if you ... .  
a) ask                      b) asks                      c) asked                      d) had asked
- 74.** What would you be doing right now if you ... in class?  
a) are not                      b) were not                      c) have been                      d) had been
- 75.** ... appreciate it very much if they gave me chance to study.  
a) I would                      b) I will                      c) I had                      d) I have
- 76.** If we ... the production of our goods, we could have more money.  
a) increase                      b) increased                      c) would increase                      d) should increase
- 77.** If we had a better car, we ... more.  
a) will have driven                      b) will drive  
c) would drive                          d) would have driven
- 78.** If people ... less we would have less pollution.  
a) drove                      b) drive                      c) driven                      d) had driven
- 79.** If we attracted more businesses to the state we ... more jobs .  
a) would have    b) will have    c) must have    d) can have
- 80.** If we ... more businesses to the state, we would have less unemployment.  
a) attract    b) attracted    c) had attracted    d) have attracted
- 81.** If I were President, ... spend more money on teachers' salaries.  
a) I would    b) I shall    c) I have    d) I'm
- 82.** ... you had eaten breakfast, you wouldn't be hungry now.  
a) In case    b) If    c) Even if    d) Unless
- 83.** If you had looked at the map, you ... lost now.  
a) wouldn't be    b) shouldn't be    c) can't be    d) mustn't be

- 84.** If Roger... his bike out in the rain, it wouldn't be rusty now.  
a) hadn't left    b) leave    c) leaves    d) have left
- 85.** If she had paid her rent last month, she ... to move out of her flat now.  
a) musn't have    b) wouldn't have    c) will not have    d) shall not have
- 86.** If you ... an expensive car last week, you would have more money now. a) haven't bought    b) buy    c) hadn't bought    d) bought
- 87.** I wouldn't enjoy going to discos if I ... like dancing.  
a) didn't    b) don't    c) couldn't    d) wasn't able
- 88.** If the building were too big, nobody ... ever buy it.  
a) wouldn't    b) would    c) should    d) shouldn't
- 89.** If the minister ... reelected, he will still control foreign policy.  
a) is    b) was    c) were    d) has
- 90.** If the building weren't in a perfect condition, it ... impossible to use it for modern offices.  
a) will be    b) must be    c) would be    d) should be
- 91.** If she had set the alarm, she wouldn't ....  
a) have overslept    b) have oversleep    c) has overslept    d) overslept
- 92.** If the blouse ... this skirt, I should buy it.  
a) match    b) matched    c) matches    d) would match
- 93.** He ... unemployed now if he didn't want a higher salary.  
a) wouldn't be    b) will not be    c) will be    d) couldn't be
- 94.** If you could keep a secret I ... tell you everything in details.  
a) must    b) will    c) would    d) shall
- 95.** He wouldn't hire a taxi if the station ... very far from the hotel.  
a) had been    b) have been    c) isn't    d) weren't
- 96.** ... your bicycle if I had a screwdriver of the proper size.  
a) I shall fix    b) I would fix    c) I have fix    d) I fix
- 97.** Sally ... the phone if she were in her office right now.  
a) would answer    b) will answer    c) must answer    d) should answer
- 98.** I wouldn't be a student in this class if English ... my native language.  
a) were    b) is    c) has been    d) had been
- 99.** If I were a bird, I ... want to live my whole life in a cage.  
a) would not    b) will not    c) shall not    d) have not
- 100.** If I ... you, I should see this film.  
a) am    b) would be    c) will be    d) were

*Level 3\**

- 1.** My lawyer is suggesting that I ... the property.  
a) have sold    b) sell
- 2.** It is required that all employees ... to a medical examination.  
a) submit    b) would submit
- 3.** You ... better not borrow any more money; you won't be able to pay it back.  
a) would    b) had
- 4.** If my husband ... to the bank yesterday, we ... some money now.

- a) went, could have **b) had gone, would have**
5. His life can be saved if help ... soon.  
a) arrives **b) will arrive**
6. If Clara ... fewer sweets, she ... get slimmer.  
a) ate, might **b) eats, would**
7. I didn't enjoy the performance last night. I would rather we ... to the disco.  
a) would go **b) had gone**
8. If all stories ... true, Dr. Heidegger's study must have been a very curious place.  
a) were **b) are**
9. If we ... the tax on time, we ... liable for any further payment.  
a) pay, won't be **b) will pay, wouldn't be**
10. «I wish you ... less noise when you come in.» - «It's not my fault. In door squeaks when you open it.»  
a) had made **b) would make**
11. Write down all these words lest you ... them.  
a) forgot **b) should forget**
12. If we ... our workers better, we ... a popular employer.  
a) would pay, became **b) pay, will become**
13. If you ... working, there ... no protection for your family.  
a) stopped, would be **b) have stopped, won't be**
14. If we ... our workers better, they wouldn't have left the company.  
a) paid **b) had paid**
15. If I were you I... invest all your money in stocks.  
a) would not **b) will not**
16. The water is very cold today. If you bathed in it you ... ill for days.  
a) will have been **b) would be**
17. We ... trading so long as we ... goods to sell.  
a) will continue, have **b) would continue, would have**
18. When I ... a moment I open my memories of you as if I ...  
a) got reading **b) get, were reading**
19. If he ... do a job by the day required, he took it. If not, he told the truth and turned it down.  
a) could **b) can**
20. If you needed some money, I ... lend you a sum.  
a) will **b) would**
21. And after all the weather was ideal. They could not have had a more perfect day for a garden party if they ... it.  
a) order **b) ordered c) had ordered**
22. « ... correct if I ... that each time a representative voted, he'd get a stipend?» asked the girl.  
a) Would I be, presumed **b) Will I be, have presumed**  
c) Would I have been, had presumed
23. But I know Jimmy ... me here if he ... alive, for he always was the truest, staunchest old chap in the world.

- a) would meet, will be **b) will meet, is c) shall, was**
- 24.** If there ... high demand overseas we ... the Export Sales team.  
a) will be, would increase **b) would be, increased c) were, would increase**
- 25.** Provided that we ... substitute a holiday of similar quality, there ... no entitlement to compensation.  
a) could, will be **b) can, will be c) can, would be**
- 26.** No holiday booking ... accepted unless it ... accompanied by the necessary deposit.  
a) will be, is **b) would be, would be c) shall be, was**
- 27.** You ... to compensation on condition that you ... our office not later than seven days after notification of the proposed changes.  
a) are only entitled, will contact **b) will only be entitled, contact c) would be only entitled, had contacted**
- 28.** We ... faulty goods, provided that the customer ... them in an unused condition together with proof of purchase.  
a) shall replace, will return **b) replaced, would return c) will replace, returns**
- 29.** We ... our prices ... us.  
a) have reconsidered, you asked **b) will reconsider, will you ask c) would have reconsidered, had you asked**
- 30.** If the policyholder ... to extend the policy, he ... the company before the policy expiry date.  
a) will wish, must have notified **b) would wish, must have notified c) wishes, must notify**
- 31.** If ... to my colleague yesterday, I ... everything.  
a) spoke, would learn **b) had spoken, would have learned c) speak, will learn**
- 32.** If the policyholder subsequently ... to renew the policy, the company ... to charge an introductory fee.  
a) decided, would be entitled **b) had decided, would entitle c) would decide, could be entitled**
- 33.** You ... a mistake unless you ... the instructions carefully.  
a) might have made, would follow **b) may make, follow c) might make, didn't follow**
- 34.** What... if the princess ... that necklace? Who knows?  
a) will happen, didn't lose **b) would happen, has not lost c) would have happened, had not lost**
- 35.** I'd rather you ... your things everywhere round the flat. I can't hear it.  
a) didn't leave **b) wouldn't leave c) hadn't have been leaving**
- 36.** There ... anything worth buying if we ... there soon. If only no MHE ... that chest of drawers they advertised.  
a) wouldn't be, hadn't got, will buy **b) isn't, haven't got, bought c) won't be, don't get, buys**
- 37.** If I ... a nickel for all the times we've done things because of your male intuition, I ... a rich woman.  
a) had, would be **b) had had, would have been c) have, will be**

38. ... what would happen, I... this experiment.  
 a) I knew, will never have authorized  
 b) Had I known, would never have authorized  
 c) Have I known, would never authorize
39. If she ... her seat belt, she could have been badly injured.  
 a) hadn't been wearing b) hadn't wear c) doesn't wear
40. If my younger sister ... less shy, she ... progress more rapidly.  
 a) had been, would have made b) has been, will make c) were, would make
41. The doctor suggests that my grandfather ... three times a week.  
 a) will exercise b) exercise c) exercised d) would exercise
42. If you ... your own children, I'm sure you ... what I'm going to ask of you now.  
 a) will have, would excuse b) would have, would excuse  
 c) has, would have excused d) had, would excuse
43. If Olivia ... his letter, they probably ... all those years and neither of them would be lonely now.  
 a) would answer, would have married  
 b) had answered, would have been married c) answered, will marry  
 d) had answered, would marry
44. It was as if a sudden glow of cheerful sunshine ... all their faces at once.  
 a) would have brightened b) will have brightened c) has brightened  
 d) had brightened
45. People are afraid that if we ... to the metric system, our whole life ...  
 a) will convert, will change b) will convert, will have change  
 c) convert, will change d) convert, change
46. If the dinner ... another minute, the steak ... as tough as leather.  
 a) waits, will be b) wait, is c) wait, will be d) has waited, is
47. You ... pay interest if you ... the bill within sixty days.  
 a) will have to, hadn't settled b) have to, won't have settled  
 c) would have to, didn't settle d) shall have to, wouldn't have settled
48. If they ... reschedule the debt, they ... bankrupt.  
 a) hadn't been able to, would have gone b) won't be able to, will have gone  
 c) wouldn't be able to, would go d) couldn't, shall have gone
49. Andrew said that if I ... before the Titian it ... wonderful publicity for the exhibition.  
 a) am posing, will have been b) posed, would be c) had posed, will be  
 d) would have posed, would have been
50. «But I have reasons to suppose that this opinion ... very much more frank and valuable if he ... that we are alone,» he said.  
 a) will be, will imagine b) would have been, has imagined  
 c) would be, had imagined d) would be, imagines
51. The balance ... at any time provided it... not later than eight weeks before departure.  
 a) may pay, is b) may be paid, is c) might be paid, will be



**d)** might have been paid, would be

**52.** If the sales ... poor, we ... the distribution network.

**a)** were, will change **b)** have been, will have changed

**c)** had been, would have changed **d)** had been being, would change

**53.** «Shall I continue to ignore your acid little rejoinders, Suzie, or ... happier if I ... in and indulged your desire to have a blazing row over nothing?» he asked.

**a)** would you have been, had given **b)** will you be, had been giving

**c)** will you have been, give **d)** would you be, gave

**54.** ... you'd get so upset, she never ... leaving.

**a)** Would have she known, had suggested

**b)** Has she known, will have suggested

**c)** Had she known, would have suggested

**d)** Known she, would suggest

**55.** The Palestinian leader is demanding that the Israeli government ... its troops.

**a)** withdraw **b)** would withdraw **c)** had withdrawn **d)** withdrew

**56.** The boy ... my age if such an unbelievable thing ... to him. He had been killed in a fight.

**a)** would have been, wouldn't have happened

**b)** will have been, had not happened

**c)** will be, didn't have happened

**d)** would have been, had not happened

**57.** If the policyholder ... the company before the expiry date, the company ... to terminate the agreement.

**a)** does not contact, shall be entitled

**b)** didn't contact, will be entitled

**c)** wouldn't contact, would have entitled

**d)** wouldn't contact, would have been entitled

**58.** They ... the train if they ... their house earlier.

**a)** wouldn't have been missing, left **b)** won't have missed, leave

**c)** wouldn't miss, would have left **d)** wouldn't have missed, had left

**59.** If Tom ... a taxi, he ... stuck in traffic.

**a)** would take, might not get **b)** had taken, might not have got

**c)** will take, may not get **d)** had been taken, might not get

**60.** Mary wishes that she ... off her relationship with her mother-in-law.

**a)** hasn't broken **b)** hadn't broken **c)** wouldn't broken **d)** didn't break

## СПИСОК ВИКОРИСТАНОЇ ЛІТЕРАТУРИ / REFERENCES

1. Гапон Ю. А. Business English. Англійська мова для ділового спілкування. Інтенсивний курс. Навчальний посібник з англійської мови / Ю. А. Гапон. – К. : Вид-во Європ. ун-ту, 2003. – 230 с.
2. Дудкина Г. А. и др. Учебник английского языка для делового общения / Г. А. Дудкина. – М. : Аверс, 2000. – 150 с.
3. Тучина Н. В., Меркулова Т. К., Кузьміна В. С. Read and Speak English with Pleasure / Н. В. Тучина, Т. К. Меркулова, В. С. Кузьміна. – Харків : СПД ФО Шапіро М. В., 2004. – 304 с.
4. Тучина Н. В., Меркулова Т. К., Кузьміна В. С. Speak English with Pleasure / Н. В. Тучина, Т. К. Меркулова, В. С. Кузьміна. – Харків : Торсінг, 2001. – 288 с.
5. Шевелева С. А. English on Economics: Учеб. пособие для вузов / С. А. Шевелева. – М. : ЮНИТИ-ДАНА, 2012. – 415 с.
6. English for Economists / Английский язык для студентов экономических специальностей / Авт.-сост.: Л. Б. Тихомирова, Н. И. Князева, Э. В. Рунцова и др. – Мн. : БГУ, 2004. – 291 с.
7. V. Evans, J. Dooley. (2006) Reading & Writing. Express Publishing, 90 p.
8. J. Taylor, S. Pelter (2011) Career Paths. Accounting. Express Publishing, 117 p.
9. V. Evans, K. Gilmore (2013) Career Paths. Banking. Express Publishing, 124 p.
10. S. Helm. (2010) Market Leader. Accounting and Finance. Pearson Education, 96 p.
11. Ch. Johnson. (2008) Market Leader. Banking and Finance. Longman, 96 p.
12. I. MacKenzie. (2009) Professional English in Use. Finance. Cambridge University Press, 140 p.
13. J. Marks. (2007) Check Your English Vocabulary for Banking and Finance. A&C Black London, 80 p.
14. J. Pratten. (2009) Absolute Financial English. DELTA Publishing, 136 p.
15. R. Richey (2011) English for Banking & Finance. Pearson Education Limited, 80 p.

Навчальне видання

*Удовіченко Ганна Михайлівна*

Кафедра іноземних мов

МЕТОДИЧНІ РЕКОМЕНДАЦІЇ З ВИВЧЕННЯ ДИСЦИПЛІНИ  
ІНОЗЕМНА МОВА

Формат 60×84/8. Ум. др. арк. 13.

Донецький національний університет економіки і торгівлі  
імені Михайла Туган-Барановського  
50005, Дніпропетровська обл.,  
м. Кривий Ріг, вул. Трамвайна, 16.  
Свідоцтво суб'єкта видавничої справи ДК № 4929 від 07.07.2015 р.