

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
МИКОЛАЇВСЬКИЙ НАЦІОНАЛЬНИЙ АГРАРНИЙ УНІВЕРСИТЕТ

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ПЕРЕДМОВА

Методичні рекомендації та навчальний матеріал для аудиторної та самостійної роботи початкового освітньо-наукового рівня «Молодший бакалавр» спеціальності 071 «Облік і оподаткування» денної форми навчання забезпечують навчальний матеріал дисципліни «Іноземна мова».

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; ведення бесіди з професійної тематики, ділового листування.

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

Методичні рекомендації складаються з дванадцяти тем (Units), 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 здобувачів початкового освітньо-наукового рівня вивчення іноземної мови. Методичні рекомендації розраховані на 180 год. (6 кр.) аудиторної та самостійної роботи.

За кожну тему студент може отримати від 10-15 балів, що передбачено навчальною програмою з іноземних мов.

Методичні рекомендації є збіркою текстів професійного спрямування та різнорівневих завдань до них для отримання додаткової інформації, яка доповнює навчальний посібник «Облік і аудит» фактичним матеріалом.

Методичні рекомендації розроблені згідно до вимог типової базової програми. Для підготовки методичних рекомендацій використовувались матеріали з новітніх підручників, автентичних джерел та періодичних видань.

PART I

UNIT 1. UKRAINE

I. Answer the following questions:

1. What are the national symbols of Ukraine?
2. What holiday do we celebrate on August 24?
3. What are the colours of the national flag of Ukraine?
4. How many administrative provinces is the country divided into?
5. What traits of character are Ukrainians believed to have?

Essential vocabulary

fertile black-earth soil	родючий чорнозем
precipitation	опад
to decrease	зменшуватися
average population density	середня густина населення
net material product	національний валовий продукт
employment	зайнятість
consequence	наслідок
competitiveness	конкурентоспроможність
animal husbandry	тваринництво
ballot	балотування, голосування
unicameral state legislature	однопалатна державна законодавча влада
justice	правосуддя

II. Reading. Read the following text.

UKRAINE

Ukraine, a republic in Eastern Europe, is bounded on the north by Belarus and Russia; on the east by Russia; on the south by the Black Sea and the Sea of Azov; on the southwest by Romania and Moldova; and on the west by Hungary, Slovakia and Poland.

With a total area of about 603,700 square kilometres, Ukraine is the second largest country in Europe after Russia. Kyiv is the capital and the largest city.

Almost the entire country of Ukraine is a vast flat plain, with elevations generally below 300 metres. The Carpathian Mountains intrude at the extreme west, and on the southern coast of the Crimean Peninsula are the Crimean Mountains. The highest point in Ukraine is Mount Hoverla in the Carpathians, with an elevation of 2,061 metres. Most major rivers flow south to the Black Sea. the Dnieper courses through the country for 1,204 kilometres. Other major rivers include the Dniester, Donets, Bug, and Danube. The Danube is an important water route linking the country with many European countries. There are many lakes throughout Ukraine. Lake Svytiaz, one of the largest natural lakes, has an area of 28 square kilometres. Ukraine has extremely fertile black-earth soils in the central and southern portions, totaling nearly two-thirds of the territory.

The climate of Ukraine is temperate continental, with a long summer and a short winter. The southern shores of the Crimea have a warm Mediterranean-type climate. Precipitation generally decreases from north to south; it is greatest in the Carpathians and least in the coastal lowlands of the Black Sea.

Ukraine is the second most populous country of the former USSR; only Russia has more people. Ukraine has a population of about 45,700,000 people. Average population density is 82 people per sq km. Settlement are densest in the far eastern and western regions. Around 67 percent of population inhabits urban areas. Population growth is relatively low. Ukrainians constitute 72 per cent and Russians constitute 22 per cent. Other minorities include Belarussians, Moldovans, Hungarians, Bulgarians and Crimean Tatars.

Ukraine is richly supplied with mineral resources, with many important deposits grouped closely together. Coal is Ukraine's most abundant and heavily exploited mineral resource. Large iron ore deposits are located in the southeast, near the bituminous coal and anthracite deposits of the Donets Basin, the famous Donbas fields. The Nikopol region boasts one of the world's richest concentrations of manganese ores. There are also commercial deposits of titanium ores, bauxite, mercury ores, mineral salts and sulphur.

Ukraine's economy is highly industrialized. Industry contributes more than 40 per cent of total net material product and accounts for more than one-quarter of total employment. Industry is based largely on the republic's vast mineral resources. Ukraine is the fourth largest steel producer in the world, and has a broad and diverse industrial base. However, economic policy since the world economic and financial crisis has had serious consequences for Ukraine's competitiveness. Agriculture accounts for about 30 per cent of total net material product and one-quarter of total employment. Ukraine is a major producer and exporter of a wide variety of agricultural products, including wheat and sugar beet, being the world's largest sugar beet producer. Other crops include potatoes, vegetables, fruit, sunflowers and flax. Animal husbandry is also important.

Ukraine is an independent democratic republic, as stated in the declaration of independence issued in August 1991. The head of state is president who is elected by a national ballot. The prime minister heads the council of ministers, which serves as the cabinet. Ukraine has the unicameral state legislature, the 450-member Supreme Council. Members are freely elected for a four-year term. The highest judicial court is the Supreme Court of five judges, elected for five-year terms by the legislature. At the regional level justice is administered by popularly elected "people's courts".

III. Reading comprehension. Answer the following questions:

1. Where is Ukraine situated?
2. What countries does Ukraine border on?
3. What is the total area of Ukraine?
4. What is the population of the country?
5. What are the main features of Ukraine's climate?
6. What can you say about Ukrainian natural resources and economy?
7. What is the political system of Ukraine?

IV. Vocabulary and Grammar exercises

1. Give English equivalents to the following words:

Друга за розміром країна у Європі; велика рівнина; помірно континентальний клімат; населати міську місцевість; приріст населення; поклади залізної руди; широка й різноманітна промислова база; найбільший у світі виробник цукрового буряка; Верховна Рада; народні суди.

2. Give the Ukrainian equivalents for:

The total area; to intrude at the extreme west; coastal lowland; settlement; minorities; to be richly supplied with; to boast; commercial deposits; steel producer; a major producer and exporter; to be elected by a national ballot, the highest judicial court; to be represented in the legislature.

3. Fill in the gaps with the words given below:

Republic, urban, entire, continental, populous, competitiveness, ballot, elevation

- 1) The most _____ territory of Ukraine is the eastern region.
- 2) The _____ coastline of the Black Sea is a resort area.
- 3) Victor Yanukovich won in the second run of presidential _____.
- 4) A _____ is a form of government in which the people possess the supreme power.
- 5) The average _____ of Ukraine is 175 metres above sea level.
- 6) Most of Ukraine's population is _____ and live in cities and towns.
- 7) The _____ features of the Ukrainian climate intensify in an eastward direction.
- 8) One of the main tasks today is to strengthen the _____ of the national products worldwide.

4. Fill in the gaps with the necessary prepositions:

After, at, for, from, in (3 times), inside, of, on, to, with

Lviv, the capital of Western Ukraine, is one of the best places (1) _____ the country. It was founded as a fort (2) _____ the mid- 13th century by Danylo Halytsky and was named (3) _____ his son Lev, which means lion. The lion is the historic symbol (4) _____ the city. Lviv's main street is Freedom Avenue. (5) _____ the middle of the avenue there is a monument (6) _____ Taras Shevchenko, and there are always a lot of flowers (7) _____ its feet. Shevchenko Avenue attracts people (8) _____ its beautiful buildings and various shops. Lviv Picture Gallery has one of the largest collections of European paintings in the country, with over 1000 paintings (9) _____ display. (10) _____ the Town Arsenal there is the Museum of Old Arms, with a display of various arms taken (11) _____ over 30 countries. Lviv is also famous (12) _____ its churches and monasteries.

V. Speech Exercises

1. Make up dialogues, using the questions below and your own ones.

- 1) What is geographical position of Ukraine?
- 2) What is Ukraine rich in?
- 3) What is the relief of the country?
- 4) What are the largest cities in Ukraine?
- 5) What can you say about the climate of Ukraine?
- 6) What can you say about the political system of Ukraine?

TEXT 2

I. Read the text about Kyiv.

Essential vocabulary

confluence	з'єднання (річок)
junction	перетинання доріг
highway	магістраль

diverse	різноманітний
metalworking	обробка металів
interior	інтер'єр
monk	монах
thoroughfare	головна вулиця
steep	крутий
winding	звивистий
cobbled	мощений бруківкою
picturesque	живописний

Kyiv

Ancient Kyiv is now the capital of Ukraine. Situated on the banks of the Dnieper River below its confluence with the Desna River, Kyiv is a major port and one of the largest and most important cities of Eastern Europe. Because of its many parks it is often called the “green city”.

Kyiv has a moderately continental climate. January temperatures average -6°C. Snow covers the ground usually from mid-November to the end of March. Summers are warm, and July temperatures average 19°C.

The city's favourable location has made it a major junction of railroads, highways and air routes. Kyiv, as the capital city, has major administrative functions. It is also an important industrial centre with a diverse economy. The principal industries are machine building and metalworking. Kyiv is also a major publishing centre.

The surviving historical and architectural monuments are most prominent in the ancient Upper Town. The Cathedral of St. Sophia, completed in 1037 and reconstructed in the 17th century, is decorated with frescoes and mosaics in its interior. Much of the Kyiv-Pechery Lavra monastery, built during the 11th century, was destroyed during World War II. Now a museum, it is also still in use as a monastery. This striking building is the most holy place in Ukraine. The caves on the property serve as burial grounds for monks. Nearby is the main thoroughfare, Khreshchatyk. Another Kyiv's oldest and most beloved streets Andrew's Descent has been the centre of city activity since ancient times. The steep and winding cobbled streets are the setting for outdoor concerts and festivals in the summer, and home to several art galleries selling traditional Ukrainian crafts. Mariyinsky Palace is a picturesque Baroque palace with a charming park around it on the hilly bank of the Dnieper River designed by Rastrelli and constructed in 1744. It is an official ceremonial residence of the President of Ukraine.

Kyiv is the cultural and academic centre of Ukraine. Research institutes, the National Scientific Library, the Central Botanical Garden and the Main Astronomical Observatory are located there. There are many government-funded museums in Kyiv. The most famous are the Natural History Museum, the Historical Museum, the National Art Museum and the Western and Eastern Art Museum. Pirogovo is an outdoor museum devoted to folk architecture and traditional village life in Ukraine.

Among many professional theatres in Kyiv the most magnificent is the National Opera House which stages world class ballets and operas. Kyiv has also been the centre of Ukrainian film and mass media. In 1928 the Dovzhenko Artistic Film Studio was founded there.

Many monuments have been erected in Kyiv's squares, parks and other public places. The oldest are the monuments to the Magdeburg law on the right bank of the Dnieper, St. Volodymyr in Volodymyr Hill Park and B. Khmelnytsky in St. Sophia Square. Most have been erected in honour

Ukrainian political and scholarly figures and the heroes and victims of the wars and the Chernobyl accident.

II. Decide if the following statements are true or false:

1. Kyiv is situated on the confluence of the Dnieper River and the Desna River.
2. The processing of metals is one of the main branches of industry.
3. The Cathedral of St. Sophia and the Kyiv-Pechery Lavra monastery were built in the same century.
4. Andrew's Descent is a main street of Kyiv.
5. The official residence of the President of Ukraine is Pirogovo.

III. Match the endings of the sentences.

1. Kyiv bears the name of prince Kyi, a) on both banks of the Dnieper.
2. Under the rule of Yaroslav the Wise Kyivan Rus with Kyiv as its capital b) you should start your sightseeing from Khreshchatyk.
3. The city lies c) can be reached by a funicular lift.
4. If you have never been to Kyiv d) reached the height of its power.
5. The 'pleasure cruises' that depart from the river terminal e) is the usual way of getting from place to place by most people in Kyiv.
6. St. Michael's Golden Domed Cathedral f) who lived on the old Kyiv Hill in the sixth century.
7. The cost of the Metro is very cheap and g) offer stunning views of Kyiv's sights.

IV. Supply the missing members of these words families. Check your answers with the dictionary.

- 1) product - production, to produce, productive.
- 2) location
- 3) to develop
- 4) favourable
- 5) to complete
- 6) processing

V. Complete the following dialogue with the proper verbs in the right forms and role-play it: to go (2 times), to leave, to look, to love, to take (2 times), to walk.

Looking at vacation pictures

Kathy : Jim, I heard you _____ a trip to Kyiv. Is that right?

Jim : Yeah, I just got back this morning.

Kathy : That sounds really nice. What did you do there?

Jim : Well, we were only there for three days, so we didn't do too much. We _____ shopping to the Metrograd Shopping Complex and went out to dinner a few times. At night we _____ around the city with some friends.

Kathy : Did you _____ any pictures?

Jim : Yes, I have them with me. Do you want to look at them?

Kathy : Sure, I _____ looking at photos.

Jim : This one is of my wife and me in the Hydropark, an island in the Dnieper river, and this one is our daughter Emily standing next to my wife.

Kathy : Your daughter _____ like her mother. Where was this picture taken?

Jim : That was taken at the Boryspil airport before we _____.

Kathy : Did you have time to go to St. Sophia's Cathedral?

Jim : No, not this time. We _____ there last time.

Kathy : It looks like you all had a nice time.

Jim : Yeah, it was a lot of fun.

UNIT 2. TRADITIONAL HOLIDAYS IN UKRAINE, GREAT BRITAIN AND THE USA

I. Answer the following questions:

1. What is the most favourite holiday in your family? What do you usually do before it? Do you decorate your house/flat? Do you cook anything special? Do you invite guests or arrange parties?
2. Do you observe all the traditional rituals on Christmas? Who cooks traditional Christmas dishes in your family and what are they? What kind of weather do you like to have on Christmas?
3. What associations do you have with Easter? Can you describe what is going on in your house before Easter Sunday?
4. Do you remember any funny April Fool's Day experiences? Did you like to play practical jokes on your friends? Have you ever suffered from these jokes?

II. Reading. Read the following text

Essential vocabulary

prosperity	розквіт, добробут
near and dear	близькі люди
gradually	поступово
Sermon	проповідь
signpost	вказівний стовп, покажчик
to commemorate	вшановувати пам'ять
Coup	державний переворот
Firework	фейєрверк
holly and mistletoe	падуб та омела
Christmas rush	різдвяна метушня
the Lenten fast	Великий піст
Pancake	млинець

TRADITIONAL HOLIDAYS IN UKRAINE, GREAT BRITAIN AND THE USA

Like most European nations Ukraine sees the New Year in on December, 31. You can hardly find a person who doesn't hope that the Old Year with all its troubles will leave forever and the New Year will bring health, prosperity and happiness.

New Year celebrations gradually glide into one of the most important religious holidays – Christmas. Now it is an official state holiday and a day off. It is favourite with children who like to go from door to door, sing carols and get sweets from the hosts. Mothers of the family cook a

traditional Ukrainian Christmas dish «kutya» which all the family eat together. Many people now like to go to church to listen to Christmas sermons.

Not long ago young people and lovers of all ages started to follow the English tradition of celebrating St. Valentine's Day on February, 14 by sending special postcards and giving lovely gifts to their sweethearts.

The next official holiday in Ukrainian calendar is Women's Day. Very few people remember now how it originated, but it is an important signpost in the women's feminist movement in the world, because it commemorates the beginning of women's struggle for their economic, political and social rights. Today, it is the day to show love and respect to women of all ages.

By Orthodox canons Easter, the day of Christ's Resurrection, is celebrated in Ukraine later than in other European countries. Only several years ago it was proclaimed an official state holiday and many people celebrate it by attending the all-night service in church and having a tasty meal at home on Red Sunday. Children enjoy painting Easter eggs and eating Easter bread.

Victory Day which is annually marked on May, 9 commemorates the victory of Soviet people over Nazi Germany in 1945. So many people died or were killed in that war that there is hardly a family in Ukraine that didn't suffer a loss.

The new Constitution of Ukraine as an independent, sovereign, democratic, social and legal state was adopted by the Verkhovna Rada on June 28, 1996 as the Fundamental Law of the country. The day of its adoption is a state holiday - the Day of the Constitution of Ukraine.

August, 24 is a new national state holiday - the Day of Independence of Ukraine, which was proclaimed in 1991 on the decision of the Verkhovna Rada of Ukraine after the military coup in Moscow. This day is marked with parades and fireworks.

Most Ukrainian people enjoy holidays both old and new because they are good breaks in everyday work, an opportunity to see their friends and relatives and just to have a good time.

National Days in Britain are not celebrated to the same extent as in France or America. Scotland's National Day is St. Andrew's Day (30 November). St. David's Day (1 March) is the National Day of Wales. England National Day is St. George's Day (23 April) which coincides with William Shakespeare's birthday. St. Patrick's Day is an official Bank Holiday in Northern Ireland.

For many British people (with the exception of Scotsmen), Christmas is the favourite holiday. It is celebrated much earlier than in our country, on December, 25. Preparation for the holiday begins several weeks before it with sending dozens of cards, buying presents and food, decorating the Christmas tree and the house. The cities and towns are decorated with thousands of coloured lights, and the biggest Christmas tree in Britain is put up in Trafalgar Square in London.

In the homes there is a great air of expectation. Holly and mistletoe are hanging on the wall waiting for the English traditional kissing when a girl standing under these evergreen plants can't refuse being kissed. Mothers of the family are busy in the kitchen getting ready for the next day's dinner of turkey, pudding and other tasty things. Before going to bed children may hang Christmas stockings on their beds in the hope of getting presents from Father Christmas or Santa Claus. The next day, on December 26 people get up late, have big meals, go to church and have a good rest after the Christmas rush.

New Year in Britain (with the exception of Scotland) is not celebrated as widely as in our country. Some people may even completely ignore it and go to bed at the usual time without waiting for the clock to strike twelve.

In Scotland New Year is called Hogmanay and is the most favourite holiday of the year. It begins with a thorough cleaning of the house and cooking plenty of tasty food. Though February is

a winter month, many British people start feeling spring on February, 14 when they get Valentine cards and symbolic love gifts.

Pancake Day is the popular name for Shrove Tuesday, the eve of the Lenten fast. In medieval times all Christians made their compulsory confessions or «shifts» from which the words «Shrove Tuesday» derives. Nowadays only pancake eating has remained.

Easter in Britain is the time of giving and receiving presents which traditionally take the form of Easter eggs and hot cross buns. Nowadays eggs are usually made of chocolate with surprises in them, but the old custom is dying and painting eggs is still, kept in some country districts. Other emblems of Easter are fluffy little chicks, the Easter Bunny and spring flowers.

April Fools' Day is not an official holiday but few people are indifferent to it. Everyone who has a sense of humor likes to play practical jokes on their friends and family neighbors.

Bank Holidays are public holidays called so because the banks as well as most offices and shops are closed. There are winter, spring and summer Bank Holidays.

Another popular holiday in Britain is Guy Fawkes Day, which commemorates the discovery of the so-called Gunpowder Plot, a conspiracy to destroy the English Houses of Parliament and King James I on November, 5 1605. It is usually marked with bonfires and dummies of Guy Fawkes.

Each of the fifty states in the USA establishes their own legal holidays. The federal government, through the President and Congress, can legally set holidays only for federal employees and for the District of Columbia. Most states however accept the federal legal holidays which are: New Year's Day, Martin Luther King's Day, Washington's Birthday, now called «President's Day» (the third Monday in February), Memorial Day (last Monday in May), Independence Day, Labor Day (first Monday in September), Columbus Day, Veterans' Day (November, 11th), Thanksgiving Day and Christmas.

There are many other traditional holidays, observed by a large number of Americans, which are neither legal nor official. Among these are Valentine's Day, St. Patrick's Day (not just people with Irish ancestry will «wear the green» on March 17th), Mother's Day and Halloween.

Perhaps the two «most American» of the holidays are the Fourth of July- Independence Day, and Thanksgiving. The first one is like a big nationwide birthday party. Some towns and cities have parades with bands and flags, and most politicians will try to give a patriotic speech. But what makes this holiday special is the atmosphere and enjoyment of, for instance, the family picnic with hot dogs, hamburgers and volleyball, fireworks and rockets at night

Like Christmas, Thanksgiving is a day for families to come together. Traditional foods are prepared for the feast-turkey or ham, cranberry sauce, bread rolls and pumpkin pie. At the same time Thanksgiving is a solemn occasion, a day to remember the many who are less well off, in America and throughout the world.

III. Reading comprehension

Sort these holidays into the table according to the countries they are celebrated in.

Ukraine Great Britain The USA

Speak on the following:

1. What holidays celebrated in Britain and the USA are also marked in Ukraine?

Do they have the same traditions and rituals? Name at least 3 differences in celebrating Christmas and Easter.

2. Which holiday do you think is the most important for each of the three countries?

3. Which holiday in the USA and Great Britain would you like to take part in?

IV. Vocabulary and Grammar exercises

1. Give English equivalents to the following words:

Добробут та щастя, близькі люди, різдвяний гімн, різдвяна проповідь, важливий вказівний стовп, воскресіння Христа, паду́б та омела, вічнозелені рослини, ігнорувати, в середньовічні часи, обов'язкова сповідь, змова, ірландське походження, соус із журавлини.

2. Give the Ukrainian equivalents for:

Like most European nations, you can hardly find, it is especially popular with, it commemorates the beginning, to show love and respect, by Orthodox canons, the Fundamental Law of the country, the military coup, great air of expectation, completely ignore, fluffy little chicks, fireworks, a solemn occasion.

3. Put the following verbs into the right forms (use Active and Passive Voice):

Observe, celebrate, proclaim, mark, cook, commemorate

1. The annual parade _____ the soldiers who died in the two World Wars.

2. The republic's independence _____ by the President three years ago.

3. Most people _____ the tradition of going to church and having a tasty dinner.

4. This tasty Christmas dinner _____ by our grandma a few hours ago.

5. April Fool's day is not a national holiday, but it _____ in many countries.

6. This state holiday _____ with military parades and peaceful demonstrations.

4. Fill in the gaps with the necessary prepositions:

In (5 times), on (6 times), for (2 times), of (3 times), to (2 times), at (2 times), from, with, before.

1. Thanksgiving Day is observed _____ the fourth Thursday _____ November.

2. _____ the feast, families usually pause to give thanks _____ all they have, including the joy _____ being together _____ this day.

3. Memorial Day was originally a day _____ which flags or flowers were placed _____ the graves of soldiers who died _____ the American Civil War.

4. Halloween has a special significance _____ children who dress _____ funny costumes and knock _____ neighbourhood doors.

5. _____ Christmas Eve groups carol singers go _____ house _____ house to wish good luck and prosperity _____ the hosts.

6. Christmas stockings are hung _____ hope that Santa Claus will come _____ night and fill them _____ toys and sweets.

7. Many women _____ Ukraine may say that March, 8 is their favourite holiday and they would like to be loved and take care _____ not only _____ this day but all the year round.

V. Speech Exercises

1. Interview your partner about his or her favorite holiday. Find the answers to these questions:

1. What is the name of your favourite holiday?

2. When do people celebrate the holiday?
3. What do people wear?
4. What do people do?
5. Why is the holiday special?

Tell the group about your partner's special holiday. Write the names of everyone's holiday on the board. Compare them. Which holiday is the most fun? Which holiday is the most interesting?

2. Writing

Write 10-12 sentences about any special holiday.

UNIT 3. HIGHER EDUCATION IN UKRAINE

I. Answer the following questions:

1. Are there many higher educational establishments in Ukraine?
2. What education have you already received?
3. What education will you receive after finishing the university?
4. What degree will you get?
5. Which speciality will you get in future?
6. Are you going to have a post graduate course?
7. Is it difficult for young people in the city you live in to get a good job without higher education?

Essential vocabulary

to realize more fully one's human potential	повніше реалізувати людський потенціал
to enrich one's understanding of life in various fields	збагачувати розуміння життя в різних сферах
regardless of	незважаючи на
apart from	поряд з
a great deal of scientific work	великий обсяг наукової роботи
to provide excellent facilities	забезпечувати відмінні умови
higher educational establishment	вищий навчальний заклад
full-time students	студенти стаціонару
to receive state grants	одержувати державні пільги
to combine work with studies	поєднувати роботу з навчанням
to take correspondence courses	навчатися заочно
to receive a leave	отримувати відпустку
according to	відповідно до

II. Reading. Read the following text

HIGHER EDUCATION IN UKRAINE

Higher education is generally recognized as preparing individuals to realize more fully their human potential, enrich their understanding of life and make them more productive to society.

Future specialists in various fields of science, technology, economics and art get a fundamental general and specialized training, all students regardless of their specialty study foreign languages.

Apart from educational work and schooling Ukrainian higher schools carry out a great deal of scientific work in all branches of knowledge. They have either a students' research Society (Club) or a Technological Design Bureau which provide excellent facilities for young researchers.

Our country needs specialists in all fields of science and all branches of industry and agriculture. Institutes exist not only in big cities like Kyiv, Kharkiv, Lviv, but in many towns of Ukraine like Irpin.

Higher educational establishments of our country fall into three main types. The first type includes the universities and institutes where there are only full-time students, which receive state grants. Students who do not live at home get accommodation in the hostels.

The second and third types of higher schools provide educational facilities for factory and office workers who combine work with studies. The second type of higher education in establishments includes evening faculties and evening higher schools for those who study in their spare time.

The third type covers extra-mural higher schools where students take correspondence courses. Every year extra-mural students receive from 30 to 40 days' leave to prepare for their exams.

The diplomas by the evening faculties and extra-mural higher schools have the same value as the diplomas of all other institutes and universities.

The period of study at higher schools is from 4 to 6 years. According to the subjects studied there exist three groups of higher schools' universities, polytechnic and specialized institutes.

III. Reading comprehension

Answer the following questions:

1. Does higher education help to develop your human potential and enrich your understanding of life? 2. What training do the future specialists get? 3. What can you say about the role of foreign languages in gaining higher education? 4. What is the role of scientific work in training future specialists? 5. What specialists does our country need? 6. Where do institutes and universities exist in our country? 7. How many types of higher educational establishments do we have in our country? 8. What higher schools does the first type include? 9. Which is the second type? 10. What schools does the third type cover? 11. What do extra-mural students receive every year? 12. Is there any difference between the diplomas by the evening faculties, extra-mural schools and full-time schools? 13. How long does the period of studies at higher schools last? 14. What groups of higher schools exist in your country?

IV. Vocabulary and Grammar exercises

1. Give English equivalents to the following words:

Одержувати державні пільги, в різних сферах, отримувати відпустку, поєднувати роботу з навчанням, вищий навчальний заклад, забезпечувати відмінні умови, великий обсяг наукової роботи, навчатися заочно.

2. Give the Ukrainian equivalents for:

Higher educational establishments, future specialists, spare time, evening faculties, students' research society, a great deal of scientific work, to provide excellent facilities, to combine work with studies, to receive state grants.

3. Fill in the blanks with the words given below:

The same value, spare, full-time students, to fall into, to carry out, general, specialized

1. Future specialists in various fields of science, technology, economics and art get a fundamental ... and ... training. 2. Ukrainian higher schools ... a great deal of scientific work in all branches of knowledge. 3. Higher educational establishments of our country ... three main types. 4. The first type includes the universities and institutes where there are only ... which receive state grants. 5. Evening schools are for those who study in their ... time. 6. The diplomas by the evening faculties and extra-mural higher schools have ... as the diplomas of all other institutes or universities.

4. Choose the correct variant of the answer (a, b, c)

1. The period of study at higher schools is from
 - a) 2-3 years
 - b) 1-4 years
 - c) 4-6 years

2. The diplomas of extra mural students have
 - a) the same value as all other students
 - b) much less value than the others have
 - c) no value at all

3. Higher education in our country fall into
 - a) many different types
 - b) 3 main types
 - c) 5 types

4. Higher education is.....in modern life.
 - a) very important
 - b) not important at all
 - c) important but not to all young people

5. The higher school is thestage of the public educational system.
 - a) Middle
 - b) First
 - c) Final

5. *Match the words in the left and the right columns to form word combinations.*

- | | |
|---------------|---------------------------------|
| 1. To take | a) Master's Degrees |
| 2. To get | b) research work |
| 3. To give | c) devoted to something |
| 4. To live in | d) knowledge |
| 5. To do | e) part in different activities |
| 6. To make | f) diploma |
| 7. To be | g) higher education |
| 8. To get | h) a choice |
| 9. To get | i) hostel |
| 10. To submit | j) appointment |

TEXT 2

MY FUTURE SPECIALITY

I. Reading. Read the following text

Essential vocabulary

diverse, diverse in nature	різний, різноманітний, інакший; різноманітний за характером
to record	записувати, реєструвати
to summarise	підсумовувати, підводити підсумок
to verify	перевіряти, контролювати, підтверджувати, вивіряти
significance	значення
to be of great significance	мати велике значення
to provide, to provide information	надавати, забезпечувати, надавати інформацію
supply	надходження, поставка
supply of data	надходження даних
an enterprise	підприємство
a key problem	ключова (головна) проблема
meaningful	значимий, значущий
prompt, promptly	швидкий; швидко
inherent	притаманний, природжений
vital, vital information	життєвий; насущний, суттєвий; суттєва інформація
to enable	давати можливість
to contribute	сприяти; (по)жертвувати; співробітничати (to - в)
to make a contribution	робити внесок
to mould	формувати

MY FUTURE SPECIALITY. Accountant

I am a second-year student of Mykolaiv National Agrarian University. I study at Faculty of Accounting and Auditing.

The work of the accountant is said to be diverse in nature but basically it deals with recording, summarising, analysing and verifying business transactions in books of accounts. The task of examining and analysing accounts is one of great significance because it makes it possible to provide information necessary for economic management. There is usually an unlimited supply of data available in an enterprise. The key problem facing accountants is the selection for presenting to the management only meaningful information. And the accountant is effective if he supplies information promptly and in a clear language. Great and momentous changes are known to have taken place over recent years and the accountancy profession has gained an important status. The

role of the accountant has changed and his functions have not only deepened but widened as well. The modern accountant is not like the old book-keeper - now a legend - who was often described as a dried-up narrow-minded person ignorant of everything but tedious operations with figures. The modern accountant begins to play an increasingly important role in business activity. He is now expected to perform various duties and his tasks are wider than they were a decade or two back. He acts as an adviser to management and helps the latter in decision-making. Under modern conditions only accountants can analyse business situations and minimise the degree of uncertainty inherent in every business decision. By providing vital information to the management the accountant enables them to assess their own performance and what is more important it helps them devise ways to improve their efficiency and performance. In many countries of the world accountants are also believed to make a valuable contribution towards promoting economic growth of a country. Economic thinking is considered to be moulded by proper accounting information as well

II. Read the text again and choose the best variant:

1. The work of the accountant deals with ...
 - a) buying goods for the company.
 - b) recording, summarizing, analyzing and verifying business transactions.
 - c) verifying business activities of the company.
2. The key problem facing accountants is ...
 - a) management of the enterprise.
 - b) sending e-mails to business parties.
 - c) the selection for presenting to the management only meaningful information.
3. The modern accountant ...
 - a) acts as an advisor to management and helps the latter in decision making.
 - b) acts as a director and manages the enterprise.
 - c) acts as a manager and is the director of the enterprise.
4. In many countries of the world accountants...
 - a) there are no accountants.
 - b) make a valuable contribution towards promoting economic growth of the country.
 - c) play no role in promoting economic growth of the country.

III. Fill in the gaps using the words in the box

management situations decision assess efficiency duties important figures book-keeper accountant

The role of the ...1... has changed and his functions have not only deepened but widened as well. The modern accountant is not like the old ...2... - now a legend - who was often described as a dried-up narrow-minded person ignorant of everything but tedious operations 52 with ...3... The modern accountant begins to play an increasingly ...4... role in business activity. He is now expected to perform various ...5... and his tasks are wider than they were a decade or two back. He acts as an adviser to ...6... and helps the latter in decision-making. Under modern conditions only accountants can analyse business ...7... and minimise the degree of uncertainty inherent in every business ...8... By providing vital information to the management the accountant enables them to ...9... their own performance and what is more important it helps them devise ways to improve their ...10... and performance.

IV. Read the text again to find out which of the following statements are correct:

1. The work of the accountant is said to be diverse in nature but basically it deals with recording, summarizing, analyzing and verifying business transactions in books and accounts
2. The task of examining and analyzing accounts is not important
3. The key problem facing accountants is the selection for presenting to the management only meaningful information
4. No momentous changes are known to have taken place over recent years and the accountancy profession hasn't gained yet an important status
5. The role of the accountant has changed and his functions have not only deepened but widened as well
6. The modern accountant begins to play an increasingly important role in business activity
7. The accountant acts as an adviser to management and helps the latter in decision-making
8. Under modern conditions nobody can analyze business situations and minimize the degree of uncertainty inherent in every business decision

UNIT 4. MY FUTURE CAREER.

I. Answer the following questions:

1. What working position is the best for you?
2. What qualities do you need for your future career?
3. What is meant by "professional qualification" for a job?
4. Are you accustomed to working under pressure?
5. What personal characteristics does an employer consider when choosing an employee?

II. Reading. Read the following text

Essential vocabulary

convention	звичай, умовність
to apply	звертатися
application	заява, прохання
curriculum vitae	біографія
resume	стислі анкетні данні
relevant	доречний,
personnel department	відділ кадрів
panel	комісія, група фахівців
hostile	ворожий, неприязний
employee	службовець
employer	роботодавець
trade	професія
grade	ранг, ступінь
benefit	вигода, користь, прибуток
loan	позика

MY FUTURE CAREER. APPLYING FOR A NEW POSITION

In different countries, different conventions apply to the process of job application and interviews. In most parts of the world, it's common to submit a typed or laserprinted CV (curriculum vitae – British English) or resume (American English). This contains all the unchanging information about you: your education, background and work experience. This usually accompanies a letter of application, which in some countries is expected to be handwritten, not wordprocessed. A supplementary information sheet containing information relevant to this particular job may also be required, though this is not used in some countries.

Many companies expect all your personal information to be entered on a standard application form.

Unfortunately, no two application forms are alike, and filling in each one may present unexpected difficulties.

Some personnel departments believe that the CV and application letter give a better impression of a candidate than a form.

There are different kinds of interviews: traditional one-to-one interviews, panel interviews where one or more candidate are interviewed by a panel of interviewers and even 'deep-end' interviews where applicants have to demonstrate how they can cope in actual business situations. The atmosphere of an interview may vary from the informal to the formal and interviewers may take a friendly, neutral or even hostile approach.

Different interviewers use different techniques and the only rules that applicants should be aware of may be 'Expect the unexpected' and 'Be yourself'!

Progress interviews are interviews where employees have a chance to review the work they are doing and to set objectives for the future. Such interviews usually take place after a new employee has been working with a company for several months, and after that they may take place once or twice a year.

In different countries, and in different trades and different grades, the salary that goes with a job may be only part of the package: extra benefits like a company car or cheap housing loans, bonuses paid in a 'thirteenth month', company pension schemes, free canteen meals, long holidays or flexible working hours may all contribute to the attractiveness of a job.

III. Reading comprehension

Answer the following questions:

1. What is it common to submit in most parts of the world when applying for a job?
2. What do many companies expect?
3. What kinds of interviews are there?
4. What are the only rules that applicants should be aware of?
5. What are progress interviews?

IV. Vocabulary and Grammar exercises

1. Give English equivalents to the following words:

Різні звичаї, процес подання заяви на роботу, біографія, стислі анкетні дані, додаткова інформація, стандартна форма заяви, відділ кадрів, інтерв'ю при комісії, неприязне ставлення, новий працівник, різні професії, додатковий прибуток

2. Give the Ukrainian equivalents for:

In most parts of the world, a letter of application, particular job, unexpected difficulties, personnel department, traditional 'one-to-one' interviews, 'deep-end' interviews, may vary, hostile approach, to set objectives, the salary that goes with a job, cheap housing loans

3. Fill in the gaps with the words given below:

Better impression, salary, CV, atmosphere, resume, employees application forms, personal information

- 1) In most parts of the world, it's common to submit a typed or laserprinted _____ (British English) or _____ (American English).
- 2) Many companies expect all _____ to be entered on a standard application form.
- 3) Unfortunately, no two _____ are alike.
- 4) Some personnel departments believe that the CV and application letter give a _____ of a candidate than a form.
- 5) The _____ of an interview may vary from the informal to the formal.
- 6) Progress interviews are interviews where _____ have a chance to review the work they are doing.
- 7) The _____ that goes with a job may be only part of the package.

4. Fill in the gaps with the necessary prepositions:

Of, after, to, in, of, with, in, for, in, for, with, after

Progress interviews are interviews where employees have a chance to review the work they are doing and to set objectives ___ the future. Such interviews usually take place ___ a new employee has been working ___ a company ___ several months, and ___ that they may take place once or twice a year.

_____ different countries, and _____ different trades and different grades, the salary that goes _____ a job may be only part _____ the package: extra benefits like a company car or cheap housing loans, bonuses paid ___ a 'thirteenth month', company pension schemes, free canteen meals, long holidays or flexible working hours may all contribute ___ the attractiveness ___ a job.

V. Speech Exercises

1. Make up dialogues, using questions below and your own ones

- 1) What applies to the process of job application and interviews in different countries?
- 2) What do many companies expect your personal information to be entered on?
- 3) What are panel interviews?
- 4) How may the atmosphere of an interview vary?
- 5) When do progress interviews usually take place?
- 6) What are extra benefits of the salary that goes with a job?

2. Writing

What are the ways of applications and interviews in your country? Write in short about jobs in your culture that might seem unusual to a person from another culture.

TEXT 2

1. *Read the text about CV*

CURRICULUM VITAE

The Curriculum Vitae (CV) is a summary of your personal details, achievements and experience, and should be presented – preferably on a single sheet of A4 paper – in such a way that a prospective employer can quickly and easily assess your quality and suitability. It should be typed and structured under relevant headings. You must be prepared to insert additional sections if you think they are necessary, and omit any which are not relevant to your own background and experience.

Here are some tips for preparing CVs:

- Don't include too much information. The employer must want to find out more about you
- Always address your letter to an individual if possible. You might ring the company to establish the name and position of the appropriate person.
- Present a positive image – emphasize things you have done and competences you have demonstrated.
- Include information on team or group activities, situations where you have demonstrated initiative, relevant academic, vocational or professional training.
- Exclude comments on your physical appearance, politics, religion or other possibly contentious subjects.
- Do not submit a CV which contains any errors. Make sure all spelling, punctuation and grammar is correct, and keep a copy of the CV.
- Keep it simple and clear – one page, two pages at most.
- Avoid pronoun "I". Use action words which vividly bring your CV to life.
- Don't sign or date the CV.
- Always send an original of your CV, don't send a copy.
- Keep copies of CVs on file for future reference. Once you have a job, update your CV on a regular basis.

2. *Read the sections of a CV and write your CV for a job of your choice*

CURRICULUM VITAE

Personal details

Name:

Address:

Telephone:

E-mail:

Age:

Date of birth:

Personal status:

Education and qualifications

Work experience

Languages

Interests

Other information

Referees

III. Read the job adverts below. Discuss the qualifications and experience applicants need.

Tourist Services Manager

The city of Cambridge is the home of one of Britain's oldest universities. We have a new position managing visitors' facilities. The successful applicant will have responsibility for:

- improving and updating facilities for visitors
- managing a team of 20 employees
- promoting the city, both in the UK and abroad.

Apply in writing, with CV, to:

Director of Leisure Services, City of Cambridge.

Sunny Travel

Wants a Marketing Information Manager to work in their new offices in Munich.

Responsibilities include:

- maintaining good relationships with customers
- managing large marketing campaigns
- training staff in offices all over the world

Apply to: Sunny Travel Group, 45 Queen Victoria Street, London EC4

UNIT 5. JOBS IN ACCOUNTING AND FINANCE

I. Reading. Read the following text.

Accountancy	бухгалтерський облік
Performance	результати роботи
fair	чесний, правильний
public accountant	державний бухгалтер
to practice	мати приватну практику
judgment	думка, судження
certified public accountant	дипломований державний бухгалтер
holder of a license	власник ліцензії
to be authorized	мати право, бути уповноваженим
to grant a license	надавати ліцензію
state government	державне правління
to pass an examination	здавати екзамен
to keep knowledge	підтримувати знання на сучасному рівні
integrity	висока професійна репутація
confidentiality	конфіденційність
to have much in common	мати багато спільного

auditing	аудит, ревізія
consulting services	консультаційні послуги
tax planning	планування оподаткування
cost accounting	виробничий облік
capital budgeting	складання смети капітальних витрат
budgeting for current operations	складання смети поточних витрат
financial information system	фінансова інформаційна система
professional body	професійна організація

JOBS IN ACCOUNTING

- 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.
- External auditor is employed by an outside firm of accountants and hired by a company to inspect its accounts.
- 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.
- Back office manager is in charge of the staff responsible for giving administrative support to the Finance department.

FUNCTIONS OF ACCOUNTANTS

Accounting is an old profession. Records of business transactions have been prepared for centuries. However, only during the last half-century accounting has been accepted as a profession. Today, accountants are employed in public accounting, management and industrial accounting, and governmental or other non-profit accounting. The accountants perform the following functions:

1. - Accountants observe many events and identify and measure in financial terms (dollars, for example) the evident events of economic activity. The examples of economic activities are the purchase and sale of goods and services.
2. - The economic events are recorded, classified into groups and summarized.
3. - Accountants report on business activity, preparing financial statements and special reports. Often accountants are asked to interpret these statements and reports for various groups such as management and creditors.

BECOMING AN ACCOUNTANT. CPA

The body which represents the interests of accountants in the USA is the American Institute of Certified Public Accountants (AICPA). To become a CPA, the applicant must meet the requirements of the state where he/she wishes to practise, as established by the law of that state and administered by the state boards of accountancy. To qualify for certification, the applicant must: 1) study accountancy at a college or university; 2) pass the CPA examination, which consists of four sections:

- Business Law and Professional Responsibilities
- Auditing

- Accounting and Reporting – Taxation, Managerial, and Governmental and Non-Profit Organizations

- Financial Accounting and Reporting – Business Enterprises 3) Have professional work experience in public accounting. Most states require a qualified CPA to carry out regular professional training. Chartered Accountant The major accounting body in the U.K. is the Institute of Chartered Accountants in England and Wales (ICAEW). To become a Chartered Accountant, the applicant must: 1) have sufficient school or university education 2) apply for a training contract with a recognized company, which will give him/her three years' work experience 3) pass the ICAEW's exams on:

- Accounting

- Audit and Assurance

- Business Finance

- Business Management

- Financial Reporting

- Taxation 4) as well as prove his/her knowledge on Commercial and Company Law, and then with further exams on:

- Business Environment

- Business life Cycle

- Advanced Case Study

II. Discuss the questions below:

1. What jobs do accountants do?
2. What are the educational requirements for accountants?
3. How is accounting defined by the most famous accounting authorities?
4. When is accounting used as a measurement and communication process?
5. What is accounting often confused with?

III. Are these sentences true or false? Correct the false sentences:

1. Unfortunately, records of business transactions have been prepared only during the last half-century.
2. Bookkeepers record everything the organization earns or spends.
3. To become a CPA, the applicant must identify and measure in financial terms.
4. To become a Chartered Accountant, the applicant must pass the ICAEW's exams on accounting.
5. The examples of economic activities are the purchase and sale of goods and services.
6. Accountants also have to observe political events (elections, for example).
7. Accounting is an old profession.
8. Management accountants are employed by an outside firm of accountants. They study business operations and help maximize profits.
9. Today, accountants are employed in public accounting, management and industrial accounting, and governmental or other non-profit accounting.
10. Financial advisors help people make a CPA license.

IV. Choose the correct alternative:

1. The economic events are recorded, classified into groups and **organized/summarized**.

2. Back office manager is in charge of the staff responsible for giving administrative **report/support** to the Finance department.
3. Most states **require/inquire** a qualified CPA to carry out regular professional training.
4. Tax Accountants help their clients fill out tax **funds/returns**.
5. Often accountants are asked to interpret these **statements/operations** and reports for various groups such as management and creditors.
6. The major accounting **body/employer** in the U.K. is the Institute of Chartered Accountants in England and Wales (ICAEW).
7. The body which represents the interests of accountants in the USA is the American Institute of Certified **Private/Public Accountants** (AICPA).
8. Accountants stand **for/report** on business activity, preparing financial statements and special reports.
9. Budget Analysts **manage/assess** a company's financial plans.
10. External auditor is and hired by a company to **transact/inspect** its accounts.

V. Fill in the blanks with appropriate words:

accountants principles organized members profession throughout
number role organizations functions creation

1. The organization of the accountancy profession dates to January 1853 when eight accountants in Edinburgh, Scotland met for the purpose of seeking recognition of their _____ as a separate and distinct profession.
2. Their discussion of their professional situation resulted in the _____ of the Institute of Chartered Accountants of Edinburgh.
3. Since that time numerous professional accountancy organizations have been established _____ the world. 4. In 1977 the International Federation of Accountants (IFAC) was established. Its initial membership was 63 organizations representing 49 countries, but within a decade, the _____ grew to 105 organizations from 79 countries. 5. Under the conditions of global interdependence of countries through trade, finance, and cross border investments, the _____ of the IFAC is becoming more important.
6. The size and principles of accountancy _____ vary.
7. The main _____ of the accountancy profession may be summarized as follows: – to preserve the professional independence of _____ in whatever capacities they may be serving; – to protect the public by ensuring the observance by its members of the highest _____ of professional and ethical conduct; – to maintain the legitimate rights of its _____; – IFAC was _____ in recognition of the growing changes towards internationalization of the world economy, business and trade.

VI. Match the words and their definitions.

- | | |
|--------------------|--|
| 1 analyst | A an instance of doing business, e.g. a purchase in a shop or a withdrawal of money from savings |
| 2 auditor's report | B to examine in detail |
| 3 investment | C an accountant who has passed the necessary professional examinations and is a member of the Institute of Chartered Accountants |
| 4 transaction | D a document which insures the permission |

5 return accounts of the company	E a report written by a company's auditors after they have examined the
6 creditor organisations, or the amount of revenue raised	F the system of raising revenue for public funding by taxing individuals and
7 taxation	G person who analyses
8 charter accountant its liabilities	H a person or company that is owed money, i.e. a company's creditors are
9 inspect	I a profit or income from money invested
10 license	J the placing of money so that it will produce interest and increase in value

VII. Match the words in the right column with the words in the left column to make word combinations.

1 accountancy	a profits
2 cross border	b clerks
3 accounting	c returns
4 maximize	d finance
5 Internal	e investments
6 financial	f responsibilities
7 professional	g organizations
8 tax	h reporting
9 file	i auditors
10 business	j body

UNIT 6.WHAT SHOULD A MODERN ACCOUNTANT BE LIKE?

I. Reading. Read the following text.

solution	рішення (проблеми і. т.д.)
current	поточний
urgent	терміновий; настійний, наполегливий
a poll to conduct a poll	опитування; соціологічне дослідження;
to reveal	виявляти; відкривати
controller assistant controller(A.C.)	контролер, головний бухгалтер – контролер; замісник
головного бухгалтера –	контролера
the latter	останній, інший (з двох перерахованих);
concise	стислий, скорочений
favour in favour of	підтримка, допомога; на користь когось, чогос

In all countries of the world the complexity of economic activity is gradually growing. And this, in its turn, leads to an increasingly important role of accounting as a function of economic management. At present the necessity of improving accounting through raising its operational utility and quality is regarded as one of the most important tasks.

The main condition for the solution of this task is improving the quality of accounting personnel. To attract able young people to the study of accounting, to raise its prestige and demonstrate its importance is an urgent task in many countries of the world.

What do accountants think of the current state of accounting education? How well are students prepared for the profession? What changes are on the horizon and will these changes produce better educated accountants? To answer these questions a poll was conducted in the USA.

A lot of the US professionals have been asked to share their views on these issues and to comment on the value of accountancy programmes. In all about 140 accountants have been interviewed. Their positions ranged from higher level management accountants to assistant controllers. The interviews revealed that the majority favoured radical reconstruction of accounting education. All agreed that there should be new programmes setting the foundation for understanding all aspects of accounting. Most respondents were concerned with the fact that the majority of accounting graduates lack computer skills and oral and written communication skills. Several respondents stated that inadequate computer skills are becoming more noticeable as the demand for computer knowledge grows.

Many respondents emphasised that the lack of good communication skills is the most serious deficiency of graduates. Students in accounting are sure to submit short papers to develop writing skills because as future managers they must be able to write concise reports. Other respondents dealt with personality characteristics of the graduates. Many respondents indicated that graduates lack self-motivation and enthusiasm. Some stated that graduates have a lack of common sense.

Many spoke in favour of strong conceptual over a practical approach to learning because understanding concepts is critical to coping with the dynamic nature of accounting problems. All academics (78%) agree that there should be additional emphasis on conceptual knowledge. However accounting managers favoured a practical approach as did most low level participants.

II. Read the text again and choose the best variant:

1. In all countries of the world the complexity of economic activity...
 - a) is gradually growing.
 - b) is gradually declining.
 - c) is practically the same.
- 2) At present the necessity of improving accounting is regarded as...
 - a) one of the least important tasks.
 - b) the last task.
 - c) one of the most important tasks.
- 3) An urgent task in many countries of the world is...
 - a) to attract able young people to the study of cybernetics.
 - b) to attract able young people to the study of accounting.
 - c) to attract able young people to the study of national traditions.
- 61
- 4) The interviews revealed that the majority favoured...
 - a) radical reconstruction of accounting education.
 - b) slight reconstruction of accounting education.
 - c) no reconstruction of accounting education.
- 5) Many respondents indicated that graduates lack...
 - a) self registering and enthusiasm.

- b) sense of humor and enthusiasm.
- c) self-motivation and enthusiasm.

III. Fill in the gaps. Then read and translate:

deficiency reports computer skills managers communication
inadequate accounting

Most respondents were concerned with the fact that the majority of accounting graduates lack ...1... and oral and written ...2... skills. Several respondents stated that ...3... computer skills are becoming more noticeable as the demand for computer knowledge grows. Many respondents emphasised that the lack of good communication skills is the most serious ...4...of graduates. Students in ...5... are sure to submit short papers to develop writing skills because as future ...6...they must be able to write concise ...7... .

IV. Read the text again to find out which of the following statements are correct:

1. In Eastern Europe the complexity of economic activity is gradually growing.
2. At present the necessity of improving accounting through raising its operational utility and quality is regarded as one of the most important tasks.
3. The main condition for the solution of this task is improving the quality of accounting computer programs.
4. In all about 140 accountants have been interviewed.
5. The interviews revealed that the majority favored radical reconstruction of accounting education.
6. Most respondents were concerned with the fact that the majority of accounting graduates have excellent computer skills and oral and written communication skills.
7. Many respondents emphasised that the lack of good communication skills is the most serious deficiency of graduates.
8. Many respondents indicated that graduates are self-motivated and full of enthusiasm.

V. Read the text again and put the sentences into a chronological order:

1. The positions of respondents ranged from higher level management accountants to assistant controllers.
2. Several respondents stated that inadequate computer skills are becoming more noticeable as the demand for computer knowledge grows.
3. At present the necessity of improving accounting through raising its operational utility and quality is regarded as one of the most important tasks.
4. A lot of the US professionals have been asked to share their views on these issues and to comment on the value of accountancy programmes.
5. However accounting managers favoured a practical approach as did most low level participants.
6. To attract able young people to the study of accounting, to raise its prestige and demonstrate its importance is an urgent task in many countries of the world.

PART II

UNIT 7. ACCOUNTING PRINCIPLES

I. Reading. Read the following text.

involve	втягувати; включати
escape	уникнути
authorities	владі; органи влади
permit	дозволити
judgement	думка, вирок
stated in money terms	виражатися, формулюватися мовою грошей
profit-seeking	той, що шукає прибуток
non-profit	безприбутковий
record	записувати
interpret	тлумачити, пояснювати
statement	звіт
financial statement	фінансовий звіт
audit	аудит, ревізія бухг. документів і звітності
financial studies	фінансові дослідження
budget	бюджет; фінансовий кошторис
forecast	прогноз
accounting	бухгалтерський облік
to a significant extent	в значній мірі
capture	отримання
processing	обробка
at a profit	з прибутком
to meet one's commitments	виконувати обов'язки
to fall due	підлягати оплаті
accounting equation	бухгалтерська рівність
liabilities	пасиви, зобов'язання
owner's equity	власний акціонерний капітал компанії
financial statements	фінансова звітність
income statement	звіт про прибутки та збитки
profit and loss account	рахунок прибутків та збитків
double-entry bookkeeping	бухгалтерський облік по методу подвійного запису
accrual basis	запис прибутків та витрат до звершення операції
debit	дебет
debit side	ліва сторона балансу, дебет рахунку
credit side	права сторона балансу, кредит рахунку

ACCOUNTING PRINCIPLES

Of all the business knowledge you have learned or will learn, the study of accounting will be the most useful. Your financial and economic decisions as a student and consumer involve accounting information. Understanding the discipline of accounting will influence many of your future professional decisions. Remember, you can't escape the effects of accounting information on your personal and professional life.

DEFINITION OF ACCOUNTING

The most prominent accounting authorities define accounting as the process of identifying, measuring, and communicating economic information in order to permit judgements and decisions by the users of the information. This information is financial and usually stated in money terms. Thus, accounting is a measurement and communication process used to report on the activity of profit-seeking business organizations and non-profit organizations. Accounting is often confused with bookkeeping. Bookkeeping is a mechanical process that records the economic activities of a business. Accounting includes bookkeeping. Accountants analyze and interpret financial information, prepare financial statements, conduct audits, design accounting systems, prepare special and financial studies, prepare forecasts and budgets, provide tax services.

II. Answer the questions:

1. How is accounting defined by the most famous accounting authorities?
2. When is accounting used as a measurement and communication process?
3. What is accounting often confused with?
4. What role does an accounting system play in an economy?
5. Into what phases is accounting broken down?
6. What is an accounting equation?
7. What is the most widely practiced principle of bookkeeping?
8. What does the balance sheet list?
9. What is shown in the income statement?

III. Are these sentences true or false? Correct the false sentences:

1. Your financial and economic decisions as a student and consumer involve bookkeeping information.
2. Accounting is a measurement and communication process used to report on the activity of profit-seeking business organizations and non-profit organizations.
3. Accounting is often confused with bookkeeping.
4. Accountants analyze and interpret political information, prepare executive statements.
5. The most prominent accounting authorities define accounting as the process of identifying, measuring, and communicating cultural information in order to permit judgements and decisions by the users of the information

IV. Choose the correct alternative:

1. This information is financial and usually **estimated/stated** in money terms.
2. Of all the **business/bookkeeping** knowledge you have learned or will learn, the study of accounting will be the most useful.
3. You can't **escape/hide** the effects of accounting information on your personal and professional life.
4. Accounting includes **negotiating/bookkeeping**.
5. Understanding the discipline of accounting will **include/influence** many of your future professional decisions.
6. Bookkeeping is a **mechanical/useful** process that records the economic activities of a business.

V. Fill in the blanks with appropriate words:

**Separate equation statement asset transactions accounting profit annually
calculation financial**

1. Accounting is based on the accounting _____, which states that a firm's assets must equal its liabilities plus its owner's equity. 2. Accounting can show the managers or the owners of a business whether or not the business is operating at a _____, whether or not the business will be able to meet its commitments as they fall due. 3. Balance sheets are drawn up periodically: monthly, quarterly, half-yearly, _____. 4. Each account should be shown on a _____ page. 5. A firm's sales, costs, and profits for a given period are shown in an income _____. 6. Accounting is used to describe the _____ entered into by all kinds of organizations. 7. _____ extends far beyond the actual making of records. 8. The subject of accounting is the _____ of the financial results of an economic entity's business activity. 9. There is an account for every _____, every liability and capital. 10. Accounting can be divided into three phases: capture, processing and communication of _____ information.

VI. Match the words and their definitions.

- | | |
|------------------|--|
| 1 consumer | A the examination of the books and accounts of a company |
| 2 accounting | B the answer to a problem in mathematics |
| 3 statement | C the work of keeping the financial records of a company or an organization |
| 4 audit | D a statement of the financial position of a company at a particular time, such as the end of the financial year or the end of a quarter, showing the company's assets and liabilities |
| 5 forecast | E the work of recording money paid, received, borrowed, or owed |
| 6 budget | F money taken by the government or by an official body to pay for government services |
| 7 tax | G a person or company that buys and uses goods and services |
| 8 bookkeeping | H a plan of expected spending and income for a period of time |
| 9 calculation | I a description or calculation of what will probably happen in the future |
| 10 balance sheet | J something said or written which describes or explains something clearly |

UNIT 8. ACCOUNTING

I. Reading. Read the following text.

crucial	рушійний, ключовий
to compare	порівнювати
trend	тенденція, загальний напрямок
a great impact	великий вплив
the boundaries	межі, кордони
new dimensions	нові напрямки
favourable conditions	сприятливі умови
uniformity	однаковість, єдинство
comparatively new	порівняно нові
accounting practices	бухгалтерська діяльність
to increase	зростати

to raise the quality	підвищувати якість
to establish	запроваджувати
requirements	вимоги

Accounting is the process of identifying, measuring and communicating economic information. A user of the information may make informed economic judgments and decisions based on it. Accounting plays a crucial role in the development of human society. The medium of accounting itself is thought to have a great impact on economic thinking and economic activity in all countries of the world. The enormous growth of industry in the twentieth century has expanded the boundaries of accounting and, as a result, the needs for accountants have increased. Some accounting experts believe that this trend will continue in the 21st century as well.

New dimensions of accounting will be recognised and its comparatively new fields will be dynamically developing. The very terminology of accounting will be changed to bring forth «social accounting», «green accounting», «tax accounting», etc. In the 21st century the world will continue to move slowly towards a single economy. As trade and investment flows expand, this tendency will certainly contribute to an open global economy. As a result, there may appear more favourable conditions in the future for developing the uniformity of international accounting standards. Harmonising accounting standards internationally will improve the comparability of accounting information throughout the world. It will bring greater international understanding of accounting practices. In turn, more comparability will improve the analysis of financial statements.

A single set of financial accounting standards will also save corporations' time and money since they will no longer have to multiple sets of financial statements. In a word, establishing international standards, accepted in many countries, is believed to raise the quality of accounting throughout the world. At present, however, there are many problems on the way of setting such international standards. One is that accountants and users of accounting information have not been able to agree on the goals of financial statements.

Another problem is certainly the differences in the way in which the accounting profession has developed in different countries, not to speak about differences in the laws regulating businesses, differences in the requirements of governments and other bodies. And still other differences are the ones that exist among countries in the basic economic factors affecting financial reporting, and inconsistencies in practices recommended by the accounting professions of different countries.

II. Fill in the gaps. Then read and translate:

human impact process expanded countries terminology dimensions
continue fields increased

Accounting is the ...1... of identifying, measuring and communicating economic information so a user of the information may make informed economic judgments and decisions based on it. Accounting plays a crucial role in the development of ...2... society. The medium of accounting itself is thought to have a great ...3... on economic thinking and economic activity in all ...4... of the world. The enormous growth of industry in the twentieth century has ...5... the boundaries of accounting and, as a result; the needs for accountants have ...6... . Some accounting experts believe that this trend will ...7... in the 21st century as well. New ...8... of accounting will be recognised and its comparatively new ...9... will be dynamically developing. The very ...10... of accounting will be changed to bring forth «social accounting», «green accounting», «tax accounting», etc.

III. Make up the sentences from the words:

1. and, information, accounting, is communicating, measuring of identifying, the process, economic.
2. the development, plays, human, in, a, crucial, accounting, role of society.
3. economy, the, continue, move, in, the 21st, world, will, century, to slowly, towards, a, single.
4. problems at present, however many, there, are, on, the, way, of, such, international, setting, standards.
5. certainly, tendency, as, trade, and, flows, economy, investment, expand, this, will, to, an, open, global, contribute.

IV. Decide whether they are true or false:

1. A user of accounting information may make informed economic judgments and decisions based on it. a) True; b) False;
2. New dimensions of accounting will not be recognised and its comparatively new fields will not be dynamically developing. a) True; b) False;
3. In the 21st century the world will continue to move slowly towards a single economy. a) True; b) False;
4. At present, however, there no problems on the way of setting international standards. a) True; b) False;
5. Harmonising accounting standards internationally will improve the comparability of accounting information throughout the world. a) True; b) False

UNIT 9. FIELDS OF ACCOUNTING

I. Reading. Read the following text.

major fields	основні галузі
governmental	урядовий
a private business enterprise	приватне підприємство
To sell	продавати
white collar	білі комірці
To grow	рости, збільшуватись
skilled accountants	кваліфіковані бухгалтери
junior accountant	молодший бухгалтер
chief financial officer	головний фінансовий службовець
to maintain and interpret	підтримувати й тлумачити
payrolls	платежі
faced with	стикатись з
conflicting loyalties	конфлікуючи з правниками
unique feature	унікальна риса
paramount responsibility	найвища відповідальність

There are three major fields of accounting: governmental, private, and public accounting. In simple terms this means that an accountant may be employed by a unit of government, by a private business enterprise, or by himself or a firm selling accounting to the public. Governmental units at all levels employ accountants to maintain and check the accounting records. A list of important

federal agencies that utilize the services of accountants might include the Internal Revenue Service, the General Accounting Office, the Defense Contract Audit Agency, the Army Audit Agency, and the Air Force Auditor General, among others. States, counties, and municipalities have similar needs for skilled accountants.

As the government sector in the economy has grown, this area has become a more significant employer of accountants. Private accounting includes those accountants who are employed by private business enterprises. These range from the junior accountant maintaining detailed accounting records up to the controller, or chief financial officer. Accountants in industry are required to maintain and interpret all sorts of financial records, including those pertaining to payrolls, receivables, payables, operating costs and revenues, and cash. Generally, these accountants work the same regular hours as other white collar workers. They are paid directly by the party they serve. Public accountants practice either as individuals or as employees of accounting firms. They are kept busy in much the same manner as attorneys or medical doctors by serving their own independent clients. Public accountants have no single employer as such, but instead make their services available to the public at large.

The services rendered include auditing, tax services, and special management consultation. Public accounting does have at least one unique feature. Unlike most other professional persons, the public accountant is often faced with conflicting loyalties. His first and paramount responsibility is to protect the interests of the public at large; yet he must look to his client for his fee. What may be in the public's interest may not be in the client's interest. This situation creates a triangle that sometimes poses difficulties for the public accountant.

II. Make up the sentences from the words:

1. Public accounting does have at least one unique feature.
2. Public accountants practice either as individuals or as employees of accounting firms.
3. This situation creates a triangle that sometimes poses difficulties for the public accountant.
4. The services rendered include auditing, tax services, and special management.
5. States, counties, and municipalities have similar needs for skilled accountants.

III. Fill in the gaps. Then read and translate:

**Generally enterprises detailed employed private interpret financial
payrolls revenues collar**

...1... accounting includes those accountants who are ...2...by private business ...3... . These range from the junior accountant maintaining ... 4... accounting records up to the controller, or chief financial officer. Account ants in industry are required to maintain and ...5... all sorts of ...6... records, including those pertaining to ...7... , receivables, payables, operating costs and ...8... , and cash. ...9... , these accountants work the same regular hours as other white ...10... workers. They are paid directly by the party they serve.

IV. Read the text again and put the sentences into a chronological order:

1. There are three major fields of accounting: governmental, private, and public accounting.
2. Governmental units at all levels employ accountants to maintain and check the accounting records.

3. As the government sector in the economy has grown, this area has become a more significant employer of accountants.
4. Private accounting includes those accountants who are employed by private business enterprises.
5. Public accounting does have at least one unique feature.

V. Read the sentences and mark the statements True or False:

1. There are five major fields of accounting: governmental, private, and public accounting. a) True b) False
2. In simple terms this means that an accountant may be employed by a unit of government, by a private business enterprise, or by himself or a firm selling accounting to the public. a) True b) False
3. As the government sector in the economy has grown, this area has not become a more significant employer of accountants. a) True b) False
4. They are kept busy in much the same manner as attorneys or medical doctors by serving their own independent clients. a) True b) False
5. Governmental units at all levels employ accountants to maintain and search the accounting records. a) True b) False

UNIT 10. FUNCTIONS OF ACCOUNTING

I. Reading. Read the following text.

major	більш важливий, значний; основний
complexity	складність; заплутаність;
to regard	вважати; розглядати
solution	рішення, вирішення
to attract	привертати; тягнути за собою
prestige	престиж
urgent	терміновий, невідкладний
revenue	рахунок доходів; державні доходи (public revenues)
intangible assets	нематеріальні активи
appropriate	відповідний, підходящий; доречний
impairment	погіршення, ослаблення; пошкодження, збиток

Accounting performs four major functions: recording, classifying, summarizing, and interpreting financial information. In all countries of the world the complexity of economic activity is gradually growing. And this, in its turn, leads to an increasingly important role of accounting as a function of economic management. At present the necessity of improving accounting through raising its operational utility and quality is regarded as one of the most important tasks. The main condition for the solution of this task is improving the quality of accounting personnel. To attract able young people to the study of accounting, to raise its prestige and demonstrate its importance is an urgent task in many countries of the world. Accountants measure, record and report financial information that is useful for decision making.

measure

Accountants are trained to recognize when a transaction has financial impact and how the amount is to be determined. Sometimes this is simple, as with inventory purchased with cash.

Sometimes it is more complex, as with the amortization of bond premiums, recognition of construction revenue, impairment of intangible assets, and so on.

record

Accountants are trained to apply generally accepted accounting principles (GAAP) so that the appropriate accounts are affected for any given transaction. In the double-entry system, there is always at least one debit and one credit for each transaction... the question accountants face numerous times each day is which accounts and which amounts are used.

report

Recording of transactions lead to the presentation of the financial statements: the Income Statement, the Balance Sheet, the Statement of Cash Flows, and the Statement of Retained Earnings. There are rules enforced by the SEC about the format and content of these financial statements, and accountants are trained to prepare these statements.

II. Fill in the gaps. Then read and translate:

perform **increasingly** **necessity** **utility** **regarded** **solution**
improving **personnel** **complexity**

Accounting ...1... four major functions: recording, classifying, summarizing, and interpreting financial information. In all countries of the world the ...2... of economic activity is gradually growing. And this, in its turn, leads to an ...3... important role of accounting as a function of economic management. At present the ...4... of improving accounting through raising its operational ...5... and quality is ...6... as one of the most important tasks. The main condition for the ...7... of this task is ...8...the quality of accounting ...9.... To attract able young people to the study of accounting, to raise its prestige and demonstrate its importance is an ...10... urgent task in many countries of the world.

III. Make up the sentences from the words:

1. information, decision, measure, Accountants record, and report, financial, that, is, useful, for, making.
2. quality, main, The, personnel, condition, for, the, solution, of, this, task, is improving, the, of, accounting.
3. necessity, utility, At, present, regarded, accounting, the, of, important, improving, through, raising, its, operational, and, quality, is, as, one, of, the, most, tasks.
4. to, able, demonstrate, prestige, young, study, people, to, the, of accounting, to raise, its, and, its, attract, importance.

IV. Match the word with the definition:

- | | |
|--|--|
| 1 major | a consider or think of (someone or something) in a specified way |
| 2 complexity | b a means of solving a problem or dealing with a difficult situation |
| 3 to regard
important, serious | c you use major when you want to describe something that is more |
| 4 solution | d something intricate or complex |
| 5 to attract | e widespread respect and admiration felt for someone or something |
| 6 prestige
something of interest or advantage | f cause to come to a place or participate in a venture by offering |

7 urgent substantial nature	g income, esp. when of a company or organization and of a
8 revenue	h this may be owing to obsolescence, damage, or a fall in the market value of such assets.
9 intangible assets	i Assets of an enterprise which cannot be seen or touched.
10 impairment	j requiring immediate action or attention

UNIT 11. BUDGETING

I. Reading. Read the following text.

budgeting	складання бюджету
to motivate	спонукати
operating plan	виробничий план
to anticipate	очікувати, передбачати
primary	основний, найважливіший
framework	рамки, межа, структура
fiscal year	бюджетний рік, фінансовий рік
arbitrarily	довільно, випадково
master budget	головний бюджет
control device	контрольний засіб, стандартний план діяльності бізнесу

The preparation of a budget is an important aspect of a company's success. The preparation of it helps management to establish short-term and long-term goals and standards for the company, motivate employees to achieve company goals, provide for a systematic review of performance. The success of the budgeting process depends on the cooperation of all employees. Budget (of a business) is the financial operating plan for an organization for a fixed period. The budget shows what income is anticipated and how the resources will be used during the budget period. It is a forecast used by a business to plan and control.

The primary objective of the budget is to establish a financial framework for the operations of the business. The accounting period for the budget is usually either the calendar year or the fiscal year. The fiscal year is any arbitrarily chosen twelve-month period that does not correspond to the calendar year. The total of separate budgets from different departments within a company that shows in detail how the entire business operates is called master budget. As the business year progresses, management can use the budget as a control device that permits monitoring of the company's operations.

II. Read the text again to find out which of the following statements are correct:

1. The preparation of a budget is an important aspect of a company's success.
2. The success of the budgeting process depends on the cooperation of all employees.
3. The success of the budgeting process depends on the chief accountant.
4. Budget of a business is the financial report about past performance.
5. Budget of a business is the financial operating plan for an organization for a fixed period.
6. The budget shows what income was earned and how the resources were used during the last year.
7. The budget shows what income is anticipated and how the resources will be used during the budget period.

8. The primary objective of the budget is to establish a cheering atmosphere in the company.
9. The primary objective of the budget is to establish a financial framework for the operations of the business.
10. The total of separate budgets from different departments within a company that shows in detail how the entire business operates is called master budget.

III. Match the phrases and words with their meanings:

- | | |
|-----------------------------|--------------------------|
| 1. успіх компанії | a) forecast |
| 2. довгострокові цілі | b) the primary objective |
| 3. процес складання бюджету | c) income |
| 4. встановлений строк | d) company's success |
| 5. прибуток | e) the budgeting process |
| 6. прогноз | f) a fixed period |
| 7. найважливіша задача | g) long term goals |

IV. Match the phrases and words with their meanings:

- | | |
|----------------------------------|---|
| 1. головний бюджет | a) fiscal year |
| 2. контрольний засіб | b) the budget period |
| 3. контролювання роботи компанії | c) operating plan |
| 4. виробничий план | d) monitoring of the company's operations |
| 5. бюджетний період | e) control device |
| 6. бюджетний рік | f) master budget |

V. Match words from list A with words from list B that have a similar meaning:

- | | |
|----------------|---------------|
| 1. operate | a) sum |
| 2. goal | b) allow |
| 3. to progress | c) main |
| 4. achieve | d) expect |
| 5. systematic | e) definite |
| 6. fixed | f) regular |
| 7. anticipate | g) reach |
| 8. primary | h) to develop |
| 9. permit | i) objective |
| 10. total | j) function |

VI. Match words with the correct definition:

- | | |
|--------------------|---|
| 1. budget | a) an aim or target. |
| 2. master budget | b) a statement about what one thinks will happen in the future. |
| 3. control device | c) the people who control a company. |
| 4. forecast | d) the total of separate budgets from different departments within a company. |
| 5. the fiscal year | e) the main internal workings of business. |
| 6. management | f) a standard plan for the performance of a business by which its operations may be measured and regulated. |
| 7. objective | g) a plan of expected income and expenditure for a particular period of time. |

8. operations

h) related to a 12-month period of business activity.

VII. Fill in the gaps with the appropriate word or phrase:

**motivated budget financial year Budgeting budgets
budget fiscal year accounting monitors total**

1. The financial director is responsible for the firm's ... 2. ... involves setting financial goals and standards for an enterprise. 3. Our company's ... is the calendar year, January 1 to December 31. 4. The new channel will be launched with a \$3 million promotional ... 5. A desire to go to business school ... her to study mathematics hard. 6. She was given a ... of € 25 000 to launch the magazine. 7. In the UK, the government's ... runs from 6 April to the following 5 April. 8. Our financial manager will calculate the total profit at the end of the ... period. 9. The boss ... the quality of her employees' work. 10. The ... of this month's sales is up 20%.

VIII. Fill in the missing prepositions: for for by for in of of

Budgeting is the process ...1... preparing budgets and exercising budgetary control. Budgeting encourages forward thinking ...2... managers; serves to help coordinate different functions and departments ...3... the firm. It defines the responsibilities ...4... individual managers, provides a framework ...5... delegating responsibility; and provides an instrument ...6... control., and a basis ...7... modifying plans, where necessary

UNIT 12. BOOKKEEPING AS A PART OF ACCOUNTING

V. Reading. Read the following text.

bookkeeping	бухгалтерія
bookkeeper	бухгалтер
accurate	точний, правильний
receipts грошові	надходження, прибутки
record	запис, документація
record-keeping	ведення обліку, облік
statement	звіт, відомість, бюлетень
financial statements	фінансова документація
journal	бухгалтерський журнал
ledger	бухгалтерська книга
posting	перевірка, перенос до бухгалтерської книги
to post	робити перевірку, заносити до бухгалтерської книги
ledger posting	запис до головної бухгалтерської книги
to draw up	складати
trial balance	попередній бухгалтерський баланс
to draw up a balance	складати баланс
favorable balance	активний баланс, позитивний баланс
unfavorable balance	пасивний баланс, негативний баланс
cash balance	касова готівка
balance in hand	грошова готівка

balance of payment	платіжний баланс
error	помилка
auditing	аудит
an auditor	аудитор
an evaluation	оцінка
confidence	довіра
presentation	уявлення
internal	внутрішній
complete	повний, закінчений
reliable	надійний
departure	відхід, відступлення
to judge	судити, суддя
fair	справедливий
to appoint	призначити
to approve	затвердити
to link	об'єднати
to entrust	довіряти

BOOKKEEPING AS A PART OF ACCOUNTING

For management of any company to be efficient, extensive and accurate information concerning receipts and payments, assets and liabilities, depreciation of assets and other data about company status are required. Such information being obtained mainly from different records, additional funds and time should be invested in bookkeeping as a part of accounting system. The task of a bookkeeper is to ensure the record-keeping aspect of accounting and therefore to provide the data to which accounting principles are applied in the preparation of financial statements. Bookkeeping provides the basic accounting data by systematical recording such day-to-day financial information as income from the sale of products or services, expenses of business operations such as the cost of goods sold and overhead expenses such as a rent, wages, salaries.

Modern accounting system is considered to be a seven step cycle. The first three steps fall under the bookkeeping function, such as: 1) the systematic recording of financial transactions; 2) transferring of the amounts from various journals to general ledger (also called "posting step"); 3) the drawing up of the trial balance. Record keeping of companies is based on a double-entry system, due to which each transaction is recorded on the basis of its dual impact on the company's financial position. To make a complete bookkeeping record of every transaction in a journal, one should consider interrelated aspects of every transaction, and entries must be made in different accounts to keep the ins (receipts) and outs (payments) balanced.

A typical account is known to have two sides: the items on the left side are called debits, while the items on the right side are credits. Thus, double-entry bookkeeping doesn't mean that the same transaction is entered twice, it means that the same amount of money is always debited to one account and credited to another account, each record having its own effect on the whole financial structure of the company. Certain accounts are increased with debits and decreased with credits, while other accounts are increased with credits and decreased with debits. The double-entry system of bookkeeping enable every company to determine at any time the value of each item that is owned, how much of this value belongs to creditors, total profit and how much belongs to the business clear debt. Thus, one advantage of the double-entry system is that its information is

complete enough to be used as a basis for making business decisions. Another advantage is that the errors are readily detected, since the system is based on equation that must always be in balance.

II. Answer the questions:

1. What kind of information is of great importance for proper company management? 2. What role does bookkeeping play in the accounting cycle? 3. What kind of data is collected by a bookkeeper? 4. What is the modern concept of the accounting system? 5. What does double-entry bookkeeping mean? 6. What are the advantages of the double-entry system?

III. Are these sentences true or false? Correct the false sentences:

1. Double-entry bookkeeping means that the same transaction is entered twice, i.e. the same amount of money is always debited to one account and credited to another account, each record having its own effect on the whole financial structure of the company.

2. Certain accounts are increased with debits and decreased with credits, while other accounts are increased with credits and decreased with debits.

3. Bookkeeping provides the basic accounting data by systematical recording such day-to-day financial information as income from the sale of products or services, expenses of business operations such as the cost of goods sold and overhead expenses such as a rent, wages, salaries.

4. A typical account is known to have two sides: the items on the left side are called credits, while the items on the right side are debits.

5. One advantage of the double-entry system is that its information is complete enough to be used as a basis for making business decisions.

6. To make a complete bookkeeping record of every transaction in a journal, one should consider interrelated aspects of every transaction, and entries must be made in different accounts to keep the ins (receipts) and outs (payments) balanced.

7. Such information being obtained mainly from different records, additional funds and time should be invested in bookkeeping as a part of accounting system.

8. The task of a bookkeeper is based on a double-entry system, due to which each transaction is recorded on the basis of its dual impact on the company's financial position.

9. Modern accounting system is considered to be a seven step cycle.

10. Record keeping of companies is to ensure the record-keeping aspect of accounting and therefore to provide the data to which accounting principles are applied in the preparation of financial statements.

IV. Choose the correct alternative:

1. For management of any company to be **efficient/sufficient**, extensive and accurate information concerning receipts and payments, assets and liabilities, depreciation of assets and other data about company status are required.

2. The first three steps fall under the **auditing/bookkeeping** function.

3. The task of a bookkeeper is to ensure the record-keeping aspect of accounting and therefore to provide the data to which accounting principles are applied in the preparation of financial **statements/debts**.

4. **Double-entry/Financial** bookkeeping doesn't mean that the same transaction is entered twice, it means that the same amount of money is always debited to one account and credited to another account, each record having its own effect on the whole financial structure of the company.

5. The double-entry system of bookkeeping **enables/ensures** every company to determine at any time the value of each item that is owned, how much of this value belongs to creditors, total profit and how much belongs to the business clear debt.
6. The current Chart of Accounts consists of about 100 accounts and **60 chapters/subaccounts** grouped into 10 main sections.
7. All accounts included in this uniform **table/chart** are called "synthetic" (main or summary) accounts.
8. Another advantage is that the errors are readily **detected/inspected**, since the system is based on equation that must always be in balance.
9. A typical account is known to have two sides: the items on the left side are called debits, while the items on the right side are **credits/loans**.
10. Bookkeeping provides the basic accounting data by systematical recording such **up-to-date/day-to-day** financial information as rent, wages, and salaries.

V. Fill in the blanks with appropriate words. There are 3 extra options here you shouldn't use:

Regulations **summarizing** **medium** **office** **enterprise** **remaining**
reports **owners** **skills** **approach**

1. A bookkeeper's tasks include recording, _____, and reporting basic accounting information.
2. In a few businesses, bookkeepers may help _____ and managers to interpret accounting information.
3. Many small or _____ businesses employ a public accountant to plan an accounting system.
4. However, a bookkeeper does all the _____ accounting tasks.
5. Bookkeepers in small firms may do additional general _____ work.
6. Many businesses want bookkeepers with typing and filing _____.
7. These two general office skills are closely related to the preparation of accounting _____.

VI. Match the words and their definitions.

- | | |
|----------------------------|---|
| 1 accrue | A a book in which accounts are written |
| 2 bookkeeper | B a book with the account of sales and purchases made each day |
| 3 savings account | C the draft calculation of debits and credits to see if they balance |
| 4 balance of payment | D an amount of money which a company or person can withdraw from a bank account, with the bank's permission, despite the fact that the account is empty |
| 5 receipt clearly | E something said or written which describes or explains something |
| 6 overdraft | F a comparison between total receipts and payments arising from a country's international trade in goods, services and financial transactions |
| 7 journal organization | G a person who keeps the financial records of a company or an |
| 8 statement | H to record a financial transaction in accounts when it takes place, and not when payment is made or received |
| 9 ledger has been received | I a piece of paper showing that money has been paid or that something |
| 10 trial balance | J an account where you put money in regularly and which pays interest, often at a higher rate than a deposit account |

VII. Match the words in the right column with the words in the left column to make word combinations.

1 financial	a bank
2 balance	b account
3 ledger	c system
4 checking	d of the amounts
5 commercial	e financial information
6 additional	f in hand
7 double-entry	g with credits
8 transferring	h statements
9 day-to-day	i funds
10 increased	j posting

Text 2

I. Reading. Read the following text.

AUDITING

Auditing is closely connected with Accounting. Auditing is a process in which an independent accountant-auditor examines a firm's accounting records and financial statements and offers an opinion on their accuracy and reliability. The traditional definition of auditing is a review and an evaluating of financial records by a second set of accountants. The main purpose of the audit is to give the user of the financial statements confidence that they give a true presentation of the position of the company at a certain date. Accounts audits were established as an instrument to protect third parties, the users of accounts, since the auditor's opinion helps establish credibility of financial statements. There are different types of audits: financial statement audits, income tax audits, "value for money" audits, environmental audits, administrative audits, financial management audits, internal and independent audits, etc.

An internal audit. It is a control by a company's own accountants. They check for the complete, exact and reliable data. Internal auditors also look for departures from the methods for recording business transactions that are established by a company. An independent audit. It is a review of financial statements and records by an accountant not belonging to the company. Such auditors have to judge if the accounts present a true and fair view of the company's financial position. Who appoints auditors? Senior executives and advisors of the company do so. Then the candidates are to be approved by the owners of the share capital at the company's meeting. Auditors write an audit report. They also may write a "management letter" to directors. They may underline some weak points and recommend to improve operating procedures. The auditors try to ensure that the accounts give a true picture of the position. To achieve this the auditors need to go beyond the accounting function within the company. The auditor often looks at the way in which the other parts of the business work. It is common for the auditor to discuss the activities with the members of staff working in different departments of the company, not only in the accounting or finance departments. The understanding of the business as a whole is very important for auditing.

II. Are these sentences true or false? Correct the false sentences:

1. The main purpose of the audit is to give the user of the financial statements confidence that they give a true presentation of the position of the company at a certain date.

2. Internal auditors don't pay attention to departures from the methods for recording business transactions that are established by a company.
3. There are four types of audits: financial statement audits, income tax audits, administrative audits, and independent audits.
4. The auditors try to ensure that the accounts give a true picture of the position.
5. The auditor usually discusses the activities with the members of staff working in the accounting or finance departments.
6. Auditors write a "personal letter" to directors.

III. Translate the following sentences into English:

Використання фінансів дає можливість підприємствам виробничої сфери забезпечити безперебійне функціонування, сформувати грошові фонди, забезпечити фінансовими ресурсами всі стадії процесу виробництва, вирішити економічні та соціальні питання, що виникають на кожному підприємстві в сучасних умовах господарювання. Таким чином, можна дати наступне визначення категорії «фінанси підприємства». Фінанси підприємства – це сукупність економічних відносин з формування, розподілу та використання різноманітних фондів підприємства для забезпечення його сталого і безперебійного процесу виробництва та досягнення максимуму прибутку

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