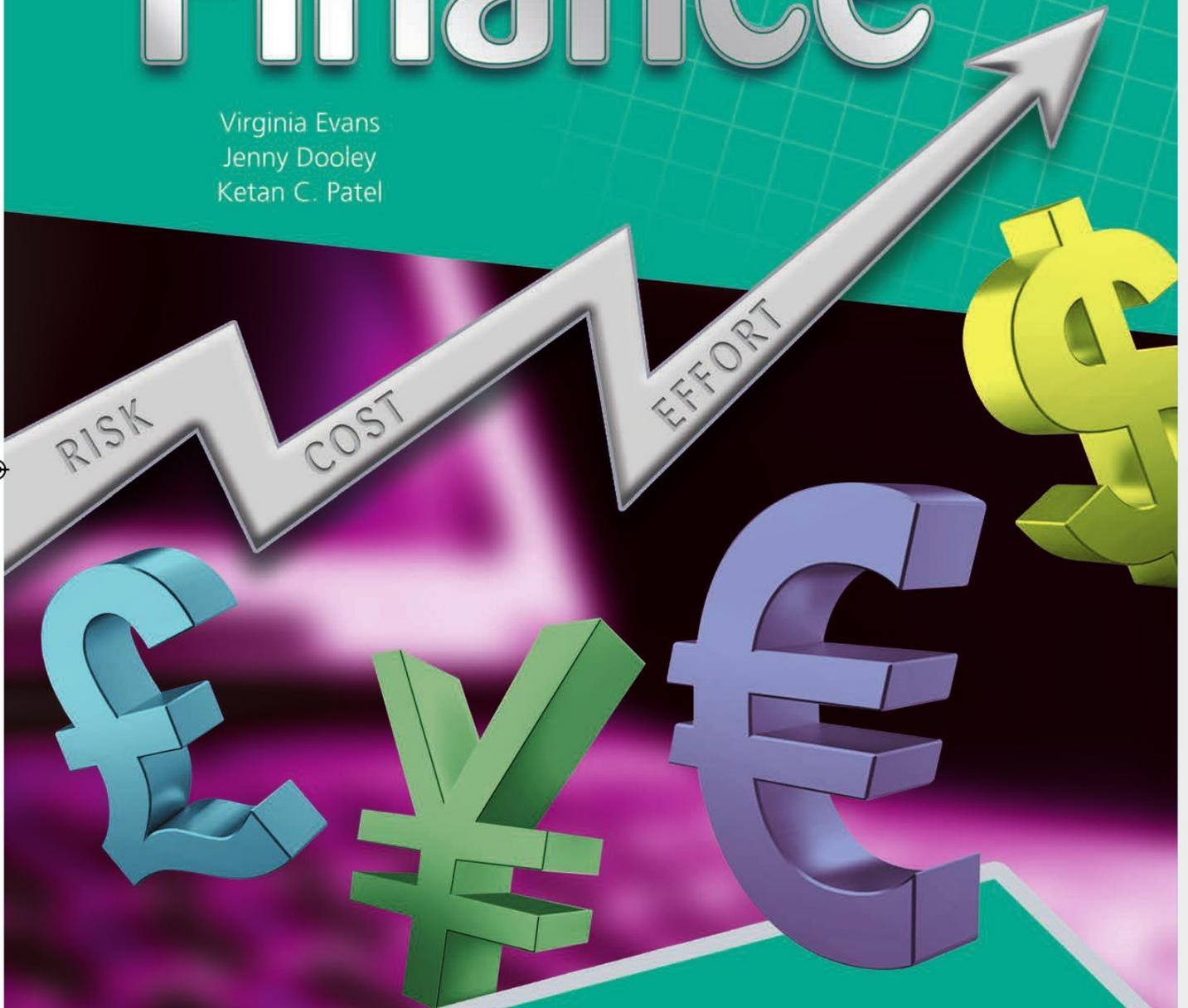


**CAREER
PATHS**

Finance

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Express Publishing

Published by Express Publishing

Liberty House, Greenham Business Park, Newbury,

Berkshire RG19 6HW

Tel.: (0044) 1635 817 363

Fax: (0044) 1635 817 463

e-mail: inquiries@expresspublishing.co.uk

<http://www.expresspublishing.co.uk>

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Design and Illustration © Express Publishing, 2012

First published 2012

Made in EU

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ISBN 978-1-78098-645-6

Acknowledgements

Authors' Acknowledgements

We would like to thank all the staff at Express Publishing who have contributed their skills to producing this book. Thanks for their support and patience are due in particular to: Alex Newton (Editor in Chief); Sean Todd (senior editor); Steve Miller (editorial assistant); Richard White (senior production controller); the Express design team; Sweetspot (recording producers). We would also like to thank those institutions and teachers who piloted the manuscript, and whose comments and feedback were invaluable in the production of the book.

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Book

1

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Scope and sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Office supplies	Checkout sheet	pen, pencil, legal pad, envelope, marker, highlighter, binder, stapler, staples, tape	Describing a location
2	Office furniture	Catalog	desk, sectional, swivel, adjustable, office chair, ergonomic, store, file cabinet, bookcase, desk lamp	Giving reasons
3	Office machines	Email	computer, monitor, mouse, keyboard, printer, wireless, copier, toner, scanner, fax machine, shredder, shared, old	Describing condition
4	Financial documents	Advertisement	contract, application, letter of credit, insurance policy, business plan, legal tender, record, file, statement, review	Making an appointment
5	Cash	Petty cash rules	cash, coin, change, withdrawal, deposit, flow, petty cash, cash advance, expenditure	Gathering information
6	Numbers	Chart	is, equal, come to, and, plus, add, minus, less, subtract, times, multiplied by, over, divided by, hundred	Describing a problem
7	Changes in value	Sales report	increase, decrease, expand, shrink, grow, decline, peak, bottom out, fluctuate, steady	Describing changes in value
8	Balance sheets	Business letter	balance sheet, assets, intangible assets, fixed assets, accounts receivable, property and equipment, inventory, liabilities, owner's equity, accounts payable, total liabilities	Correcting an error
9	Using money	Financial advice column	spend, save, invest, debit card, credit card, monitor, charge, direct deposit, credit limit, track, purchase	Greeting customers
10	Bank accounts	Advertisement	commercial bank, checking account, check, quality, rate, provide, inquire, retail bank, overdraft, savings account, interest, accrue, credit	Explaining causes
11	Bank services and costs	Customer pamphlet	services, access, ATM, online banking, bill pay, letter of credit, transfer, cashier's check, returned, fee	Asking for more detail
12	Loans	Email	personal loan, auto loan, collateral, mortgage, interest rate, points, term, apply, early payoff penalty, closing costs	Adding information
13	Types of businesses	Business book	sole proprietor, owner, partnership, cooperative, corporation, incorporated, non-profit organization, LLC, private, public, shareholder, C Corporation	Clarifying information
14	Types of cost	Magazine article	cost, administrative, advertising, distribution, storage, production, labor, fixed costs, variable costs, total costs, business performance	Making suggestions
15	Budgets	Advice column	budget, income, debt, profit, overheads, plan, master, operating budget, cash budget, staff, sufficient	Explaining costs

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highlighters

paperclips

eraser

pencil

pen

legal pad

**SUPPLY ROOM
Inventory and Checkout**

Employee Name: SOPHIE JONES Date: 7/27

Write the quantity of all items you check out.

Shelf 1: Writing utensils (Record quantities in number of boxes.)

Pens (20 per box): blue 1 black red

Pencils (10 per box):

Markers (5 per box): 1

Highlighters: yellow orange blue

Shelf 2 (Please notify manager if items from this shelf run below 5.)

Legal Pads:

Envelopes:

Binders: 3

Shelf 3 (Do not take staplers without permission from a manager.)

Staplers:

Boxes of Staples: 2

Tape:

Employee signature: Sc Jones

Place checkout sheet in the box by the door.

staples

stapler

Get ready!

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

- 1 What are some common writing utensils?
- 2 What are some other office supplies?

Reading

2 Read the supply room checkout sheet. Then, mark the following statements as true (T) or false (F).

- 1 ___ The sheet shows how many of each item are left.
- 2 ___ The employee took twenty pens and five markers.
- 3 ___ The employee checked out two staplers.

Vocabulary

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

- | | |
|----------------|-------------------|
| 1 ___ stapler | 4 ___ highlighter |
| 2 ___ envelope | 5 ___ legal pad |
| 3 ___ pencil | 6 ___ pen |

- A a tablet of ruled paper
 B a writing utensil with a graphite core
 C a tool used for attaching sheets of paper
 D a fluorescent colored marker
 E a writing utensil filled with ink
 F a paper sleeve in which to place letters

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

1 **tape / binder**

- A Sue put the finance report in a _____ .
 B Henry attached the sign to the door with a piece of _____ .

2 **marker / staple**

- A She drew a diagram with an orange _____ .
 B Jon bound the documents with a _____ .

5 Listen and read the supply room checkout sheet again. What should you do if there are only three envelopes and two binders left on the shelf?

Listening

6 Listen to a conversation between two employees. Choose the correct answers.

1 What is the main topic of the conversation?

- A who to ask for new office supplies
 B the supply room contents and policies
 C where to find new checkout sheets
 D items missing from the supply room

2 What is the woman looking for?

- A pens C legal pads
 B pencils D checkout sheets

7 Listen again and complete the conversation.

Employee 1: Hey, Carl. Do you know where we keep the extra 1 _____ ?

Employee 2: Yeah. They're back in the 2 _____ . I'll show you.

Employee 1: Great. Thanks.

Employee 2: The pens and pencils are up here. Down there are the legal pads and binders, and on the 3 _____ is everything else.

Employee 1: So, can I just take whatever I need?

Employee 2: Yeah. You just have to 4 _____ one of these checkout sheets.

Employee 1: That's 5 _____ . Where do the sheets go?

Employee 2: 6 _____ in this box.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Do you know where ...

The pens and pencils are ...

Where do the ...

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

- the office supply room
- where to find different supplies
- how to check supplies out

Student B: You are a new employee. Talk to Student A about where to find extra pens.

Writing

9 Use the checkout sheet and the conversation from Task 8 to fill out the office supply order form.



Finance Inc.
**Office
 Supplies List**

Quantity	Supplies needed
_____	_____
_____	_____
_____	_____
_____	_____