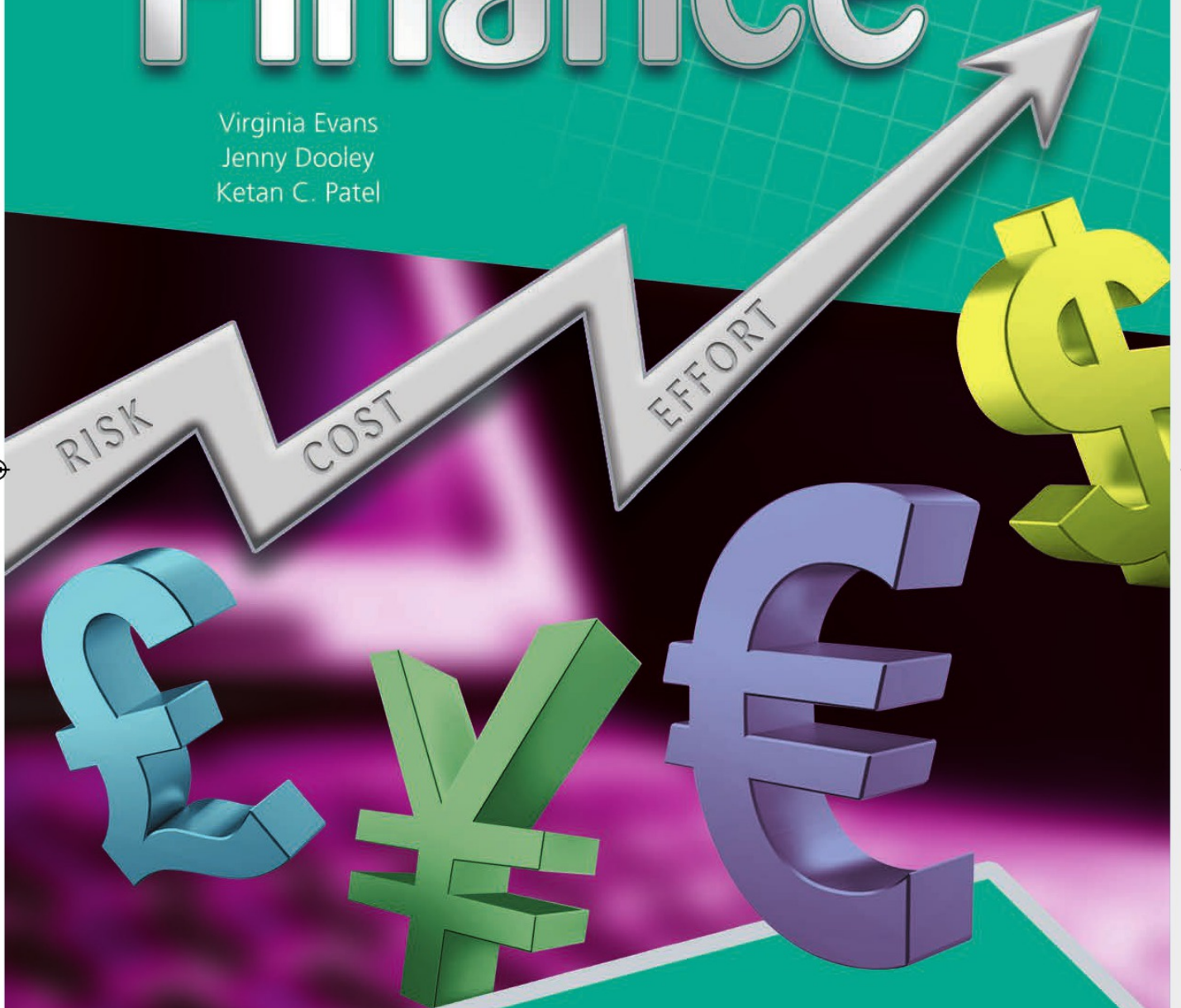


**CAREER  
PATHS**

# Finance

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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

# Table of contents

## Finance Basics

Unit 1 - Office supplies .....	4
Unit 2 - Office furniture .....	6
Unit 3 - Office machines .....	8
Unit 4 - Financial documents .....	10
Unit 5 - Cash .....	12
Unit 6 - Numbers .....	14
Unit 7 - Changes in value .....	16
Unit 8 - Balance sheets .....	18

## Banking

Unit 9 - Using money .....	20
Unit 10 - Bank accounts .....	22
Unit 11 - Bank services and costs .....	24
Unit 12 - Loans .....	26

## Business Finance

Unit 13 - Types of businesses .....	28
Unit 14 - Types of cost .....	30
Unit 15 - Budgets .....	32

## Appendix

Glossary .....	34
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highlighters

pencil

pen

legal pad

paperclips

eraser

### 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.

- What are some common writing utensils?
- 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).

- \_\_\_ The sheet shows how many of each item are left.
- \_\_\_ The employee took twenty pens and five markers.
- \_\_\_ 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
_____	_____
_____	_____
_____	_____
_____	_____