

## Useful phrases and vocabulary

### Meeting people

Hello, Mr/Ms ... . I'm ... .  
 It's nice to meet you.  
 – (It's) Nice to meet you, too.  
 May I introduce you to ... ?  
 I'd like to introduce you to ...  
 Have you met ... ?

### Offering hospitality

Can I take your coat?  
 Please come in and take a seat.  
 Can I get you a cup of coffee/tea?  
 Would you like something to drink?  
 – Yes, please./Yes, that would be great.  
 – No, thank you./No, thanks.

### Being polite (and less direct)

Excuse me, but ...  
 I'm sorry but ...  
 I'm afraid that's not quite right.  
 We have a slight problem.  
 At first glance, it appears clear ...  
 This seems to be ...  
 Could you please ... ?

### Checking and clarifying information

Maybe you could clarify a couple of things.  
 – Sure./Certainly./How can I help?  
 What do these figures mean again?  
 – Basically, they just mean that ...  
 Can we just go over that one more time?  
 – Of course./No problem.  
 Could you repeat that, please?  
 – Sure, I said ...  
 You *did* say the 24<sup>th</sup>, didn't you?  
 – Yes, that's right.  
 I didn't quite catch that.  
 – OK, what I said was that ...  
 So, what you're saying is ...  
 – That's right./Exactly.  
 So, this column is wrong?  
 – Well, not exactly./It depends how you see it.  
 How is the profit calculated?  
 – Well, it's actually quite simple. First we ...  
 In other words, we'll need to send it by Friday?  
 – Exactly./Yes, if we want to meet the deadline.  
 How about if we send it in next week?  
 – That'll be fine./Oh, I'm sorry, that would be too late.

### Talking about causes and results

#### Cause

This happened because ...  
 This (increase/decrease) is due to ...  
 This is a result of ...

#### Result

It could lead to ...  
 What could happen is ...  
 Because of this, we'll see ...

### Talking about figures

#### Going up ↗

Figures have increased slightly.  
 Figures have increased steadily.  
 Figures have increased dramatically.  
 It's not as low as last year.  
 It's slightly/a lot more this year.  
 The situation was pretty bad, but is now improving slowly.  
 It's better than last year.  
 Profits rose/increased last year.

#### Going down ↘

This is a significant/gradual drop.  
 Profits have been falling/going down since the fire.  
 It's gone down/fallen since last year.  
 There's quite a drop from 2005 to 2006.

#### No change →

The situation is stable.  
 We're hovering at around 3%.  
 It's virtually/exactly the same.

#### Ups and downs ↗↘

There have been some fluctuations.

### Telephone phrases

#### Getting through

Hello, this is ... from ... . May I speak to ... , please?  
 Could you put me through to ... ?  
 – Janet speaking.  
 Hello, Janet. It's Klaus.

#### Making appointments

Could you come by the office next week?  
 How/What about Monday at 9.30?  
 Can you make Tuesday afternoon?  
 – No, I'm sorry. I'm busy then.  
 – Yes, that sounds good.

## Glossary of financial terms

### accounts payable

The amounts that a person or organization owes to someone else in the normal daily business.

### accounts receivable

The amounts that a person or organization is owed in the normal daily business, i.e., excluding loans and liabilities.

### acquisition

Another word for purchase. Normally used for very large amounts, such as buildings, factories, or another company (verb: to acquire).

### affiliate

A person or company which is in some way connected to another.

### American Institute of Certified Public Accountants (AICPA)

The professional body of accountants in the U.S.A.

### amortization

The process to reduce the value of an intangible asset to zero, over a specified number of years (verb: to amortize).

### assets

The things which a person or company owns and which are of value to the owner.

### Balance Sheet

A written statement showing 1) the amount of money and property a company has and 2) the money received from shareholders and creditors.

### Board (of Directors)

The top management of a company.

### branch

The offices of a company which are located in various countries or cities. A branch is not a separate company.

### budget

The fixing of the amounts to be spent in the future. Also, the official statement showing these amounts.

### capitalization

When a company spends money on something which will last for more than one year. This amount is normally put into the Balance Sheet.

### Certified Public Accountant (CPA)

The title given to state-recognized accountants in the United States of America.

### confidentiality

Not telling others about information which a business partner or client tells you.

### consistency principle

The idea that accounts should be prepared on the same basis from one year to the next.

### consolidation

The process of including the figures of subsidiaries and affiliates in the accounts of a holding company

### creative accounting

The manipulation of figures in the accounts, designed to give a better result for the company.

### creditor

a person or organization to whom money is owed.

### debt

An amount which has to be paid to another party (See also: to service debt.)

### deferred

The inclusion in the accounts of amounts which will have to be paid in the future, but which are based on current transactions.

### depreciation

The process to reduce the value of an asset to zero, over a specified number of years (verb: to depreciate).

### disposition

Another word for the sale of an asset.

### dividend

The distribution of the profits of a company to its owners.

### due diligence

The process of checking the finances and contracts of a company before the purchase of its assets or shares, to ensure all relevant information has been given.

### expenditure

The money spent on buying assets, which will then be included in the Balance Sheet.

### to expense

When used as a verb, this word means that an amount of money spent by a company can go directly into the Profit and Loss Statement.

### gearing

The proportion of debt and equity ownership in a company or an asset.

### Generally Accepted Accounting Principles (GAAP)

These are the rules which accountants are required to follow when preparing financial statements, which are not written into law.

### going concern principle

The idea that financial information can only be reported correctly on the basis that the company will be able to operate in the future.

### goodwill

The total value of a company minus the net value of the tangible assets.

**holding company**

The company which owns the shares in all the other companies in a group.

**to impair**

Used to describe the process of reducing the value of an intangible asset.

**Institute of Chartered Accountants in England and Wales (ICAEW)**

The professional body of accountants in the United Kingdom.

**intangible**

Something which has no physical presence, but is only an abstract idea. (Intangible assets, for example, are patents, trademarks or brands.)

**International Accounting Standards (IAS)**

Currently the International Financial Reporting Standards.

**International Accounting Standards Committee (IASC)**

The body responsible for the creation of an international set of accounting standards.

**International Financial Reporting Standards (IFRS)**

The set of standards created to unify accounting practices in the world. Replaced the former International Accounting Standards.

**inventory**

The goods which a company produces, but which have not yet been sold.

**leasing**

A legal contract to rent assets from the owner, often over long periods of time and with the possibility to buy the asset at the end of the rental period.

**liability**

The amount of money or the value of something which a person or organization owes to someone else. For insurance matters, 'liability' means the responsibility to pay the costs of an accident.

**liquidation**

The dissolving of a company which can no longer pay its bills.

**to loan**

When one party gives another an amount of money which will be paid back at a later date (noun: loan).

**margin**

The difference between the sales value and the direct costs of producing an item.

**matching principle**

The idea that amounts should be recorded at the time they occur, not when cash is paid or received.

**maturity**

The end date of a contract.

**merger**

When two organizations come together to create one new company (verb: to merge).

**minority interest**

A shareholding of less than 50% in another company.

**off-balance-sheet accounting**

The structuring of certain transactions which might allow the company to leave large amounts out of the accounts.

**parent company**

A company which owns most of the shares in another company. (See also: subsidiary.)

**provision**

The inclusion in the accounts of amounts which may arise in the future.

**prudence principle**

The idea that financial information should be reported conservatively, so that it is not possible that the overall value of a company is overstated.

**ratio**

A mathematical calculation which compares one amount to another.

**repair and maintenance**

Costs to fix an asset (such as a machine), or the normal costs needed to keep the asset working properly.

**salvage value**

The estimated value of an asset at the end of its useful life.

**scrap value**

The sales value of an asset when it can no longer be used.

**to service debt**

To pay the interest and capital repayment in accordance with the loan contract.

**stock**

- 1) Another word for the shares of a company.
- 2) The inventory of a company, i.e., the goods which have not been sold.

**subsidiary**

A company which is owned or controlled by another company. (See also: parent company.)

**tax return**

An official document sent to the tax authorities which states profit or loss, and is used to calculate how much tax has to be paid.

**test basis**

The process of checking a random sample of a list of items, to gain assurance that the complete list is correctly reported.

**unrealized gain (loss)**

The increase (decrease) in value of an asset which has not yet been sold.

# English for Accounting A-Z word list

	Word	Phonetics	Translation
<b>A</b>	to <b>abolish</b>	[ə'bɒlɪʃ]	_____
	<b>absolutely</b>	['æbsəlu:tli]	_____
	to <b>accelerate</b>	[ək'seləreɪt]	_____
	<b>accepted</b>	[ək'septɪd]	_____
	<b>access</b>	['ækses]	_____
	<b>accompanying</b>	[ə'kʌmpəniŋ]	_____
	<b>accordance, in ~ with</b>	[ɪn ə'kɔ:dəns wɪð]	_____
	<b>according to</b>	[ə'kɔ:dɪŋ tə]	_____
	<b>accordingly</b>	[ə'kɔ:dɪŋli]	_____
	<b>accountant</b>	[ə'kaʊntənt]	_____
	<b>accounting</b>	[ə'kaʊntɪŋ]	_____
	<b>accounting principles</b>	[ə,kaʊntɪŋ 'prɪnsəplz]	_____
	<b>accounts</b>	[ə'kaʊnts]	_____
	<b>accounts payable</b>	[ə,kaʊnts 'peɪəbl]	_____
	<b>accrued</b>	[ə'kru:d]	_____
	<b>accumulated gains</b>	[ə,kju:mjəleɪtɪd 'geɪnz]	_____
	<b>accumulated losses</b>	[ə,kju:mjəleɪtɪd 'lɒsɪz]	_____
	<b>accurate</b>	['ækjərət]	_____
	to <b>acquire</b>	[ə'kwɪə]	_____
	<b>acquisition cost</b>	[,ækwɪ'zɪʃn kɒst]	_____
	<b>actually</b>	['æktʃuəli]	_____
	<b>adequate</b>	['ædɪkwət]	_____
	<b>advance, in ~</b>	[ɪn əd'vɑ:ns]	_____
	to <b>advise</b>	[əd'vaɪz]	_____
	to <b>affect</b>	[ə'fekt]	_____
	to <b>afford</b>	[ə'fɔ:d]	_____
	<b>mentioned</b>	[ə,fɔ:'menʃənd]	_____
	<b>agreement</b>	[ə'grɪ:mənt]	_____
	<b>allegation</b>	[,ælə'geɪʃn]	_____
	to <b>allocate</b>	['æləkeɪt]	_____
	<b>allocation</b>	[,ælə'keɪʃn]	_____
	to <b>allow</b>	[ə'laʊ]	_____
	<b>amortization</b>	[ə,mɔ:taɪ'zeɪʃn]	_____
	<b>annual report</b>	[,ænjʊəl rɪ'pɔ:t]	_____
	<b>annuity</b>	[ə'nju:əti ]	_____
	<b>anticipated</b>	[æn'tɪsɪpeɪtɪd]	_____
<b>apparently</b>	[ə'pærəntli]	_____	
<b>approach</b>	[ə'prəʊtʃ]	_____	
to <b>arise</b>	[ə'raɪz]	_____	
to <b>assess</b>	[ə'ses]	_____	
<b>assets</b>	['æsets]	_____	
<b>assistance</b>	[ə'sɪstəns]	_____	
to <b>associate</b>	[ə'səʊʃieɪt]	_____	
<b>associated company</b>	[ə,səʊʃieɪtɪd 'kʌmpəni]	_____	
to <b>assume</b>	[ə'sju:m]	_____	
<b>assumption</b>	[ə'sʌmpʃn]	_____	
<b>assurance</b>	[ə'ʃʊərəns]	_____	
to <b>attract</b>	[ə'trækt]	_____	
<b>audit</b>	['ɔ:ɪt]	_____	
<b>average cost</b>	[,ævərɪdʒ 'kɒst]	_____	
<b>average interest rate</b>	[,ævərɪdʒ 'ɪntərəst reɪt]	_____	
<b>aware</b>	[ə'weə]	_____	
<b>B</b>	<b>balance sheet</b>	['bæləns ʃi:t]	_____
	<b>basic earnings per share</b>	[,beɪsɪk 'ɜ:nɪŋz pə ʃeə]	_____
	<b>bean counter</b>	['bi:n kaʊntə]	_____



Word	Phonetics	Translation
<b>corporation</b>	[ˌkɔːpə'reɪʃn]	_____
<b>cost accounting</b>	['kɒst əkaʊntɪŋ]	_____
<b>cost effective</b>	[ˌkɒst ɪ'fektɪv]	_____
<b>count up</b>	[ˌkaʊnt 'ʌp]	_____
<b>creative accounting</b>	[ˌkriːetɪv ə'kaʊntɪŋ]	_____
<b>creditors</b>	['kredɪtəz]	_____
<b>critical</b>	['krɪtɪkl]	_____
<b>criteria</b>	[kraɪ'tɪəriə]	_____
<b>to cruise along</b>	[kruːz ə'ləŋ]	_____
<b>cumulative effect</b>	[ˌkjuːmjələtɪv ɪ'fekt]	_____
<b>currency translation adjustment</b>	[ˌkʌrənsɪ trænsl'eɪʃn ə'dʒʌstmənt]	_____
<b>current</b>	['kʌrənt]	_____
<b>current assets</b>	[ˌkʌrənt 'æsets]	_____
<b>current costs and expenses</b>	[ˌkʌrənt kɒsts ənd ɪk'spensɪz]	_____
<b>current liabilities</b>	[ˌkʌrənt ˌlaɪə'bɪlətɪz]	_____
<b>current receivables</b>	[ˌkʌrənt rɪ'siːvəblz]	_____
<b>currently</b>	['kʌrəntli]	_____
<b>to cut back</b>	[kʌt 'bæk]	_____
<b>cycle</b>	['saɪkl]	_____
<b>D</b>		
<b>debt</b>	[det]	_____
<b>debt/asset ratio</b>	[ˌdet ˌæset 'reɪʃiəʊ]	_____
<b>debt/equity ratio</b>	[ˌdet ˌekwəti 'reɪʃiəʊ]	_____
<b>declared</b>	[dɪ'kleəd]	_____
<b>declining balance</b>	[dɪˌklaɪnɪŋ 'bæləns]	_____
<b>to defend</b>	[dɪ'fend]	_____
<b>deferred</b>	[dɪ'fɜːd]	_____
<b>deferred income tax(es)</b>	[dɪˌfɜːd ɪn'kʌm tæksɪz]	_____
<b>denominator</b>	[dɪ'nɒmɪneɪtə]	_____
<b>dependent on</b>	[dɪ'pendənt ɒn]	_____
<b>to depreciate</b>	[dɪ'priːʃieɪt]	_____
<b>depreciation</b>	[dɪˌpriːʃi'eɪʃn]	_____
<b>to determine</b>	[dɪ'tɜːmɪn]	_____
<b>deviation</b>	[ˌdiːvi'eɪʃn]	_____
<b>to differ</b>	['dɪfə]	_____
<b>diluted earnings per share</b>	[daɪˌluːtɪd ˈɜːnɪŋz pə ʃeə]	_____
<b>disappointing</b>	[ˌdɪsə'pɔɪntɪŋ]	_____
<b>to disclose</b>	[dɪs'kləʊz]	_____
<b>disclosure</b>	[dɪs'kləʊzə]	_____
<b>discounted cash flow</b>	[dɪsˌkaʊntɪd 'kæʃ fləʊ]	_____
<b>disposition</b>	[ˌdɪspə'zɪʃn]	_____
<b>to distribute</b>	[dɪ'strɪbjʊːt]	_____
<b>distribution channel</b>	[ˌdɪstrɪ'bjuːʃn tʃænl]	_____
<b>dividends payable</b>	[ˌdɪvɪdendz 'peɪəbl]	_____
<b>domestic</b>	[də'mestɪk]	_____
<b>drop</b>	[drɒp]	_____
<b>due diligence</b>	[djuː 'dɪlɪdʒəns]	_____
<b>due, to be ~ to</b>	[bi 'djuː tə]	_____
<b>E</b>		
<b>earnings per share</b>	['ɜːnɪŋz pə ʃeə]	_____
<b>effect</b>	[ɪ'fekt]	_____
<b>effectively</b>	[ɪ'fektɪvli]	_____
<b>efficiency</b>	[ɪ'fɪʃnsi]	_____
<b>efficient</b>	[ɪ'fɪʃnt]	_____
<b>to employ</b>	[ɪm'plɔɪ]	_____
<b>employee</b>	[ɪm'plɔɪiː]	_____
<b>to enable</b>	[ɪ'neɪbl]	_____
<b>to enact</b>	[ɪ'nækt]	_____
<b>to encourage</b>	[ɪn'kʌrɪdʒ]	_____
<b>enterprise</b>	['entəpraɪz]	_____
<b>equity</b>	['ekwəti]	_____

**Word**

**equivalent**  
 to **establish**  
**estimate**  
**estimated scrap value**  
 to **evaluate**  
**evaluation**  
**event, in the ~ of**  
**ever-increasing**  
 to **exclude**  
 to **expand**  
**expectation**  
**expenditure**  
 to **expense**  
**expense**  
**expertise**  
 to **express**  
**extensively**  
**external accounts**  
**external auditor**  
**extremely**

**Phonetics**

[ɪ'kwɪvələnt]  
 [ɪ'stæblɪʃ]  
 ['estɪmət]  
 [ˌestɪmeɪtɪd 'skræp væljʊː]  
 [ɪ'væljʊeɪt]  
 [ɪ,væljʊ'eɪʃn]  
 [ɪn ðɪ r'vent əv]  
 [ˌevər ɪn'kriːsɪŋ]  
 [ɪk'skluːd]  
 [ɪk'spænd]  
 [ˌɛkspek'teɪʃn]  
 [ɪk'spendɪtʃə]  
 [ɪk'spens]  
 [ɪk'spens]  
 [ˌɛkspə:'tiːz]  
 [ɪk'spres]  
 [ɪk'stensɪvli]  
 [ɪk,stɜːnl ə'kaʊnts]  
 [ɪk,stɜːnl 'ɔːdɪtə]  
 [ɪk'striːmli]

**Translation****F**

to **face**  
**failure**  
**fair value**  
**fee**  
 to **fill sb in on**  
**finance director**  
**finance**  
 to **finance**  
**financial director**  
**financial instrument**  
**financial statement**  
**financing activities**  
**financing receivables**  
**first in first out**  
**fixed assets**  
**fluctuation**  
 to **get a foothold**  
**forecast**  
**fund**  
**funding**  
**fuss**

[feɪs]  
 ['feɪljə]  
 [feə 'væljʊː]  
 [fiː]  
 [ˌfɪl 'ɪn ɒn]  
 [ˌfaɪnæns də'rektə]  
 ['faɪnæns]  
 ['faɪnæns]  
 [ˌfaɪ,næɪn]l də'rektə]  
 [ˌfaɪ,næɪn]l 'ɪnstrəmənt]  
 [ˌfaɪ,næɪn]l 'steɪtmənt]  
 [ˌfaɪ,nænsɪŋ æk'tɪvətɪz]  
 [ˌfaɪnænsɪŋ rɪ'siːvəblz]  
 [ˌfɜːst 'ɪn ˌfɜːst 'aʊt]  
 [fɪkst 'æsets]  
 [ˌflʌktʃʊ'eɪʃn]  
 [get ə 'fʊθəʊld]  
 ['fɔːkɑːst]  
 [fʌnd]  
 ['fʌndɪŋ]  
 [fʌs]

**G**

**gain**  
 to **gather evidence**  
**gearing**  
**goodwill**  
 to **govern**  
**gradual**  
**gross (profit) margin**  
**growth**  
 to **guarantee**  
**guilty, to be ~ of sth**

[geɪn]  
 [ˌgæðər 'eɪvɪdəns]  
 ['gɪərɪŋ]  
 [ˌɡʊd'wɪl]  
 ['gʌvɪn]  
 ['grædʒuəl]  
 [ˌgrɔːs (prɒfɪt) 'mɑːdʒɪn]  
 [grəʊθ]  
 [ˌgærən'tiː]  
 ['ɡɪltɪ]

**H**

**hang on**  
**high flyer**  
**hospitality**  
 to **hover**

[ˌhæŋ 'ɒn]  
 [ˌhaɪ 'flaɪə]  
 [ˌhɒsprɪ'tæləti]  
 ['hʊvə]

	Word	Phonetics	Translation
I	<b>impact</b>	[ˈɪmpækt]	_____
	to <b>impair</b>	[ɪmˈpeə]	_____
	<b>implication</b>	[ˌɪmplɪˈkeɪʃn]	_____
	to <b>impose</b>	[ɪmˈpəʊz]	_____
	<b>impressive</b>	[ɪmˈpresɪv]	_____
	<b>improper</b>	[ɪmˈprɒpə]	_____
	to <b>improve</b>	[ɪmˈpruːv]	_____
	<b>income</b>	[ˈɪnkʌm]	_____
	<b>income statement</b>	[ˈɪnkʌm steɪtmənt]	_____
	<b>income tax</b>	[ˈɪnkʌm tæks]	_____
	<b>indication</b>	[ˌɪndɪˈkeɪʃn]	_____
	<b>insurance liabilities</b>	[ɪnˈʃʊərəns ˌlaɪəˈbɪlətɪz]	_____
	<b>insurance loss</b>	[ɪnˈʃʊərəns lɒs]	_____
	<b>insurance receivables</b>	[ɪnˈʃʊərəns rɪˈsiːvəblz]	_____
	<b>intangible assets</b>	[ɪnˌtændʒəbl ˈæsets]	_____
	<b>intangibles</b>	[ɪnˌtændʒəblz]	_____
	<b>interest</b>	[ˈɪntrəst]	_____
	<b>interim</b>	[ˈɪntərɪm]	_____
	<b>internal auditor</b>	[ɪnˌtɜːnl ˈɔːdɪtə]	_____
	<b>Internal Revenue Service (AE)</b>	[ɪnˌtɜːnl ˈrevənjuː sɜːvɪs]	_____
	to <b>interpret</b>	[ɪnˈtɜːprɪt]	_____
<b>inventory</b>	[ˈɪnvəntri]	_____	
<b>inventory turnover</b>	[ˌɪnvəntri ˈtɜːnəʊvə]	_____	
<b>investment</b>	[ɪnˈvestmənt]	_____	
<b>investment director</b>	[ɪnˌvestmənt dɪˈrektə]	_____	
<b>investment security</b>	[ɪnˌvestmənt sɪˈkjʊərəti]	_____	
<b>investor</b>	[ɪnˈvestə]	_____	
<b>item</b>	[ˈaɪtəm]	_____	
J	to <b>justify</b>	[ˈdʒʌstɪfaɪ]	_____
K	to <b>kid</b>	[kɪd]	_____
	<b>knowledge</b>	[ˈnɒlɪdʒ]	_____
L	<b>last in first out</b>	[ˌlɑːst ˈɪn ˌfɜːst ˈaʊt]	_____
	to <b>launch</b>	[lɔːntʃ]	_____
	<b>layman</b>	[ˈleɪmən]	_____
	<b>leasing</b>	[ˈliːsɪŋ]	_____
	to <b>legislate</b>	[ˈledʒɪsleɪt]	_____
	<b>legislation</b>	[ˌledʒɪsˈleɪʃn]	_____
	<b>legitimate</b>	[lɪˈdʒɪtɪmət]	_____
	<b>leverage</b>	[ˈliːvərɪdʒ]	_____
	<b>liabilities</b>	[ˌlaɪəˈbɪlətɪz]	_____
	<b>liability</b>	[ˌlaɪəˈbɪləti]	_____
	<b>liable</b>	[ˈlaɪəbl]	_____
	<b>loan</b>	[ləʊn]	_____
	<b>local authority</b>	[ˌləʊkl ɔːˈθɒrəti]	_____
	<b>loose, to be let ~</b>	[bi let ˈlʊːs]	_____
	M	to <b>maintain</b>	[meɪnˈteɪn]
<b>maintenance</b>		[ˈmeɪntənəns]	_____
<b>management account</b>		[ˈmænɪdʒmənt əkaʊnt]	_____
<b>management accounting</b>		[ˈmænɪdʒmənt əkaʊntɪŋ]	_____
<b>mandatory</b>		[ˈmændətəri]	_____
<b>manufacturing costs</b>		[ˌmænjʊˈfæktʃərɪŋ kɒsts]	_____
<b>market capitalization</b>		[ˌmɑːkɪt ˌkæpɪtəlaɪˈzeɪʃn]	_____
<b>market price</b>		[ˈmɑːkɪt praɪs]	_____
<b>market value</b>		[ˌmɑːkɪt ˈvæljuː]	_____
<b>mark-up margin</b>		[ˌmɑːkʌp ˈmɑːdʒɪn]	_____
<b>material</b>		[məˈtɪəriəl]	_____
<b>maturity</b>	[məˈtʃʊərəti]	_____	

	Word	Phonetics	Translation
	<b>mechanics</b>	[mɪ'kæniks]	_____
	<b>mechanism</b>	['mekənɪzəm]	_____
	to <b>mention</b>	['menʃn]	_____
	<b>merger</b>	['mɜːdʒə]	_____
	<b>minority interest</b>	[maɪ,nɔːrəti 'ɪntrəst]	_____
	to <b>mislead</b>	[,mɪs'li:d]	_____
	<b>misleading</b>	[,mɪs'liːdɪŋ]	_____
	<b>misstatement</b>	[,mɪs'steɪtmənt]	_____
	to <b>move on</b>	[,muːv 'ɒn]	_____
<b>N</b>	<b>negotiation</b>	[nɪ,gəʊʃi'eɪʃn]	_____
	<b>net</b>	[net]	_____
	<b>net assets</b>	[,net 'æsets]	_____
	<b>net earnings</b>	[,net 'ɜːnɪŋz]	_____
	<b>non-existent</b>	[,nɒn ɪg'zɪstənt]	_____
	<b>not-for-profit</b>	[,nɒt fə 'prɒfɪt]	_____
	<b>numerator</b>	['njuːməreɪtə]	_____
<b>O</b>	<b>objective</b>	[əb'dʒektɪv]	_____
	<b>obligation</b>	[,ɒblɪ'geɪʃn]	_____
	to <b>obtain</b>	[əb'teɪn]	_____
	<b>off-balance-sheet accounting</b>	[,ɒf 'bæləns ʃiːt ə'kaʊntɪŋ]	_____
	<b>offset</b>	['ɒfset]	_____
	<b>operating activities</b>	[,ɒpəreɪtɪŋ ək'tɪvətɪz]	_____
	<b>operating profit</b>	['ɒpəreɪtɪŋ prɒfɪt]	_____
	<b>operations</b>	[,ɒpə'reɪʃnz]	_____
	<b>opportunity</b>	[,ɒpə'tjuːnəti]	_____
	<b>ordinary share capital</b>	[,ɔːdnri 'feə kæpɪtl]	_____
	<b>outlook</b>	['aʊtlʊk]	_____
	<b>outside parties</b>	[,aʊtsaɪd 'pɑːtɪz]	_____
	<b>overhead expenses</b>	[,əʊvəhed ɪk'spensɪz]	_____
	<b>overseas</b>	[,əʊvə'siːz]	_____
	to <b>overstate</b>	[,əʊvə'steɪt]	_____
<b>P</b>	<b>parent company</b>	[,peərənt 'kʌmpəni]	_____
	<b>pay cut</b>	['peɪ kʌt]	_____
	to <b>pay off</b>	[,peɪ 'ɒf]	_____
	<b>payment</b>	['peɪmənt]	_____
	<b>payroll tax</b>	['peɪrɔːl tæks]	_____
	<b>peer</b>	[piə]	_____
	<b>performance</b>	[pə'fɔːməns]	_____
	<b>periodic</b>	[,piəri'ɒdɪk]	_____
	<b>personnel</b>	[,pɜːsə'nel]	_____
	<b>pessimistically</b>	[,pesɪ'mɪstɪkli]	_____
	<b>petty cash</b>	[,peti 'kæʃ]	_____
	<b>plant</b>	[plɑːnt]	_____
	<b>policyholder</b>	['pɒləsi'həʊldə]	_____
	to <b>postpone</b>	[pə'spəʊn]	_____
	to <b>predict</b>	[prɪ'dɪkt]	_____
	<b>prediction</b>	[prɪ'dɪkʃn]	_____
	<b>preliminary report</b>	[prɪ,lɪmɪnəri rɪ'pɔːt]	_____
	<b>price/earnings ratio</b>	[,praɪs ,ɜːnɪŋz 'reɪʃiəʊ]	_____
	<b>pricing policy</b>	['praɪsɪŋ pɒləsi]	_____
	<b>principal</b>	['prɪnsəpl]	_____
	<b>profit and loss account</b>	[,prɒfɪt ən 'lɒs əkaʊnt]	_____
	<b>profitability</b>	[,prɒfɪtə'bɪləti]	_____
	<b>profitable</b>	['prɒfɪtəbl]	_____
	to <b>promote</b>	[prə'məʊt]	_____
	<b>property</b>	['prɒpəti]	_____
	<b>proportion</b>	[prə'pɔːʃn]	_____
	<b>proposal</b>	[prə'pəʊzl]	_____

	Word	Phonetics	Translation
	to <b>prove</b>	[pru:v]	_____
	<b>provided</b>	[prə'vaɪdɪd]	_____
	<b>provision</b>	[prə'vɪʒn]	_____
	<b>provisional</b>	[prə'vɪʒənəl]	_____
	<b>publicly listed</b>	[ˈpʌblɪkli ˌlɪstɪd]	_____
	<b>publicly traded</b>	[ˌpʌblɪkli ˈtreɪdɪd]	_____
	to <b>punch numbers</b>	[pʌntʃ ˈnʌmbəz]	_____
	<b>purchase price</b>	[ˈpɜːtʃəs praɪs]	_____
<b>Q</b>	<b>qualify</b>	[ˈkwɒlɪfaɪ]	_____
	<b>quantitative</b>	[ˈkwɒntɪtətɪv]	_____
	to <b>quote</b>	[kwəʊt]	_____
<b>R</b>	to <b>raise capital</b>	[reɪz ˈkæpɪtl]	_____
	<b>ratio</b>	[ˈreɪʃiəʊ]	_____
	<b>ratio analysis</b>	[ˌreɪʃiəʊ əˈnæləsɪs]	_____
	to <b>realize</b>	[ˈri:əlaɪz]	_____
	<b>reasonable</b>	[ˈri:znəbl]	_____
	<b>receivables</b>	[rɪˈsi:vəblz]	_____
	to <b>recognize</b>	[ˈrekəɡnaɪz]	_____
	to <b>reconcile</b>	[ˈrekənsaɪl]	_____
	<b>reconciliation</b> to	[ˌrekənˌsɪliˈeɪʃn tə]	_____
	to <b>record</b>	[rɪˈkɔ:d]	_____
	to <b>register</b>	[ˈredʒɪstə]	_____
	to <b>regulate</b>	[ˈregjuleɪt]	_____
	<b>regulation</b>	[ˌregjuˈleɪʃn]	_____
	<b>regulatory authority</b>	[ˈregjələtəri ɔːθɔrəti]	_____
	to <b>rely on</b>	[rɪˈlaɪ ɒn]	_____
	to <b>remind</b>	[rɪˈmaɪnd]	_____
	to <b>repay</b>	[rɪˈpeɪ]	_____
	<b>requirement</b>	[rɪˈkwaɪəmənt]	_____
	<b>reserve</b>	[rɪˈzɜ:v]	_____
	<b>responsibility</b>	[rɪˌspɒnsəˈbɪləti]	_____
	<b>responsible</b>	[rɪˌspɒnsəbl]	_____
	<b>retained earnings</b>	[rɪˌteɪnd ˈɜ:nɪŋz]	_____
	<b>return on assets</b>	[rɪˌtɜ:n ɒn ˈæsets]	_____
	<b>return on equity</b>	[rɪˌtɜ:n ɒn ˈekwəti]	_____
	to <b>re-value</b>	[ˌriːˈvælju:]	_____
	<b>revenues</b>	[ˈrevənju:z]	_____
	<b>risk-worthy</b>	[ˈrɪsk wɜ:ði]	_____
	<b>rubbish</b>	[ˈrʌbɪʃ]	_____
	<b>rule</b>	[ru:l]	_____
<b>S</b>	<b>sales figures</b>	[ˈseɪlz fɪɡəz]	_____
	<b>sales tax</b>	[ˈseɪlz tæks]	_____
	<b>salvage value</b>	[ˈsælvdʒ vælju:]	_____
	<b>scope</b>	[skəʊp]	_____
	<b>self-generated</b>	[ˌselfˈdʒenəreɪtɪd]	_____
	<b>self-regulation</b>	[ˌselfˌregjuˈleɪʃn]	_____
	<b>share</b>	[ʃeə]	_____
	<b>share owner</b>	[ˈʃeə ɔʊnə]	_____
	<b>shareholder</b>	[ˈʃeəhəʊldə]	_____
	<b>shareholder's equity</b>	[ˌʃeəhəʊldəz ˈekwəti]	_____
	<b>short term assets</b>	[ˌʃɔ:t tɜ:m ˈæsets]	_____
	<b>significant(ly)</b>	[sɪɡˈnɪfɪkənt(lɪ)]	_____
	<b>sizeable</b>	[ˈsaɪzəbl]	_____
	to <b>soften</b>	[ˈsɒfn]	_____
	<b>solid</b>	[ˈsɒlɪd]	_____
	<b>source and application of funds</b>	[ˌsɔ:s ənd ˌæplɪˈkeɪʃn əv fʌndz]	_____
	<b>source of supply</b>	[ˌsɔ:s əv səˈplaɪ]	_____

Word	Phonetics	Translation
<b>statement of cash flows</b>	[ˌsteɪtmənt əv ˈkæʃ fləʊz]	_____
<b>statement of earnings</b>	[ˌsteɪtmənt əv ˈɜːnɪŋz]	_____
<b>statement of financial position</b>	[ˌsteɪtmənt əv faɪnænsɪəl pəʊzɪʃn]	_____
<b>stock exchange</b>	[ˈstɒk ɪkstʃeɪndʒ]	_____
<b>stringent</b>	[ˈstrɪndʒənt]	_____
<b>submission</b>	[səbˈmɪʃn]	_____
<b>subsidiary</b>	[səbˈsɪdɪəri]	_____
<b>successive</b>	[səkˈsesɪv]	_____
<b>sufficient</b>	[səˈfɪʃnt]	_____
<b>to sum up</b>	[ˌsʌm ˈʌp]	_____
<b>sum-of-the-years' digit</b>	[ˌsʌm əv ðə jɪəz ˈdɪdʒɪt]	_____
<b>supplemental disclosure</b>	[ˌsʌplɪˌmentl dɪsˈklɔʊzə]	_____
<b>T</b>		
<b>to take into account</b>	[ˌteɪk ɪntu əˈkaʊnt]	_____
<b>takeover</b>	[ˈteɪkəʊvə]	_____
<b>tax accounting</b>	[ˈtæks əkaʊntɪŋ]	_____
<b>tax asset</b>	[ˈtæks ˈæset]	_____
<b>tax authority</b>	[ˈtæks ɔːθərəti]	_____
<b>tax avoidance</b>	[ˈtæks əvɔɪdəns]	_____
<b>tax bracket</b>	[ˈtæks brækɪt]	_____
<b>tax break</b>	[ˈtæks breɪk]	_____
<b>tax deductible</b>	[ˈtæks dɪˈdʌktəbl]	_____
<b>tax evasion</b>	[ˈtæks ɪveɪʒn]	_____
<b>tax exempt</b>	[ˈtæks ɪgˈzempt]	_____
<b>tax exile</b>	[ˈtæks ɛksaɪl]	_____
<b>tax liability</b>	[ˈtæks ˌlaɪəˈbɪləti]	_____
<b>tax return</b>	[ˈtæks rɪtʃɪn]	_____
<b>taxable</b>	[ˈtæksəbl]	_____
<b>taxation</b>	[ˈtæksɪʃn]	_____
<b>taxation expense</b>	[ˈtæksɪʃn ɪkˈspens]	_____
<b>term, in the long ~</b>	[ɪn ðə ˈlɒŋ tɜːm]	_____
<b>term, in the middle ~</b>	[ɪn ðə ˈmɪdl tɜːm]	_____
<b>theory, in ~</b>	[ɪn ˈθɪəri]	_____
<b>trademark</b>	[ˈtreɪd mɑːk]	_____
<b>trader</b>	[ˈtreɪdə]	_____
<b>travel expenses</b>	[ˈtrævl ɪkspensɪz]	_____
<b>treatment</b>	[ˈtriːtmənt]	_____
<b>tune, to the ~ of</b>	[tjuːn]	_____
<b>U</b>		
<b>undistributed</b>	[ˌʌndɪˈstrɪbjʊːtɪd]	_____
<b>unrealized</b>	[ʌnˈrɪəlɪzɪd]	_____
<b>to unsettle</b>	[ʌnˈsetl]	_____
<b>upcoming</b>	[ˈʌpkʌmɪŋ]	_____
<b>to upgrade</b>	[ˌʌpˈɡreɪd]	_____
<b>upgrade</b>	[ˈʌpgreɪd]	_____
<b>upwards</b>	[ˈʌpwədz]	_____
<b>urgent</b>	[ˈɜːdʒənt]	_____
<b>utilization</b>	[ˌjuːtəlaɪzəʃn]	_____
<b>to utilize</b>	[ˌjuːtəlaɪz]	_____
<b>V</b>		
<b>value</b>	[ˈvæljuː]	_____
<b>to value</b>	[ˈvæljuː]	_____
<b>to vary</b>	[ˈveəri]	_____
<b>viable</b>	[ˈvaɪəbl]	_____
<b>W</b>		
<b>wealth</b>	[welθ]	_____
<b>wear and tear</b>	[ˌweər ən ˈteə]	_____
<b>working capital</b>	[ˌwɜːkɪŋ ˈkæpɪtəl]	_____
<b>to write off</b>	[ˌraɪt ˈɒf]	_____