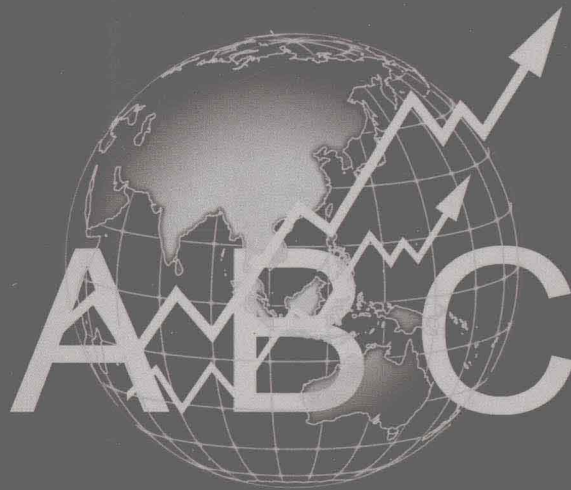


A 国际财务金融英语教程 Course in International Financial English

上 册

(教师用书) Teacher's Book

主编 孔蕴华 吴立高



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MP3光盘



经济科学出版社
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上册

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前言

《国际财务金融英语教程》(A Course in International Financial English) (分为上、下两册)是一套为学习财务金融专业英语,并提高财务金融专业英语水平而编写的教材。本教材既可作为各综合性大学、财经大学、经贸大学的财务、金融专业研究生和本科生的专业英语教材或各外语院校英语专业学生相关选修课的教材,也可以作为从事财务、审计、金融和外贸业务的各类专业人员提高英语水平的学习材料和参加各种财务金融英语证书考试[特别是剑桥国际财务金融英语证书International Certificate in Financial English(ICFE)]的教科书。

本教材共有十六个单元,上、下册各含八个单元,每个单元包括两个与财务、金融有关的专题,每一专题下包括听、说、读、写四个语言技能的各类练习,并配有背景知识介绍、词汇注释、短语注释、专业术语注释。所有练习均配有答案和对答案的解析;所有听力均提供文字材料,所有写作和口语练习均提供参考答案,以方便教师 and 学员对本教材的使用。

本教材具有以下特点:

1. 选材新颖

本教材中的语言素材出自最新的权威报纸杂志和相关网站,所含信息对教材使用者了解国际财务、金融的基本常识及当前国际财务、金融领域的最新发展将有极大帮助。

2. 练习形式多样化

书中各类练习目的明确、形式多样化,旨在提高学员在国际财务、金融语境中实际应用英语进行交际的能力。

3. 听、说、读、写并重

目前,市场上各种财务英语和金融英语教材多侧重于阅读单项技能的提高,也有一些教材偏重于口语单项技能的提高。与目前市场上现有的财务金融英语教材相比,本教材注重全面提高学员的英语听、说、读、写四项语言技能,而不是只侧重于某种单项技能的提高。当然,我们教材的听、说、读、写技能部分,也可以分开独立运用。

本书在编写过程中得到了北京外国语大学网络教育学院常务副院长顾曰国教授和副院长曹文副教授的大力帮助,没有他们的精心策划和无私的帮助,本书是无法完成的,在此深表感谢。对于书中的疏漏,请广大读者予以批评指正,在此先致谢忱。

孔蕴华、吴立高

2008年5月31日

于北京外国语大学网络教育学院

目 录

Unit 1 Financial Reporting	1
Topic 1: Financial Statements	1
Listening Activity: Three Major Forms of Financial Statements	1
Writing Activity: Describing Basic Financial Statements	9
Reading Activity: The Three Financial Statements in Focus	14
Speaking Activity: The Three Financial Statements in Focus	20
Topic 2: Financial Reports	24
Listening Activity: The Environment of Financial Reporting	24
Writing Activity: Financial Reporting	33
Reading Activity: Financial Reporting and the BSC	38
Speaking Activity: Financial Reporting and the BSC.....	45
Unit 2 Financing	49
Topic 1: Loans and Syndicated Loans	49
Listening Activity: Different Forms of Loans.....	49
Writing Activity: Syndicated Loan Systems	59
Reading Activity: Loans and Syndicated Loans	65
Speaking Activity: Business Loans.....	74
Topic 2: Leases	79
Listening Activity: What Is Leasing?	79
Writing Activity: Standard Lease and Operating Lease	86
Reading Activity: Property Leases	91
Speaking Activity: Talking about Leasing	101
Unit 3 Insurance and Reinsurance	105
Topic 1: Insurance	105
Listening Activity: Insurance Industry	105

Writing Activity: Business Insurance	112
Reading Activity: Addressing Moral Hazards	119
Speaking Activity: Describing Insurance	128
 Topic 2: Reinsurance	 132
Listening Activity: An Introduction to Reinsurance	132
Writing Activity: Practical Writing about Reinsurance	139
Reading Activity: Retrocession and Long Tail Claims	146
Speaking Activity: Reinsurance & Secondary Reinsurance	156
 Unit 4 Auditing	 161
Topic 1: Internal Auditing	161
Listening Activity: Knowing an Internal Auditor	161
Writing Activity: Regarding Sarbanes-Oxley	169
Reading Activity: Internal Audit Report Results	176
Speaking Activity: Qualifications and Experience	185
 Topic 2: External Auditing	 191
Listening Activity: Results of External Audit Projects	191
Writing Activity: An External Audit Project	201
Reading Activity: The Context for an External Auditor	207
Speaking Activity: What about the External Auditor?	219
 Unit 5 Asset Management	 225
Topic 1: Company Assets	225
Listening Activity: How Assets Are Managed	225
Writing Activity: Writing a Business Letter	235
Reading Activity: Asset Characteristics and Management	244
Speaking Activity: Understanding Asset-Based Finance	256
 Topic 2: Company Valuation	 262
Listening Activity: Asset Valuation	262
Writing Activity: Format of a Business Letter	272
Reading Activity: Methods Used in Valuation	281
Speaking Activity: Business Environment Assessment	288

Unit 6 Credit	293
Topic 1: Credit Instruments	293
Listening Activity: Parties to Payment	293
Writing Activity: How Credit Instruments Are Issued	304
Reading Activity: Why Banks Issue Credit Instruments	310
Speaking Activity: What is the Future?	317
Topic 2: Letter of Credit Operation	322
Listening Activity: Letter of Credit Facilitating Trade	322
Writing Activity: Letter of Credit Documentation	330
Reading Activity: Problems with Collection	336
Speaking Activity: Types of Transactions	344
Unit 7 Banking	351
Topic 1: Banking	351
Listening Activity: Personal Banking Businesses	351
Writing Activity: Internet Banking for Individual Clients	360
Reading Activity: The Banking Industry	365
Speaking Activity: Personal and Corporate Banking	372
Topic 2: Investment Banking	376
Listening Activity: Major Functions of Investment Banking	376
Writing Activity: Major Functions of Investment Banking in Focus	384
Reading Activity: Further Understanding of Investment Banking	389
Speaking Activity: Investment Banking in Focus	397
Unit 8 Foreign Exchange	401
Topic 1: Foreign Exchange Markets	401
Listening Activity: What's Foreign Exchange?	401
Writing Activity: Management of Foreign Exchange Risk	409
Reading Activity: Foreign Exchange Overview	415
Speaking Activity: Talking about Foreign Exchange Rate	424
Topic 2: Foreign Exchange Transactions	428
Listening Activity: Clearing Settlement	428

Writing Activity: Foreign Investment	437
Reading Activity: International Settlement.....	444
Speaking Activity: Talking about International Payment	452

Glossary / 总词汇表	457
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Reference / 参考文献	467
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Unit 1

Financial Reporting



Topic 1: Financial Statements

In this topic, three major forms of financial statements are introduced, and then you learn to apply them in different situations. You also learn to understand the working system of financial statements in the business world.

Listening Activity: Three Major Forms of Financial Statements

Objectives:

By the end of this activity, you should have:

- gained a good understanding of the three major types of financial statements;
- developed vocabulary related to the three financial statements, including their different functions and purposes;
- improved listening skills and comprehension in the business situations related to the financial statements; and
- learned to summarize information and use it to make correct judgments.

Task 1 Understanding a lecture on the basics of financial statements

If you are going to invest in a certain company either individually or in a merger & acquisition effort, you have to carefully evaluate the company's financial statements for your assessment.

Listen to the following lecture on the basics of financial statements and have a grasp of the three major forms of financial statements. Then fill in the gaps (0-5) with the appropriate word or phrase from the lecture you hear. The number of words necessary for each gap will be indicated in brackets after each gap. The first answer has been completed for you as an example.

The (0) statement of income (three words) shows revenue, expenses and profit during a given period of time, which is also known as the (1) _____ (four words).

The balance sheet shows the company's (2) _____ (two words) at a given moment by comparing what the company has (3) _____ (one word) in its business to what it (4) _____ (one word) its creditors.

The (5) _____ (three words) tells you how much cash is flowing in and out of the company during a given period of time.

Key:

(1) profit and loss statement

(2) financial position

(3) invested

(4) owes

(5) cash flow statement

Feedback:

本题的目的是希望你三个会计报表英语怎么说, 以及了解这三个报表的基本含义。这三个表的特点还是比较明显的, 而且所用的词汇也不复杂, statement of income (企业所得表) 和 profit and loss statement (企业损益表) 是一回事, 这是你要稍加注意的内容。

Scripts:

The topic I'd like to deal with today is the ABC's for students of accountancy, which constitute a company's general financial picture.

Let's begin by talking about the statement of income. This shows revenue, expenses and profit during a given period of time, typically either a quarter or a year, also another name for it is profit and loss statement.

Second let's go on to the balance sheet. This shows the company's financial position at a given moment by comparing what the company has invested in its business to what it owes its creditors. In brief, it tells you how well the company is using its assets and managing its liabilities.

At last we have to mention the cash flow statement which shows how much cash is coming into and going out of the company during a given period of time. From it we can see the details about how the company spends its cash.

Task 2 Finding the right financial statement

Based on Task 1, you are going to listen to the following statements and questions. Put a check (✓) under the correct heading to indicate the financial statement that best satisfies the speaker's needs.

No.	Statement of income	Balance sheet	Cash flow statement
1			
2			
3			
4			
5			
6			

Key:

No.	Statement of income	Balance sheet	Cash flow statement
1		✓	
2	✓		
3			✓
4	✓		
5		✓	
6			✓

Feedback:

根据前面一题所学的知识, 希望你能听出这些句子或问题在谈论三个会计报表中的哪一个。比如, 第一句在说看公司总的财务状况, 所以, 这只能在资产负债表里体现。

Scripts:

1. I have to review a summary of the overall financial position of the company at the end of last quarter.
2. How much money did we have to spend in order to make a profit this year?
3. Are we turning profits into cash? How are we spending our cash?
4. I just want to see some proof that we are turning a profit.
5. Will that show the difference between what we owe our creditors and what we've invested in the business?
6. I would like to know more details about the money coming into and going out of the company over the last quarter.

Task 3 Applying financial statements data

You will hear a talk by a financial expert on the MD& A, an important part of management report to disclose financial performance of a company.

Then you will do questions 1-5. Choose the best answer to each question.

1. What does the MD&A refer to? _____
 - A. A discussion among the members of the board.
 - B. An analysis of the company's management.
 - C. An explanation of a company's financial performance.

2. According to the speaker, who does the MD&A mainly address? _____
 - A. The company's CEO.
 - B. All investors of the company.
 - C. The board of directors.

3. What could NOT be revealed from the MD&A? _____
 - A. What the financial statements show and do not show.
 - B. Important trends or risks that will face or have faced the company.
 - C. Detailed performance of each department of the company.

4. What is NOT required of the MD&A's information disclosure? _____
 - A. Trends, events or uncertainties known to management.
 - B. Information that would be key to investment decisions.
 - C. Information that would have a material impact on reported financial information.

5. What is the MD&A intended to do? _____
 - A. Help investors to see the company through the eyes of management.
 - B. Provide an explanation of a company's financial performance.
 - C. Tell the important trends and risks that have shaped or will shape the company.

Key:

1. C

2. B

3. C

4. B

5. A

Feedback:

本题是希望你了解“管理层讨论及经营业绩和财务状况分析”，这是企业的年度报告或企业的季度报告，涉及对企业财务状况和运营状况的一个分析和描述。第1题的C答案最接近事实，所以是正确答案。第2题要搞清问题里的address是什么意思，这个

单词在这里是“针对的目标”，也就是说，这个问题的意思是，这个MD&A针对的目标是谁？第3题和第4题一定要看清题项里的NOT就好办了，第5题基本和第2题的意思接近。

Scripts:

You can find a narrative explanation of a company's financial performance in a section of the quarterly or annual report entitled, "Management's Discussion and Analysis of Financial Condition and Results of Operations." MD&A is management's opportunity to provide investors with its view of the financial performance and condition of the company. It's management's opportunity to tell investors what the financial statements show and do not show, as well as important trends and risks that have shaped the past or are reasonably likely to shape the company's future.

The rules governing MD&A require disclosure about trends, events or uncertainties known to management that would have a material impact on reported financial information. The purpose of MD&A is to provide investors with information that the company's management believes to be necessary to an understanding of its financial condition, changes in financial condition and results of operations. It is intended to help investors to see the company through the eyes of management. It is also intended to provide context for the financial statements and information about the company's earnings and cash flows.

Supplementary task Cash flow

Listen to this talk on important cash flow problems to run a company. Then answer the four questions. Each question is followed by three possible answers. For each question choose the answer that most closely answers the question by placing A, B, or C in the space provided.

1. According to the speaker, typical entrepreneurs run their businesses for the following reasons except for _____.
 - A. striving for money
 - B. controlling their own destiny
 - C. not wishing to answer to other people



Unit 1 Financial Reporting

2. Which is the most common fiscal problem facing small businesses today? _____
- A. Rising monthly expenses like overhead, payroll.
 - B. Generating cash.
 - C. Insufficient cash flow.
3. _____ is the first step of creating a healthy cash flow in businesses.
- A. Guarding cash
 - B. Saving cash as much as possible
 - C. Translating sales into cash as soon as possible
4. Which of the following will NOT create cash flow problems? _____
- A. Unexpected expenses.
 - B. Positive cash flows.
 - C. Slow-paying customers.

Key:

1. A

2. C

3. C

4. B

Scripts:

If you're a typical entrepreneur, money is not at the top of your list for reasons to run your own company. Most of us run our own business for other reasons like controlling our own destiny, not wanting to answer to someone else, or taking pride in our own product.

Even so, cash flow is obviously a fundamental aspect of a business - one you must treat with great care and skill. Since generating cash to meet overhead, payroll and other monthly expenses can quickly become difficult, today we're offering some advice that could help you shore up your business's finances and help you avoid one of the most common fiscal afflictions facing small business today – insufficient cash flow. This is no trivial matter. Without a steady flow of cash into your company's coffers, the business may eventually die.

While it's easy to get caught up in fancy formulas for predicting and tracking cash, most of the basics involving cash flow are common sense. First of all, you need to translate sales into real money (cash) as quickly as possible, and bank it.

Once you've captured the cash, your business needs to zealously guard it. That means saving as much of it as you can and letting it out only when you must.

The object, of course, is to make certain that more cash enters (positive cash flow) than exits (negative cash flow). But cash flow is notoriously difficult to predict, and slow-paying customers, unexpected expenses and seasonal dips can quickly turn a sunny outlook into a dark horizon.

Key concepts:

balance sheet 资产负债表

A financial statement that summarizes a company's assets, liabilities and shareholders' equity at a specific point in time.

cash flow statement 现金流量表

A financial statement that shows how much cash is coming into and going out of the company during a given period of time.

financial statements 财务报表

Financial statements (or financial reports) are formal records of a business' financial activities.

income statement 企业所得表

A financial statement that shows revenue, expenses and profit during a given period of time, typically either a quarter or a year.

profit and loss statement 利润表或损益表

Another name for income statement.

Word bank:

Phrases:

MD&A (Management's Discussion and Analysis of Financial Condition and Results of Operations) 管理层讨论及经营业绩和财务状况分析

financial position 财务状况

financial performance 财务表现

shore up 加强

Words:

accountancy (n.) 会计学

asset (n.) 资产

creditor (n.) 债权人

entrepreneur (n.) 企业家

expense (n.) 费用, 支出

liabilities (n.) 债务

narrative (adj.) 叙述的, 描述的

profit (n.) 利润

revenue (n.) 收入

Writing Activity: Describing Basic Financial Statements

Objectives:

By the end of this activity, you should have

- familiarized yourself with the expressions commonly used to describe the three financial statements; and
- practiced describing these basic financial statements and their functions in an organization.

Task 1 The uses of financial statements

You are going to help write a chapter for those beginners in accountancy. Bear in mind you have to familiarize them with the three major types of financial statements with easy definitions and key concepts.

Fill in the gaps (1-10) to complete the writing. The number of words necessary for each gap will be indicated in brackets after each gap. The first answer has been completed for you as an example.