

EVP

全国职业技能英语系列教材

总主编 丁国声



*English
for Accounting*

会计英语

Evan Frendo 原著
Sean Mahoney
王哲等 编译



北京大学出版社
PEKING UNIVERSITY PRESS

Cornelsen

English for Accounting

会计英语

Evan Frendo 原著

Sean Mahoney

王 哲 丁焕婷 编译

任喜臣 孙静涛 审订



北京大学出版社
PEKING UNIVERSITY PRESS

著作权合同登记 图字: 01-2008-4148

图书在版编目(CIP)数据

会计英语 / Evan Frendo, Sean Mahoney 原著;王哲等编译. —北京: 北京大学出版社, 2008.9

(全国职业技能英语系列教材)

ISBN 978-7-301-14201-1

I. 会… II. ①E… ②S… ③王… III. 会计—英语—职业教育—教材 IV. H31

中国版本图书馆 CIP 数据核字(2008)第 133572 号

© Cornelsen Verlag GmbH & Co. OHG, Berlin 2003

书 名: 会计英语

著作责任者: Evan Frendo Sean Mahoney 原著 王哲 等编译

责任编辑: 张建民

标准书号: ISBN 978-7-301-14201-1/H·2056

出版发行: 北京大学出版社

地 址: 北京市海淀区成府路 205 号 100871

网 址: <http://www.pup.cn>

电 话: 邮购部 62752015 发行部 62750672 编辑部 62755217 出版部 62754962

电子邮箱: zbing@pup.pku.edu.cn

印刷者: 涿州市星河印刷有限公司

经 销 者: 新华书店

787毫米×1092毫米 16开本 6.75印张 135千字

2008年9月第1版 2008年9月第1次印刷

定 价: 20.00元

未经许可,不得以任何方式复制或抄袭本书之部分或全部内容。

版权所有,侵权必究 举报电话: 010-62752024

电子邮箱: fd@pup.pku.edu.cn

全国职业技能英语系列教材

编委会

顾问

胡壮麟 (北京大学)

刘黛琳 (中央广播电视大学)

总主编

丁国声 (河北外国语职业学院)

编委会名单 (以姓氏笔画为序)

丁小莉 (山东商业职业学院)

王乃彦 (天津对外经济贸易职业学院)

牛健 (中央广播电视大学)

伍忠杰 (电子科技大学)

李相敏 (河北外国语职业学院)

李恩亮 (江苏海事职业技术学院)

张冰 (北京大学出版社)

张九明 (开封大学)

张春生 (衡水职业技术学院)

陆松岩 (江苏城市职业学院)

陈玉华 (成都航空职业学院)

林晓琴 (重庆电力高等专科学校)

赵倩 (重庆机电职业技术学院)

赵鹏 (北京联合大学)

赵爱萍 (浙江水利水电专科学校)

赵翠华 (承德民族师范高等专科学校)

胡海青 (南京交通职业技术学院)

贾方 (辽宁装备制造职业技术学院)

黄宗英 (北京联合大学)

崔秀敏 (承德石油高等专科学校)

蒋磊 (河南商业高等专科学校)

程亚 (江西景德镇陶瓷学院)

黎富玉 (成都航空职业学院)

潘月洲 (南京工业职业技术学院)

Martin Fielko (Cornelsen Press GmbH & Co. KG)

总序

我国高职高专教育的春天来到了。随着国家对高职高专教育重视程度的加深,职业技能教材体系的建设成为了当务之急。高职高专过去沿用和压缩大学本科教材的时代一去不复返了。

语言学家 Harmer 指出:“如果我们希望学生学到的语言是在真实生活中能够使用的语言,那么在教材编写中接受技能和产出技能的培养也应该像在生活中那样有机地结合在一起。”

教改的关键在教师,教师的关键在教材,教材的关键在理念。我们依据《高职高专教育英语课程教学基本要求》的精神和编者做了大量调查,秉承“实用为主,够用为度,学以致用,触类旁通”的原则,历经两年艰辛,为高职高专学生编写了这套专业技能课和实训课的英语教材。

本套教材的内容贴近工作岗位,突出岗位情景英语,是一套职场英语教材,具有很强的实用性、仿真性、职业性,其特色体现在以下几个方面:

1. 开放性

本套教材在坚持编写理念、原则及体例的前提下,不断增加新的行业或岗位技能英语分册作为教材的延续。

2. 国际性

本套教材以国内自编为主,以国外引进为辅,取长补短,浑然一体。目前已从德国引进了某些行业的技能英语教材,还将从德国或他国引进优秀教材经过本土化后奉献给广大师生。

3. 职业性

本套教材是由高职院校教师与行业专家针对具体工作岗位、情景过程共同设计编写。同时注重与行业资格证书相结合。

4. 任务性

基于完成某岗位工作任务而需要的英语知识和技能是本套教材的由来与初衷。因此,各分册均以任务型练习为主。

5. 实用性

本教材注重基础词汇的复习和专业词汇的补充。适合于在校最后一学期的英语教学,着重培养和训练学生初步具有与其日后职业生涯所必需的英语交际能力。

本教材在编写过程中,参考和引用了国内外作者的相关资料,得到了北京大学外语编辑部的倾力奉献,在此,一并向他们表示敬意和感谢。由于本套教材是一种创新和尝试,书中瑕疵必定不少,敬请指正。

丁国声

教育部高职高专英语类专业教学指导委员会委员

河北省高校外语教学研究会副会长

河北外国语学院院长

2008年6月

Contents

PAGE	UNIT TITLE	TOPICS	USEFUL LANGUAGE AND SKILLS
1	1 Introduction to accounting	Jobs in accounting Accounting principles Creative accounting CPA & Chartered Accountant	Meeting people Offering hospitality Agreeing and disagreeing Assessment
12	2 Financial statements and ratios	Profit and Loss Statement Balance Sheet Explaining accounts Ratio analysis	Saying numbers in English Saying formulas/equations Making comparisons Assessment
22	3 Tax accounting	Tax systems Methods of depreciation Calculating tax expense Taxation planning	Clarifying information Being polite Assessment
30	4 Auditing	Role of auditors Types of audits Auditor-client relationship Describing graphs An auditor's report	Telephone phrases Making appointments Talking about trends Talking about causes and results Assessment
38	5 Management accounting	Defining management accounting Statement of Cash Flows Budgets The future of accounting	Meeting phrases Assessment
46	6 Investment	Cross-border investments Different accounting practices Intercultural issues Globalization and the role of accountants	Presentation phrases Organizing a presentation Assessment
54	7 Accounting cycle	Accounting cycle Journal Ledger	Learning the accounting cycle Making a journal and ledger Assessment
61	8 Accounting profession and examinations	Accounting profession Accounting examinations Accounting principle	Introducing accounting profession Preparing the examinations of accounting Assessment

PAGE APPENDIX

70	Assessment	84	Glossary of financial terms
71	Test yourself!	87	Useful expressions
73	Partner file Partner A Partner B	90	Answer key
77	A-Z Wordlist		

1

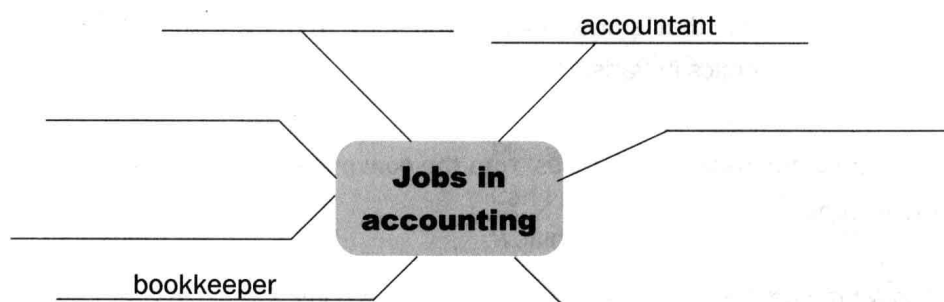
Introduction to accounting

Unit Aims

- To understand the importance and contents of introduction to accounting.
- To find ways to improve your skills and performance of introduction to accounting.
- To master the basic words and expressions about introduction to accounting.
- To know some cultural background knowledge about introduction to accounting.

WARM-UP

Make a list of all the different types of jobs you know about in accounting.



- 1 Michael Rogers, a CPA (Certified Public Accountant) from the US, is meeting Hans Senkel, the CFO (Chief Financial Officer) of a company in Frankfurt. What is the reason for the meeting? Are there any jobs mentioned which are not in your list?

Secretary Mr. Senkel will be with you in a moment.
He's just finishing a phone call.

Michael Thank you.

Secretary Would you like some coffee?

Michael Yes, that would be great. Black, please.

Secretary Here you are.

Michael Thank you.

Michael Is this the whole department?



- Secretary* No, no, not at all. On this floor we have the accountants and the book-keepers.
- Michael* Uh-huh.
- Secretary* Downstairs are the internal auditors. And at the moment we have a team of external auditors. They're in one of the conference rooms at the end of the corridor.
- Michael* I see.
- Secretary* Ah, Herr Senkel. This is Michael Rogers.
- Hans* Ah, yes. Hello, Michael. I'm Hans. It's nice to meet you. Sorry to keep you waiting. Please come in and take a seat. Did you have a nice flight?
- Michael* Yes, thanks, Hans. Finding the office was a little more difficult, though. I'm glad so many people here in Frankfurt can speak English.
- Hans* Oh yes, we're fairly international here now. But that's not a bad thing, I must say.
- Michael* A little cultural mix is good, isn't it?
- Hans* You're absolutely right. Would you like to start by telling me a little about your experience, Michael? Your resume is very impressive. And then I'll fill you in on our group and the particular requirements we have for this position.
- Michael* Yes, that's fine. I guess you know from my resume that I studied economics in Paris...

2 Here are some mixed-up phrases from the conversation. Re-order them so that they make sense.

- | | |
|---|-------------------------------------|
| 1 in Mr moment Senkel you with will be a. | 5 come Please in seat take and a. |
| 2 have Did you a flight nice? | 6 call finishing He's just phone a. |
| 3 coffee Would some you like? | 7 to nice you meet it's |
| 4 keep Sorry you to waiting. | |

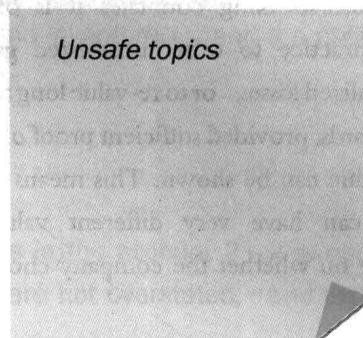
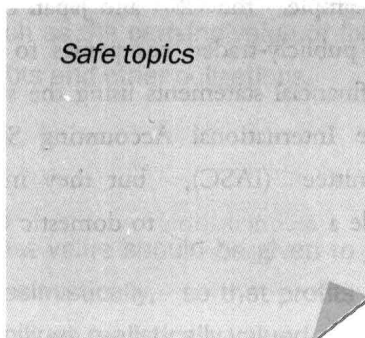
3 Fill in the gaps with a suitable word from the box.

bad · absolutely · very · know · start · fill · fairly

- You're _____ right.
- Would you like to _____ by telling me a little about your experience?
- I guess you _____ that I studied economics in Paris.
- And then I'll _____ you in on our group.
- Your resume is _____ impressive.

- 6 But that's not a _____ thing.
 7 We're _____ international here now.

- 4 Make two lists. In the first, write down topics which would be safe to talk about with a foreign business partner. In the second, write down unsafe topics. Compare with a partner.



- 5 Work with a partner to practice greetings and small talk. Look at the phrases in the box before you go to the partner file.

PARTNER FILE

Partner A page 73
 Partner B page 75

USEFUL PHRASES

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.

- 6 What do the following abbreviations mean? Check your answers in the article below.

GAAP · IFRS · IAS · IASC

International accounting

International companies can choose how they present financial information to outside parties. The rules and regulations between countries vary significantly.

Accountants worldwide are familiar with the words "Generally Accepted Accounting Principles (GAAP)". Some of the basic principles are:

- the going concern principle
- the prudence principle
- the matching principle
- the consistency principle

The development of these principles has greatly differed between countries. For example, in most English-speaking countries it is often accepted practice to offset unrealized gains from unrealized losses, or to re-value long term assets upwards, provided sufficient proof of the current value can be shown. This means that accounts can have very different values, depending on whether the company chooses

to follow local accounting standards, International Financial Reporting Standards (IFRS)—formerly the International Accounting Standards (IAS)—or US GAAP. Whether the company can choose is governed by the laws of the country where it is registered. For example, the USA and Japan currently allow publicly-traded companies to prepare their financial statements using the standards of the International Accounting Standards Committee (IASC), but they must also include a reconciliation to domestic GAAP.

VOCABULARY ASSISTANT

significantly 值得注意的
principle 原理, 法则
reconciliation 调和, 和解

- 7 Use words from each box to make word partnerships. Then match them to the definitions below.

outside · accepted · English-speaking · local · accounting · publicly-traded

company · practice · standards · parties · countries

- 1 A firm that sells its shares to anyone who wants to buy them.
- 2 For example, Australia, the UK and the USA.
- 3 The way that most people do something.
- 4 The rules and regulations which state how accountants operate in a particular place.
- 5 People or groups who are not involved with the company.

- 8 The article mentions four basic principles of accounting. Match them to the definitions below. Then check your answers in the glossary(→p84).

1

This principle is concerned with the timing of the recognition of transactions in the

accounts. Items are recorded when the income or expense arises, and are not dependent on the movement of cash.

2

When preparing accounts, one must assume that the enterprise will still be viable in the years to come. Practically all accounting items are affected by this assumption, such as the carrying value of fixed assets and inventories, and the ability to repay debts and other obligations.

3

What value should be given to the numbers in the accounts? It is normal to act pessimistically, so that profits and assets are not overstated, and expenses and liabilities realistically valued.






4

Accounts should be produced using the same principles from one year to the next. Deviations from this principle must be noted, and the effects on the accounts shown.

- 9 Do you know of any differences in the application of these principles between countries? What should a visiting accountant know about the principles in your country? Make notes, and prepare to brief someone else in the class.

- 10 True or false? Read this email on creative accounting, and then check the statements at the end.

When a company issues an asset, the accountant doesn't have to think about it.

Delete Reply Reply All Forward Print

Subject: Creative accounting
From: Rupert Greene <r.green@intep.de>
To: Johannes Bauer <j.bauer@intep.de>

Hi Johannes

At our meeting yesterday you asked me to send you some background information on 'creative accounting', and in particular 'off-balance-sheet accounting'.

Basically there's quite a bit of flexibility in the way we can interpret the standards and

principles of accounting. For example, we may want to report bigger profits so that we can attract investors on the capital markets. On the other hand, smaller profits may be better so that we pay less tax. The problem is that the line between truthful and misleading representation of figures is sometimes very thin, and this is where people get into trouble.

'Off-balance-sheet accounting' is seen by some as one type of creative accounting. (People have been arguing about it for years, though!) The key point to remember is that the accounting treatment of legitimate business transactions can vary greatly. For example, many companies are involved in leasing for business transactions can vary greatly. For example, many companies are involved in leasing for business reasons, and the question for the accountants is how to present the financial implications of such leases in the accounts. In theory, the idea is that leasing an asset (instead of buying it) allows the company to exclude the liability from its accounts.

Hope this helps—give me a call if you have any more questions.

Best wishes

Rupert

**VOCABULARY
ASSISTANT**

exclude 排斥

legitimate 合法的

implication 暗示、牵连

misleading 令人误解的

- 1 Accountants agree that creative accounting is a good thing. ☐
- 2 'Off-balance-sheet accounting' is one way of 'creative accounting'—there are others. ☐
- 3 Creative accounting is sometimes used to try and attract more investors. ☐
- 4 Accountants are allowed some flexibility in the way they present accounts. ☐
- 5 Leasing is actually illegal. ☐
- 6 Big profits mean paying less tax. ☐
- 7 When a company leases an asset, the accountant doesn't have to include it in the accounts. ☐

11 Read the following dialogue between the Managing Director (Charles) and the Financial Director (Sabine) of an organization which is investing in a new factory near Hanover. Do you think they share the same opinion about creative accounting? And then divide the students into several groups, ask them to role-play the following situations. One group will be invited to perform in class.

Sabine Morning Charles. You wanted to see me?

Charles Yeah. Hi Sabine. About our board meeting next week, you know we'll be

discussing our debt problems?

Sabine Of course. Probably our biggest issue at the moment.

Charles Right. The shareholders are getting nervous, and the markets don't like our level of gearing. We're getting more and more questions about whether we



can service our debt, in the long term. It's getting harder to attract new investments. So I wanted to speak to you about what we can do. Our new factory near Dresden is very important, and we're looking at leasing the assets. And that's where you come in. Tell me what we can do with leases on the balance sheet. What's allowed in this country?

Sabine Is this a business decision, to lease these assets?

Charles Let's just say it's one possibility we're looking at.

Sabine You're thinking that if we lease the assets, we can exclude these liabilities from the balance sheet.

Charles Exactly.

Sabine You know that the auditors will look very closely at these transactions? The accounting standards, or principles if you like, mean that finance leases must be disclosed. If we are effectively the owner of these assets, then we're not going to have a choice.

Charles And how do we determine the owner?

Sabine That depends on the conditions in the contract.

Charles That shouldn't be a problem. And then we can call them...

Sabine Operating leases. But remember, auditors and the markets are now very sensitive to these things. We can't afford to be seen as trying to mislead anyone.

Charles Of course not. But for the meeting next week, have a think about it. OK?

Sabine Yeah. I'll try and bring some ideas.

Charles Great. See you later.

Sabine OK. Bye.

DID YOU KNOW?

Accounting bodies and regulators now look at creative accounting issues very closely. The International Accounting Standards Committee designed its 'Standard on Leasing Contracts' (or IAS17) to recognize the substance of lease contracts, and not only their legal form. By requiring that financial statements give a true and fair representation of an organization's performance and financial position, the standard enables people reading these statements to make fully informed decisions.

12 Match these words with their meanings.

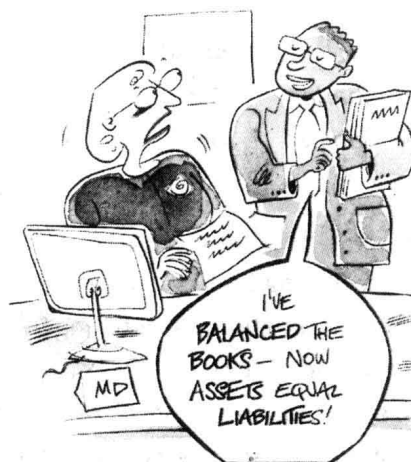
- | | | |
|---------------|---|---|
| 1 debt | a | an agreement between two or more parties, often written |
| 2 lease | b | the opposite of assets |
| 3 gearing | c | buying or selling something |
| 4 liabilities | d | someone who owns parts of company |
| 5 contract | e | money that is owed |
| 6 transaction | f | an agreement where the owner of something allows someone else to use it for a specific time of a sum of money |
| 7 shareholder | g | the proportion of own capital to borrowed funds when buying an asset or financing a company |

DID YOU KNOW?

Two of these words (liability and debt) have almost the same meaning, yet can be used quite differently. Liability (债务) means that there is an obligation to pay. Note that in insurance, liability normally refers to risk and responsibility; an example of this is deciding who pays the costs of an accident. In accounting, liability normally refers to an expense or a loan. It is often seen as a balance sheet item. In this sense liabilities are the opposite of assets. A debt (债务) is a form of liability.

13 Use Liability, liabilities, debt or debts to complete the sentences below.

- He'll have paid his _____ off by next year.
- Look at the assets and _____ on the balance sheet if you want to know how the company's doing.
- Many Third World countries are burdened by heavy _____.
- We need to look at the long term _____ before we think about any major new purchases.
- The partnership has limited _____ status.
- Current _____ are those which are paid off within a year.
- The company's in _____ to the tune of million.



- 14** In the conversation in exercise 11, Sabine agrees with Charles. Here are some other ways to agree or disagree with someone. Put a tick (✓) next to the ones which mean agreement, and a cross (x) next to those which mean disagreement.

1 You've got a point there. ☐

5 It's just not on. ☐

2 I see what you mean. ☐

6 Fair enough. ☐

3 Me neither. ☐

7 Point taken. ☐

4 No way. ☐

- 15** Now use the above expressions to respond to the following statements. Note that more than one answer is possible.

1 "I think we should work fewer hours. I mean, almost everyone else in this company now works 35-hour weeks, and look at us!" "_____"

2 "Can you come in next weekend?" "What again? _____"

3 "I'd like you to prepare the figures for next week's presentation. But this time could you make sure that you put our current client's name on the slides."
"_____"

4 "We need to finish this by next Wednesday. How about if we postpone the department party? There's no other way." "_____"

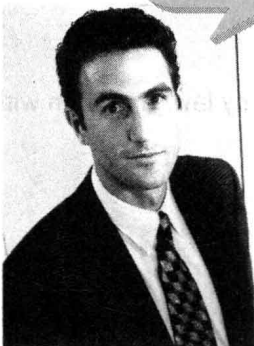
5 "Have you had a look at this? It's a disaster, a catastrophe!" "Hang on, it can't be that bad. Ah, _____"

6 "Look, we really need to convince the boss that some of the transactions have been wrongly booked. I don't want problems later." "_____"

7 "They want us to take a pay cut this year." "Are you kidding? _____"

- 16** Do you agree with the speaker? Use the phrases to agree or disagree and continue the discussion with a partner.

Off balance sheet accounting
should be made illegal.



Creative accounting
is a good thing.

It's time the world moved to
the same accounting principle-
everyone should use US GAAP.



OPTIONAL READING**Becoming an accountant****CPA**

The body which represents the interests of accountants in the US 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 practice, 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 Not-for 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 UK 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