

财经 英语 *ACODE* 教程

主 编 ● 陈雪翎
副主编 ● 宋小林

第四册

立信会计出版社
LIXINKUAIJI CHUBANSHE

A COURSE OF BUSINESS ENGLISH (BOOK FOUR)

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前 言

随着我国改革开放的不断深化,英语作为一门国际性语言,在社会生活中越来越普及,在财经业务和商务活动中的使用也越来越广泛。这无疑要求学生在学习英语基础知识、训练语言基本技能的同时,不断开拓财经及商务英语的知识面,培养英语的实务性运用能力。

为适应对外开放和搞活市场经济的形势,我们编写了将普通英语与专业英语相结合的《财经英语教程》。它的特点是课文和习题内容从一般题材逐步过渡到经济、贸易、金融、管理、商务等各个方面,所选课文大部分是比较新颖的资料(其中包括一部分实用素材),这为学生提供了一个与当代经济社会实际相符的语言学习环境。

本教材可供包括成人高校在内的经济类学校或专业的学生使用。编写以高中程度为起点,要求学生应该具有基本的英语词汇量和语法知识,同时又提供大量的复习性资料以巩固高中所学过的内容。本教材共分四册,每册十个单元。每个单元有课文和阅读文章各一篇。词汇释义采用英汉双解,以培养学生查阅原版词典、熟悉同义词语及表达法的能力,少数不易用简单英语解释的仅用汉语。练习内容除一般教材常有的篇章理解、词汇结构选用、句子翻译外,还有旨在帮助学生识别掌握生词的常用构词法,构思句子的完形填空。第一、二册中

增加语音、语法等复习题。第三、四册中增加联系实务的英汉段落翻译。为提高专业英语阅读量,第三、四册在十个单元之后,附有若干篇带理解题的文章供教学选用。在语言交际方面,第一、二册各单元配有会话材料,第三、四册各单元配有常用应用文的范例和实践练习。

本教材编写过程中参考了英语书籍、报刊、杂志及其他资料,并根据教学需要将有关文章进行了删节或改编,原则上均予以注明来源和使用程度。由于来源繁多,一部分材料收集时不明原文出处,且难以查找,故无法全部一一注明。

全套教材由陈雪翎副教授主编,参加编写的人员有丁大勇、邬迅、宋小林、陈旭如、周杏芬、俞敏、樊佳红。第四册副主编为宋小林。由于编写此类程度和内容的教材仍是一种尝试,因此本教材中若有不足之处,敬请同行和读者提出宝贵意见。

编 者

一九九五年五月

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UNIT ONE

TEXT

THE MAIN CONCEPTS OF ACCOUNTING

Businesses measure their financial performance by recording and classifying sales, purchases and other transactions. They then present this information in a way which makes it possible to evaluate their past, present and future performance. The various accounting activities are usually divided into two distinct parts: financial accounting and management accounting.

Financial accounting is concerned with preparing information for users outside the organization. For example, suppliers, banks and other lenders may want to know about the company's profit potential; government agencies are concerned with regulating the business and collecting taxes.

Management accounting, on the other hand, is designed to meet the needs of a particular company. These range from analysing costs—so that management knows exactly how much it costs to produce a given product and

how well the business is performing—to financial planning, which involves forecasting sales, costs, expenses and profits and which enables management to spot problems and opportunities, and allocate resources rationally by developing a budget.

Financial accounting is carried out by public accountants who are responsible for auditing the company's financial statement. These are called chartered accountants in the UK. They are independent of the business and provide an objective analysis of the statements before reporting them to shareholders, investors or tax officials. They also provide other financial services including management consulting and tax accounting.

Management accounting is carried out by private accountants who are usually either employed or hired by the business itself or in certain cases by a government agency to supervise the company's accounting system and book-keeping staff and to generate and interpret financial reports.

Book-keepers represent the most routine accounting function of recording all transactions (sales, purchases, loans, wage payments, etc). The highest-ranking financial accountants typically have the title of Controller or Financial Vice-President, and spend their time monitoring and cross-checking all financial data so that top management can be certain that the company is using assets to best advantage.

All companies use an accounting system that records

every transaction affecting assets (things which the company owns) and liabilities (things which the company owes). However, within a short period of time the numerous transactions recorded by a book-keeper are likely to mount up. In order to simplify the situation, accountants summarise the transactions by preparing a number of financial statements, the three most important of which are;

- the balance sheet
- the income statement (profit and loss account)
- the statement of changes in financial position (cash flow forecast)

Accountants in the UK have to prepare a further document called the Statement of Source and Application of Funds

The balance sheet is prepared at least once a year, at the end of either the calendar year or the fiscal year. It is often referred to as a picture of a company's financial position frozen at a given moment in time, and shows where the company's money came from (liabilities and owners' equity) and where it went to (assets).

The income statement (US) or *profit and loss* (P & L) *account* (UK) is a kind of financial history book which summarises the company's financial operations over a period of time, usually one year. By subtracting all expenses from all revenues the income statement shows the company's net income at the end of the period. This net income is the

company's profit and loss. By comparing net income for one year with net income for previous years, owners, creditors and investors can form judgements about the firm's past performance and future prospects.

The statement of changes in financial position (US) or *cash flow forecast* (UK) shows the sources and uses of an organization's cash during an accounting period. If the balance sheet is a picture of the company's present situation, and the P & L account its history book, then the cash flow forecast can be described as the company's crystal ball offering projection of the company's future activities. It is extremely useful for analysing whether future operations will provide enough cash to cover expenses or whether the company will need to turn to other sources of financing.

New words

classify /'klæsɪfaɪ/ vt.	to arrange or place into classes 分类, 归类
allocate /'æləʊkeɪt/ vt.	to divide and give as shares 分 配, 配给
budget /'bʌdʒɪt/ n.	a plan of spending money 预 算
audit /'ɔːdɪt/ vt.	to examine (money accounts) officially 审计
charter /'tʃɑːtə/ vt.	to give rights by a written statement 特许

supervise /'sju:pəvaiz/vt.	to keep watch over 监督
bookkeeper /'buk-ki:pə/n.	a person who keeps money accounts of a business 簿记员
monitor /'mɒnitə/vt.	to watch closely 监控
cross-check /'krɒstʃek/vt.	to find out the correctness by using a different method 交叉核对, 相互核对
data /'deɪtə/n.	(pl.) facts, information 数据
liability /laɪə'bɪlɪti/n.	an amount of debt that must be paid 债务
equity /'ekwɪti/n.	产权
fiscal /'fɪskəl/ a.	of public revenue 财政的
subtract /səb'trækt/vt.	to take a smaller amount from sth. larger 减
creditor /'krɛdɪtə/n.	a person or a business to whom money is owed 债主, 债权人
prospect /'prɒspekt/n.	something that is expected 展望
crystal /'kɪstl/n.	a transparent material 水晶
projection /prə'dʒekʃən/n.	映象, 预测

Phrases and Expressions

mount up	to rise or increase in amount 上升
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to best advantage

to the benefit 最有利地

Notes

1. This text is adapted from *Executive Skills*.
2. balance sheet: 资产负债表
3. income statement (profit and loss account): 收益表, 损益表
4. statement of changes in financial position (cash flow forecast): 现金流量预测
5. owner's equity: 业主产权, 资本净值

Exercises

Understanding the Text

1. Choose the best answer for each of the following questions;
 1. Financial accounting deals with _____.
 - a) production cost
 - b) financial planning
 - c) getting information ready for banks or other lenders
 - d) analyzing the business performance
 2. Management accounting is concerned with _____.
 - a) getting information from government agencies
 - b) financial planning
 - c) analyzing the information on the company's profit potential

- d) collecting taxes
3. Public accountants are responsible for _____.
a) monitoring and cross-checking all financial data
b) supervising the company's accounting system
c) recording all assets and liabilities
d) providing an objective analysis of the statements for shareholders, investors and tax officials
4. Private accountants are responsible for _____.
a) providing financial services including management consulting and tax collecting
b) supervising the company's accounting system, generating and interpreting financial reports
c) monitoring and cross-checking all financial data
d) supplying information for government agencies
5. Bookkeepers are employed mainly to _____.
a) keep a record of all transactions affecting assets
b) simplify the situation
c) prepare financial statements
d) supervise the company's accounting system
6. If you want to know a company's present and previous performance and net income of each period, you can subtract all expenses from all revenues in the _____.
a) balance sheet
b) income statement
c) statement of changes in financial position

- d) any one of these
7. The cash flow forecast can tell you about the _____ of a firm.
- a) present operation
 - b) past operation
 - c) future operation
 - d) all of the above
8. The text describes accounting in a way that is _____.
- a) British
 - b) American
 - c) both British and American
 - d) neither British nor American

Vocabulary

II. See how the words in the following two columns are related to each other. Match the words in Column A with those in Column B:

- | A | B |
|--------------------------|---|
| 1. financial accounting | a. preparing information for internal use |
| 2. management accounting | b. estimating revenues and expenses for a given period |
| 3. budget | c. making the records of business dealings of a company |
| 4. public accountant | d. showing the sources and |

- uses of an organization's cash during an accounting period
- | | |
|------------------------|---|
| 5. private accountant | e. preparing information for outside users |
| 6. auditing | f. evaluating the accuracy and reliability of a company's financial statements |
| 7. assets | g. stating a firm's assets, liabilities and owners' equity at a specific moment in time |
| 8. liabilities | h. the highest-ranking accountant in a firm |
| 9. balance sheet | i. accountant who is independent of the organization they serve |
| 10. income statement | j. valuable things owned by a company |
| 11. bookkeeper | k. debts or obligations a company owes |
| 12. controller | l. accountant employed by a business to supervise the accounting system |
| 13. cash flow forecast | m. showing the firm's overall profitability |

III. Fill in the blanks with the proper words or phrases cho-