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ДЕРЖАВНА УСТАНОВА «НАУКОВО-МЕТОДИЧНИЙ ЦЕНТР
ІНФОРМАЦІЙНО-АНАЛІТИЧНОГО ЗАБЕЗПЕЧЕННЯ ДІЯЛЬНОСТІ
ВИЩИХ НАВЧАЛЬНИХ ЗАКЛАДІВ «АГРООСВІТА»
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ЛАДИЖИНСЬКИЙ КОЛЕДЖ

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З АНГЛІЙСЬКОЇ МОВИ ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ

для студентів спеціальності «Облік і оподаткування»



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Робочий зошит призначений для студентів спеціальності 071 «Облік і оподаткування», для яких розуміння фахових текстів є професійною необхідністю і може бути корисним для забезпечення розвитку навичок читання та перекладу, вмінь висловлюватися за темами, передбаченими освітньо-професійною та робочою програмою для немовних ВНЗ I-II рівня акредитації. Робочий зошит може допомогти формувати необхідні комунікативні компетенції в усній та письмовій формах.

Рекомендовано цикловою комісією гуманітарних дисциплін

Протокол № _____ від « _____ » _____ 2018 р.

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Вступ

Сьогодні, в умовах глобалізації світової економіки і вступу України до Світової організації торгівлі, роль іноземної мови зростає. Знання іноземної мови – це шлях до того, щоб стати конкурентоспроможним, почуватися впевнено під час ділових зустрічей і переговорів, це додаткова можливість зробити успішну кар'єру.

Практичне оволодіння іноземною мовою є життєвою необхідністю для майбутнього бухгалтера і значною мірою визначає його особистісний та фаховий рівень.

Робочий зошит з англійської мови за професійним спрямуванням для студентів вищих навчальних закладів I-II рівнів акредитації, які навчаються за спеціальністю 071 «Облік і оподаткування» має на меті допомогти студентам оволодіти фаховою термінологією англійською мовою в даній галузі, набути навичок перекладу та реферування наукової літератури за фахом, сформувати навички практичного оволодіння іноземною мовою в різних видах мовленнєвої діяльності в сфері тематики, передбаченої освітньо-професійною та робочою програмою ОКР «молодший спеціаліст».

Даний робочий зошит містить 10 фахових тем, кожна з яких має словник-мінімум фахових термінів, фахові тексти та розроблені до них різноманітні вправи та завдання, які дають можливість різнобічно опрацьовувати лексичні одиниці. Це допоможе у формуванні необхідних комунікативних компетенцій студентів, які зацікавлені в поглибленому вивченні як бухгалтерської справи, так і практичному оволодінні англійською мовою.

LESSON 1

Agrarian sector of Ukraine



1. Read the text.

Agriculture is a human activity in which people use areas of land to produce food, clothing and other necessary materials.

The word “agre” is a Latin word. It means a field. The word “agriculture” means the cultivation of fields and growing crops. But this is the old meaning of this word. Now it also means the use of land for breeding animals. At present there are two main branches of agriculture. They are crop growing and animal breeding.

As for Ukraine it has very favourable conditions for the development of agricultural production: fertile soil, temperately warm climate, a well-developed industry processing agricultural new materials.

All the principal areas of plant cultivation are: grain and industrial crops, meadow crops, fruit and vegetable raising. Almost half of the cropping area is occupied by cereals such as: winter wheat, maize and legumes, rye, oats, barley. The principal grain crop, winter wheat, is sown mainly in the Steppe and Forest-Steppe zones. Maize is grown mostly in Trans Carpathian and Steppe zones. Buckwheat, millet, rice play an important role.

Among the industrial crops such as sugar beet, sunflower, flax, the leading position is occupied by sugar beet.

Close to 40 types of vegetable crops are grown in Ukraine: cabbage, tomatoes, cucumbers, red beet, carrot, onion, garlic, etc. Melon growing is practiced mainly in the south. Potatoes occupy 6% of total area under cultivation.

Animal husbandry is the second largest component of agriculture. Like plant cultivation, livestock production is divided into branches. The most widespread branch is cattle breeding, pig raising is another important area. Sheep farming is also practiced.

The poultry industry is spread in all the provinces. Birds farmed include chickens, ducks, geese, turkeys. There are large mechanized poultry factories to produce eggs and meat.

Fish farming is growing in importance, with carp being the most common fish. Trout, which is to be found in the mountain rivers, is of commercial interest.

Bee keeping is spread through all zones. It is extensively practiced on private plots. Fur animals being farmed include the silver and blue fox, mink and nutria.



2. Choose and circle the correct variant.

1. Agriculture is a human activity in which people use areas of land to produce
 - a) food and water
 - b) clothing and food
 - c) plants and animals
2. The word “agre” is
 - a) a Latin word
 - b) a Greek word
 - c) an English word
3. There are ... main branches of agriculture.
 - a) 2
 - b) 12
 - c) 22
4. Close to ... types of vegetable crops are grown in Ukraine.
 - a) 14
 - b) 40
 - c) 400
5. The second largest component of agriculture is
 - a) crop growing
 - b) vegetable raising

- c) animal husbandry
6. Fish, which is of commercial interest is
- a) carp
 - b) trout
 - c) perch
7. The principal grain crop is
- a) winter wheat
 - b) maize
 - c) buckwheat
8. There are large mechanized poultry factories to produce
- a) milk and eggs
 - b) eggs and meat
 - c) meat and fish
9. Bee keeping is practiced on
- a) mechanized factories
 - b) private farms
 - c) private plots
10. Almost half of the cropping area is occupied by
- a) fruits
 - b) cereals
 - c) vegetables



3. Answer the questions.

1. What are the conditions for the development of Ukrainian agriculture?

2. Where is winter wheat sown?

3. Which crop occupies the leading position among the industrial crops?

4. What vegetables do they grow in Ukraine?

5. What is the most widespread branch of animal breeding?



4. Match the phrases with the translation.

fertile soil

industrial crops

fruit raising

pig raising

arable lands

watered lands

dried lands



свинарство

технічні культури

родючий ґрунт

плідівництво

зрошені землі

орні землі, рілля

осушені землі



5. Translate the following sentences into Ukrainian

1. Agriculture is a human activity in which people use areas of land to produce food, clothing and other necessary materials.

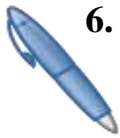
2. Ukraine has very favourable conditions for the development of agricultural production: fertile soils temperately warm climate, a well-developed industry processing agricultural new materials.

3. All the principal areas of plant cultivation are: grain and industrial crops, meadow crops, fruit and vegetable raising.

4. Almost half of the cropping area is occupied by cereals such as: winter wheat, maize and legumes, rye, oats, barley.

5. The most widespread branch is cattle breeding, pig raising is another important area.

6. Fur animals being farmed include the silver and blue fox, mink and nutria.



6. Put the words into the correct order to make the sentences.

1. There, two, of agriculture, are, main, branches

2. Fish, is, farming, growing, importance, in

3. Bee, is, through, spread, keeping, all, zones

4. The poultry, industry, in, all, is, the provinces, spread

5. Almost, of the cropping, half, area, is, by cereals, occupied



6. Speak on the topic “Agrarian Sector of Ukraine” using the following plan:

- Agriculture as a human activity
- Crop growing in Ukraine

LESSON 2

What is Economics



1. Read the text.

Human wants are unlimited, but the resources necessary to satisfy those wants are limited. Thus, every society is faced with the identical problem, the problem of scarcity. Since there is not enough of everything to go around everyone – individuals, business firms, and government – needs to make choices from among the things they want. In the process they will try to economize, to get the most from what they have. With this in mind we can define economics as the social science that describes and analyzes choices from among scarce resources to satisfy its wants. The need to choose is imposed on us by our income, wealth and ability to borrow.

The development of modern economics began in the 17th century. Since that time economists have developed methods for studying and explaining how individuals, business and nations use their available economic resources. Large corporations use economists to study the way they do business and to suggest methods for making more efficient use of their employees, equipment, factories, and other resources.

Economists have two ways of looking at economics and the economy. One is macro approach, and the other is the micro. Macroeconomics is the study of the economy as a whole. Microeconomics is the study of individual consumers and the business firm.

The resources that go into creation of goods and services are called the factors of production. The factors of production include natural resources, human resources, capital and entrepreneurship.

The price paid for the use of land is called rent. Rent becomes income to the owner of the land. Economists call the physical and mental effort that people put into the creation of goods and services labor or human resources.

The price paid for the use of labor is called wages. Wages represent income to workers, who own their labor.

Capital is something created by people to produce other goods and services. A factory, tools and machines are capital resources. The term capital is often used by business people to refer to money they can use to buy factories, machinery and other similar productive resources.

Payment for the use of someone else's money or capital is called interest.

Closely associated with labor is the concept of entrepreneurship, the managerial or organizational skills used by most firms to produce goods and services. The reward to entrepreneurs for the risks, innovative ideas and efforts that they have put into the business are profits, whatever remains after the owners of land, labor and capital have received their payments.



2. Circle true or false for these sentences.

1. Economists have two ways of looking at the economists and the economy.

True

False

2. The resources necessary to satisfy human wants are unlimited.

True

False

3. The price paid for the use of labor is called wages.

True

False

4. The price paid for the use of land is called interests.

True

False

5. Profits are what remains after the owners of land, labor and capital have received their payments.

True

False



3. Answer the questions.

1. Why is every society faced with the problem of scarcity?

-
2. How can we define economics?

3. When did the development of modern economics begin?

4. What is the difference between macroeconomics and microeconomics?

5. What do we call the factors of production? What do they include?

6. What is the difference between rent and wages?

7. What is called “interest”?

8. What do we call “profits”?

4. Match the words

Human wants

Resources

Profit

Payment

Entrepreneur

Price

ціна

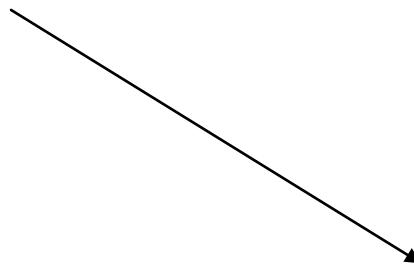
оплата

підприємець

прибуток

людські потреби

ресурси



5. Complete the sentences

1. The resources to satisfy human wants are_____.
2. There are two ways of looking at economics and the economy. They are _____ and _____.
3. The resources that_____

_____ are called the factors of production.

4. The factors of production include _____.
5. The price _____ is called rent.
6. Capital is something created by people to _____.
7. Payment for the use of someone else's money of capital is called _____.



6. Put the words into the correct order to make the sentences.

1. Economy, as, the, is, macroeconomics, whole, a, of, the, study.

2. The, wages, called, is, price, for, use, the, paid, of, labor.

3. Limited, to satisfy, human, are, wants, the, resources, necessary.

4. Interest, payment, is called, for, money, to use, of, else's, someone.

5. Large, economists, corporations, to study, use, the way, do, they, business.

7. Translate the text in writing

A more sophisticated measurement of an economic system is the value of all the final goods and services produced by the economy over a given period of time, gross national product (GNP). A rise in GNP is a sign of economic growth. In a rapidly evolving economy it is difficult to adjust GNP quickly enough to reflect people's actual economic activities. The value of all new banking services, for example, is not all represented in the government's current calculations of GNP.

LESSON 3

Ukraine's Economy



1. Read the text.

Ukraine is rich in mineral resources. It completely satisfies its needs in iron, manganese and titanium ores. As well as in rock salt, cement, gypsum, mineral paints, heat resistant clays, bromine, graphite, mercury and uranium.

Steppes and plains compose the most part of the territory of Ukraine (95 per cent). The topsoil is mainly black. It is the biggest treasure of the Ukrainian land. 25 per cent of the world's black rich soil is in Ukraine.

Because of its potential Ukraine is an industrial – agricultural country. Its machine - building potential includes tractors and agriculture machine building, production of diesel locomotives and railroad cars, automobiles, rockets, sea and river vessels, refrigerators, TV – sets, washings machines, electric motors, industrial robots, motor – cycles, equipment for metallurgic, chemical, mine and textile industries, appliances and many other complicated products. Well – developed are also black and coloured metallurgy, chemical, oil and wood – processing, and the cellulose – paper industries.

The main lines of reform now need to be introduced. Some of the main requirements are:

- To pursue a macroeconomic policy which will balance government income against expenditure;
- To close down inefficient factories and to invest in new industries, especially export – oriented;
- To phase out subsidies, particularly to inefficient producer;
- To introduce a coherent programme of privatization;
- To stimulate exports, especially hard – currency producing;
- To curb imports so far as possible and to develop import substitution industries;

True

False

3. Steppes and plains compose the most part of the territory of Ukraine.

True

False

4. Black and coloured metallurgy in Ukraine is not developed.

True

False

5. The main lines of reform now need to be introduced.

True

False

? 4. Answer the questions.

1. What resources is Ukraine rich in?

2. What part of the territory of Ukraine do steppes and plains compose?

3. What is the biggest treasure of Ukraine?

4. What are the main lines of reform to be introduced in Ukraine's economy?

5. What is the main requirement to a new generation of managers in Ukraine?



5. Translate the following word combinations into English.

Ринкова економіка _____

сільськогосподарське виробництво _____

значний прогрес _____

чорна і кольорова металургія _____

головні напрямки _____

конвертована валюта _____

ринкові реформи _____

LESSON 4

Accountancy and Accounting



1. Read the text.

An accountant is a man hired to explain to you that you didn't make the money you did.

Anonymous

Accountancy is the preparation and analysis of financial records for a commercial company, government, or other organizations. Accountancy, also called accounting, enables decision – makers to interpret financial information and use the results in planning for the future. For example such data tell executives which products or departments are doing well and which poorly. Business people often call accounting the “language of business” because they use accounting data in communicating about a firm’s activities. Information provided by accountants helps managers and other executives understand the results of business transactions and interpret the financial status of their organization. With this knowledge, managers can make informed decisions about such matters as productions, marketing and financing. Charities, churches, colleges, government agencies and other nonprofit making organizations also use accountancy to measure their financial performance. Accounting process consists of two parts: that is mechanical process of recording, classifying, and posting financial entries into the ledger; and accounting itself, that is interpreting of financial data, making financial statements, designing accounting information system within a business and advising Management on financial matters.

? 2. Answer the questions.

1. What is the difference between the accountancy and the bookkeeping?

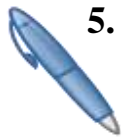
2. How do managers use the information provided by accountants?

Transactions

System

Status

Data



5. Put the words into the correct order to make the sentences.

1. Decision – makers, accounting, to use, future, enables, results, for, the, the, in planning.

2. May, accountancy, their, agencies, of, the, measure, help, government, financial, with, performance.

3. Not, confuse, with, accountancy, do, bookkeeping.

4. Transactions, thanks, by, managers, the, provided, business, understand, to, information, the, of, results, accounts.

5. Record, transactions, does, daily, a bookkeeper, financial?



6. Translate the following sentences into English

1. Бізнесмени використовують облікові дані при обговоренні діяльності фірми.

2. Я знаю, що процес бухгалтерського обліку складається з двох основних частин.

3. Такі некомерційні організації, як церкви чи школи, також використовують бухгалтерський облік.

4. Відповідальні особи тлумачать фінансову інформацію і використовують результати у плануванні на майбутнє.



6. Speak on the topic “Accountancy and accounting” using the following plan:

- Accountancy
- Accounting process

LESSON 5

Fields of Accounting



1. Read the text.

Accounting is the process of identifying, recording and communicating the economic events of a business to interested users of information.

Accounting can be defined as an information system that measures, processes and communicates information that is useful for decision – making.

The major fields include budget accounting, cost accounting, management accounting, and tax accounting.

Budget accounting consists of drawing up a budget for the expected future activities of an organization during a certain period. Budget accountants base their work on the organization's most recent financial reports and on projections of future conditions and actions.

Cost accounting deals with determining the expenses involved in producing and selling a product or service. Among these expenses are the wages paid to a company's employees, overheads include all the other costs, such as heat, light, power and maintenance of machinery.

Managerial accounting provides internal decision makers who are charged with profitability and liquidity of their business with information about financing, investing and operating activities. Managers and employees need information that tells them how they have done in the past and what they can expect in the future.

Tax accounting consists of preparing tax returns for organizations or individuals and determining the taxes involved in proposed business transactions. Tax accountants suggest ways to save money on taxes. They must have a thorough knowledge of the tax laws affect their clients or employer.



2. Circle true or false for these sentences.

1. Accounting is the process of identifying, recording and communicating the economic events of a business.

True

False

2. Accounting is useful for decision – making.

True

False

3. Tax returns are prepared by managerial accountants.

True

False

4. Budget accountants draw up a budget for the recent activities.

True

False

5. Among the expenses involved in producing and selling a product are the wages paid to a company’s employees.

True

False

? 3. Answer the questions.

1. What is the definition of accounting?

2. What are the major fields of accounting?

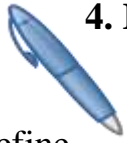
3. What does an accountant working in a field of budget accounting do?

4. What does an accountant working in a field of cost accounting do?

5. What does an accountant working in a field of managerial accounting do?

6. What does an accountant working in a field of tax accounting do?

7. Who is charged with profitability and liquidity of the business?



4. Match the synonyms.

Define

Customer

Products

Determine

Wages

Bookkeeping

Accounting

Goods

Client

Salary

Company

Enterprise



5. Translate the following word combinations into English.

1. Останній фінансовий звіт

2. Податкова декларація

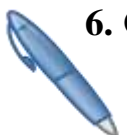
3. Запропоновані ділові операції

4. Відповідальний за прибутковість та ліквідність бізнесу

5. Витрати на виробництво продуктів

6. Забезпечує інформацією

7. Пропонують шляхи заощадження грошей



6. Complete the sentences and translate them into Ukrainian

1. The major fields include

2. Budget accountants' task is to _____

3. To find ways of saving money tax accountants must _____

4. The information about financing and investing activities helps _____

5. Managers and employees need information _____



6. Speak on the topic “Fields of accounting” using the following plan:

- Accounting
- Fields of accounting

LESSON 6

The Conventions of Accounting



1. Read the text.

In accordance with International Accounting Standards the basic accounting concepts are: fair presentation, accruals, going concern, consistency, materiality and aggregation.

1. Fair presentation

This concept means that all financial statements should contain adequate information concerning the financial position, performance and, changes in the financial position of an enterprise. Fair presentation means that all the financial statements should be prepared on the basis of accounting legislation.

2. Accruals

This concept states that profit or loss for a period is the difference between the total revenues and total expenses for that period rather than between cash receipts and payments for the period.

3. Going concern

The concept asserts that, for accounting purposes, it is assumed that the business will last indefinitely.

4. Consistency

Consistency assumes that accounting treatment of similar items is the same within each accounting period and from one period to another. It requires similar methods to be used from year to year.

5. Materiality and aggregation

This concept assumes relative importance of an item. It also offers reasonable approximations where insignificant transactions exist to avoid complexity and improve clarity of accounting information.

Apart from these fundamental concepts there are a lot of other conventions which provide accountants with some guidelines. For example: business entity, duality, money measurement, historic cost, prudence and many others.

6. Business entity

This convention asserts that for accounting purposes the business and its owner(s) are separate. This convention is necessary, otherwise it would be impossible to focus on the performance and position of the particular business.

7. Duality

This convention holds that every transaction has two effects which are equal in value and opposite in their effect on the balance sheet.

8. Money measurement

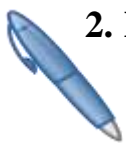
This convention states that only aspects of the business which can be assessed in monetary term should be dealt with in accounting. The economic reality may not completely be capable of being reflected in accounts, where are not capable of being expressed in monetary terms.

9. Historic cost

This convention says that assets should be shown in accounts at a value based upon what they cost the business to acquire.

10. Prudence

The prudence convention is also known as conservatism. It recognizes that total accuracy is usually impossible in accounting so an understatement of profits and asset values is preferable.



2. Match the basic principles of financial reporting with the Ukrainian translation.

- | | |
|--|--------------------------------|
| 1. Autonomy | a. Послідовність |
| 2. Completeness | b. Безперервність |
| 3. Substance over form | c. Розважливність |
| 4. Prudence | d. Періодичність |
| 5. Consistency | e. Єдність грошової одиниці |
| 6. Going concern | f. Нарахування і узгодженість |
| 7. Charging and conformity of
income and expenses | прибутків і витрат |
| 8. Historical cost | g. Автономність |
| 9. Periodicity | h. Пріоритет змісту над формою |
| 10. Monetary unit principle | i. Первинна вартість |
| | j. Завершеність |

1. ____, 2. ____, 3. ____, 4. ____, 5. ____, 6. ____, 7. ____, 8. ____, 9. ____, 10. ____.



3. Answer the questions.

1. What are the most important concepts of accounting?

2. What is the practical effect of the going concern concept?

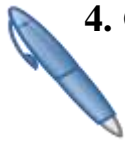
3. What does the consistency convention assume?

4. What does the prudence convention state?

5. What does the business entity convention imply?

6. What does the duality convention explain?

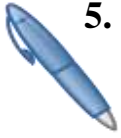
7. What does the money measurement convention assert?



4. Combine the beginning of the sentences with their ending.

1. Economic reality may not be completely reflected in accounts...	a) ... and, as a result of these needs, accounting conventions have emerged.
2. The business entity convention is necessary...	b) ... if accounting conventions were not widely applied.
3. Accounting can be defined as a business language...	c) ... and in the result, it has become a language of business.
4. Accounting is based on the balance sheet equation...	d) ... through which economic information is collected, stored, analyzed and communicated to users.
5. Accounting has to adapt to different requirements of users...	e) ... as there are aspects of business of economic significance which cannot be expressed in monetary terms.
6. Accounting has developed to meet users' needs...	f) ... otherwise it would be impossible to focus on the performance of the particular business.
7. Business communication would be damaged...	g) ... and this, in its turn, means duality convention should be upheld.

1 ____, 2. ____, 3. ____, 4. ____, 5. ____, 6. ____, 7. ____.



5. Put the words into the correct order to make the sentences.

1. A language, in effect, accounting, is, business, of.

2. Basic, reporting, Ukraine, is of, principles, one, completeness, the, of, financial, in.

3. Decision – making purposes, accounting, economic information, for, providing, is concerned with.

4. A backbone, conventions, are, of, accounting systems, accounting.

5. Are separate, that, the convention, asserts, for accounting purposes, the business, of business entity, its owner, and.



6. Translate the following sentences into English

1. Точне подання означає, що всі фінансові звіти повинні готуватися на основі бухгалтерського законодавства.

2. Сталість вимагає, щоб схожі методи використовувалися з року в рік.

3. Принцип єдиного грошового вимірника говорить про те, що бухгалтерський облік повинен мати справу лише з тими аспектами бізнесу, які можна розглядати в умовах грошей.

LESSON 7

Forms of Financial Reporting in Accounting Practices



1. Read the text.

Financial statements are a central feature of accounting because they are the primary means of communicating important accounting information to users. Three major financial statements are used to communicate the required information about the business. Each of them deals with a particular aspect of financial conditions.

The first financial statement usually prepared is the income statement or profit and loss account. As a rule, it shows a firm's revenue, generated over a period and all the relevant costs incurred in this period. In other words, it summarizes the amount of revenues earned and expenses incurred over a period of time. Many people consider it the most important financial report because its purpose is to measure whether the business achieved or failed to achieve its objective of earning an acceptable income. But it has become clear recently that the income statement has one major deficiency. It only shows the changes in financial position caused by those operations that produced an income or loss. Many important events, especially those relating to investment and financing activities can take place during the accounting period and not appear on the income statement.

The second financial statement is, certainly, the balance sheet. The purpose of the balance sheet is to show the financial position of a business at a particular date. For this reason, it is often called the statement of financial position and is dated as of a certain date.

The third financial statement is the cash flow statement. It shows a company's sources and users of cash during an accounting period. This statement is useful in giving an indication of cash movements during a period and the cash balance at the end of the period.

It should be noted that each statement is headed in a similar way. Each identifies the company and the kind of statement for the users. Users of financial statements fall into two broad categories: internal and external. Management is the main internal user while creditors and investors are external users. Creditors make loans in the form of trade accounts, notes, or bonds, on which they receive interest. Investors buy capital stock, from which they hope to receive dividend and an increase in value. All the users are interested in receiving reliable information from the financial statements to make decisions.



2. Circle true or false for these sentences.

1. The cash flow statement shows the financial position of a business on a certain date.

True False

2. The balance sheet summarizes the amount of revenues earned and expenses incurred by a business over a period of time.

True False

3. Each statement should be headed differently and, what is more important; it should not identify the name of the company.

True False

4. Creditors and investors are external users of financial statements.

True False

5. All the users of accounting information fall into five categories.

True False

6. Management is the main internal user.

True False

7. All the users are interested in reliable accounting information to make decisions.

True False

? 3. Answer the questions.

1. What is central feature of accounting and why?

2. How many financial statements are there in accounting?

3. What does the income statement show?

4. Why do many people consider the income statement to be the most important financial report in accounting?

5. What is the purpose of the balance sheet?

6. What is the cash flow statement?

7. What users of financial statement do you know?



4. Translate the following word combinations into English.

Засіб передачі інформації користувачам

звіт про фінансові результати _____

звіт про рух грошових коштів _____

зовнішні і внутрішні користувачі _____

отримувати надійну інформацію _____

фінансові умови компанії _____

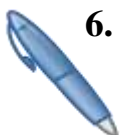


5. Choose and circle the correct variant translation of the following sentences.

1. Фінансовий звіт – це засіб донесення важливої бухгалтерської інформації до користувачів.
 - a) Financial documents are means of keeping the accounting information in order.
 - b) The means of communicating important accounting information to users are financial reports.
 - c) A financial report is a means of communicating important accounting information to users.
 - d) A financial report is an important means of communicating information to users.

2. Висококваліфіковані обліковці можуть здійснювати аудиторський контроль.
 - a) Highly qualified auditors can perform audit.
 - b) Highly qualified accounts can perform audit.
 - c) Highly qualified accountants must perform audit.
 - d) Highly qualified accountants may be performed an audit.

3. Амортизація – це знецінення основного капіталу внаслідок тривалої експлуатації чи зношуваності.
 - a) Depreciation of the capital assets may be caused by durable user or wear.
 - b) The decline in value of the capital assets as a result of use or wear is called depreciation.
 - c) Depreciation is the decline in value of capital assets.
 - d) Depreciation is the decline in value of the capital asset as a result of durable use or wear.



6. Complete the sentences and translate them into Ukrainian

1. Financial statements are _____

2. The first financial statement is _____

3. The purpose of the balance sheet is _____

4. The cash flow statement is _____

5. The income statement shows _____

6. The main internal user is _____

7. The main external users are _____



7. Speak on the topic “Forms of Financial Reporting in Accounting Practices” using the following plan:

- Balance sheet
- Income statement
- Cash flow statement

LESSON 8

Balance Sheet



1. Read the text.

The balance sheet shows what a company owns (its assets) and the sources of financing these assets and operating activities by shareholders (equity) any by borrowing (liabilities). It is a “snapshot” of the company’s financial position at a specified time. As a rule, the balance sheet consists of three major sections: assets, liabilities and equity.

It should be said that these three sections are arranged differently from country to country. In the USA and many European countries, the assets appear on the left – hand side of the page and the liabilities on the right. In Britain these sections are arranged vertically.

The balance sheet, a major financial accounting statement, could be regarded as a statement of the results of financial management. It shows the sources from which finance has been obtained and how this finance is currently deployed. Successful financial management will result in a “healthy” balance sheet, for example, one revealing a strong and stable position from which future progress can be made.

Balance sheets relating to different dates provide an opportunity to prepare a statement showing the source and application of funds during the interval between them. Conventionally this interval will be one financial year.

This statement is an important report on one aspect of financial management activities during the period. It has now become accepted as a component of the annual report to shareholders and is the subject of Accounting Standards.

The Balance Sheet presents the quantity (in money measure) of business’s assets, liabilities, and owner’s equity (capital). The accounting equation of the Balance Sheet is: $\text{Assets} = \text{Owner's equity} + \text{Liabilities}$.

It can be seen that the two sides of the equation will have the same totals. This is because we are dealing with the same thing from two different points of

view. The actual assets, liabilities and capital may change, but the equality of assets with that of the total of capital and liabilities will always hold true.



2. Answer the questions.

1. What do financial reports provide?

2. What are the most important firm's reports?

3. When do we say that the balance sheet is healthy?

4. On what condition can the reports of different firms be compared?

5. Why do the two sides of the accounting equation have the same totals?



3. Translate the following words and word combinations into English.

1. Фінансовий стан компанії _____

2. Чистий прибуток _____

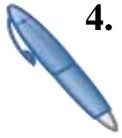
3. Дають можливість _____

4. Прибутки і витрати фірми _____

5. Щорічний звіт _____

6. Стандарти бухгалтерського обліку _____

7. Акціонери _____



4. Complete the sentences on the left with the correct word on the right.

1. The balance sheet is supposed to represent a ... of a company at a specified time.	a) Arrangement
2. The ... of the balance sheet sections is different in Britain.	b) Current assets
3. ... are cash or other assets to be realized during a normal operating cycle.	c) Past performance
4. Current assets are ... of all the assets owned by the business with life expectancy less than one year.	d) Snapshot
5. ... usually consist of overdrafts, taxes due, but not yet paid, and goods supplied on credit.	e) A list
6. The owner's equity section of a corporation is called	f) Stockholders' equity
7. The analysis of ... is useful only to the extent it has bearing on future decisions.	g) Current liabilities

1 __, 2. __, 3. __, 4. __, 5. __, 6. __, 7. __.



5. Translate the following sentences into English

1. Балансовий звіт виявляє джерела отримання коштів та їх застосування.

2. Обидві сторони рівняння мають однакову суму, тому що ми маємо справу з тими ж даними з різних точок зору.

3. Валовий прибуток – це прибуток перед оподаткуванням.

4. Звіт про результат фінансової діяльності робить підсумок отриманих доходів та здійснених витрат фірми за певний період часу.

5. Поточні активи, пасиви, і капітал можуть змінюватися, але рівність активів із сумою капіталу та пасивів залишається сталою.



6. Fill in the gaps with the missing letters

Balan_e, sh__t, as_ets, l__bilities, e_uity, st_tem_nt, q__ntity,

financ_, acco_nting.



7. Speak on the topic “Balance Sheet” using the following plan:

- Balance sheet
- The accounting equation of the Balance Sheet



A student's page

A series of 23 horizontal lines for writing, spaced evenly down the page.

LESSON 9

The Types and the Titles of Accounts



1. Read the text.

When large amounts of data are gathered in the measurement of business transactions, a method of storage and retrieval of information is required. In other words, there should be a filing system to sort out or classify all the transaction of a business.

This filing system consists of accounts. In its simplest form an account has three parts: 1) a title that describes the asset, liability, or owner's equity account, 2) a left side, which is called the debit side, and 3) a right side, which is called the credit side. This form of the account, called a T account because of its resemblance to the letter "T", is used to analyze transactions. Thus any entry made on the left side of the account is a debit, or debit entry, and any entry made on the right side of the account is a credit, or credit entry. The terms debit (abbreviated Dr, from the Latin debere) and credit (abbreviated Cr, from the Latin credere) are simply the accountant's words for left and right.

There are different types of accounts. The most commonly used ones are as follows: Asset Accounts, Liabilities Accounts and Owner's Equity Accounts. In a manual accounting system each account is kept on a separate page or card. These pages or cards are placed together in a book or a file. This book or file, which contains all groups of the company's accounts, is called are ledger. In a computer system, which most companies have today, the accounts are maintained on magnetic tapes or discs. However, as a matter of convenience, the account still refers to the group of company accounts as the ledger. To be able to find an account in the ledger easily and identify accounts when working with accounting records, accounts are numbered. A list of these accounts is usually called a chart of accounts.



2. Circle true or false for these sentences.

1. As a rule, all the transactions of a business are sorted out and classified in a filing system consisting of accounts.

True

False

2. The basic storage unit for data in accounting is a financial statement.

True

False

3. The right side of an account is called the credit side.

True

False

4. The simplest form of an account has 4 parts.

True

False

5. Any entry made on the left side is called a credit.

True

False

6. A book or a file containing all or some groups of accounts is called a ledger.

True

False

7. As a matter of fact, accounts used by a company never depend on the nature of the company's business.

True

False

8. Accounts are always numbered and that makes it possible to find an account in the ledger easily.

True

False

? 3. Answer the questions.

1. When is usually a method of storage and retrieval of accounting information required?

2. What is necessary to have in order to sort out and classify all the transactions of a business?

3. What is a basic storage unit for data in accounting?

4. What parts does the simplest form of an account consist of?

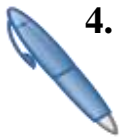
5. What is meant by the terms credit and debit?

6. What are the most commonly used types of accounts?

7. How is each account kept in a manual accounting system?

8. What is a ledger?

9. Why are all the accounts numbered?



4. Complete the sentences and translate them into Ukrainian

1. There should be a filing system in a business in order ...

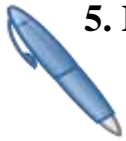
2. The simplest form of an account is called a T – account because ...

3. Any entry made on the right side is called ...

4. The terms debit and credit come from ...

5. The most commonly used types of accounts are ...

6. In a manual accounting system each account ...



5. Match the chart of accounts with the Ukrainian translation.

План рахунків	Chart of Accounts
1. Необоротні активи	a) Income
2. Запаси	b) Activity expenses
3. Грошові кошти, розрахунки та інші активи	c) Cash, receipts and other Accounts
4. Власний капітал та забезпечення зобов'язань	d) Owner's equity and Deferred expenses
5. Довгострокові зобов'язання	e) Articles of expenses
6. Поточні зобов'язання	f) Current liabilities
7. Доходи та результати діяльності	g) Non – current assets
8. Витрати за елементами	h) Long – term liabilities
9. Витрати діяльності	i) Current assets
10. Позабалансові рахунки	j) Off – balance sheet accounts

1 __, 2. __, 3. __, 4. __, 5. __, 6. __, 7. __, 8. __, 9. __, 10. __.



6. Translate the underlined sentences into Ukrainian

The important instrument of accounting regulation in Ukraine is the Chart of Accounts; an arranged list of accounts necessary to reflect activities of enterprises and organizations.

The Chart of Accounts introduced in 2000 is formed in accordance with the elements of financial reports and includes ten classes of accounts:

- | | |
|----------------------------|---------------------------------|
| 1. Non – current assets | 6. Current Liabilities |
| 2. Current assets | 7. Income |
| 3. Deferred expenses | 8. Articles of expenses |
| 4. Owner’s equity | 9. Activity expenses |
| 5. Long – term liabilities | 10. Off – balance sheet account |

The first six classes provide information necessary for preparing a balance sheet. Their purpose is to represent availability, state and changes in assets, owners’ equity and liabilities.

Classes of accounts 7, 8, 9 are transit and intended for accounting income, expenses and activity results of an enterprise, and for preparing an income statement.



**7. Speak on the topic “The types and the titles of accounts”
using the following plan:**

- The filling system
- Chart of accounts

LESSON 10

Accounting Registers



1. Read the text.

Registers are classified according to function, content, and form. With those grouped according to function, a distinction is made between chronological, systematic, and combined registers. Chronological registers list transactions in chronological order or in the order in which the documents reach the accounting department. Systematic registers are used to record economic transactions of a similar type. Combined registers, for example, summary journals, are used to record all transactions in chronological order and to assign the transactions to the proper accounts.

In terms of content, accounting registers may be comprehensive or analytic. Comprehensive registers (accounts in the main ledger, general journals) list transactions in comprehensive accounts without explanatory text. Analytic registers (accounts, special journals) record transactions in more detail, with explanatory references to transaction documents. Often, the same register is used for both comprehensive and analytic accounting, a practice that shortens the journalizing step and introduces greater clarity. Registers of this type are widely used in the summary-journal form of accounting.

In terms of form, registers should be double entry, single entry, tabular, or chessboard. Externally, they may take the form of books, cards, or separate sheets. Cards and separate sheets make it easier to group material, to remove accounts that have been closed, to make copies of documents, and to use type writers and calculators. Books are used for recording cash transactions (cash-book), for entering the more important accounting aggregates (main ledger), and for registering accounts that have been opened on cards; books are also favored in cases where the registers must be carefully safeguarded.



2. Circle true or false for these sentences.

1. Registers are classified according to function, content and form.

True

False

2. Chronological registers are used to record transactions of a similar type.

True

False

3. Analytic registers record transactions without explanatory text.

True

False

4. In terms of form registers should be only double-entry.

True

False

5. Cards make it easier to remove accounts that have been closed.

True

False

? 3. Answer the questions.

1. How are registers classified?

2. How are registers classified according to content?

3. How are registers classified according to their form?

4. What is the difference between chronological, systematic and combined registers?

5. What is the difference between comprehensive and analytic registers?

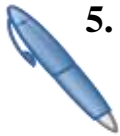
6. What are books used for?

7. What is the advantage of cards and separate sheets?



4. Find the equivalents to the following words and word-combination in the text

Регістри; картка; рахунок; угода; касова книга; зведений журнал; журнал-головна; перелічувати; вид запису; зміст; побудова (форма); хронологічний; систематичний; комбінований; записувати; аналітичний; синтетичний; довідка (посилання); подвійний запис (двосторонній); односторонній; шаховий.



5. Put the words into the correct order to make the sentences.

1. Of, entry, in, tabular, terms, chessboard, entry, should be, double, form, single, or, registers.

2. Comprehensive, may be, terms, or, analytic, in, of, content, registers, accounting.

3. In, chronological, of, terms, systematic, function, registers, combined, are classified, into, and, registers.



6. Complete the sentences and translate them into Ukrainian

1. Registers are classified

2. In terms of content registers may be

3. In terms of form registers should be

4. Registers grouped according to function may be

5. Combined registers are used to....

6. Comprehensive registers list transactions in

7. Chronological registers list transactions in

8. Books are used for....

9. Analytic registers record transactions ...

10. Systematic registers are used ...

Висновки

В результаті написання робочого зошита з англійської мови за професійним спрямуванням для студентів спеціальності «Бухгалтерський облік» були проаналізовані і синтезовані теми, що виносяться типовою програмою для вивчення «Іноземної мови за професійним спрямуванням» напряму підготовки 071 «Облік і оподаткування».

Використання сучасних педагогічних технологій на навчальних заняттях з іноземної мови сприяють активізації навчально-пізнавальної діяльності студентів, швидкому та ефективному засвоєнню ними навчального матеріалу, розвитку особистості. Сукупність різноманітних завдань допомагає втілити ідеї щодо покращення навчального процесу.

Робочий зошит передбачає труднощі, які можуть стати на перепоні в результаті роботи з фаховою термінологією, а тому кожний новий урок має адаптований текст, вправи на знаходження еквівалентів, синонімів, антонімів заповнення пропусків, складання речень тощо. Це дає можливість краще запам'ятати нові лексичні одиниці і застосовувати їх на рівні понад фразової єдності. Окрім того здійснюється контроль розуміння прочитаного за допомогою тестів множинного вибору, запитань.

Цінним є те, що матеріал зібраний в один ресурс і, маючи лише робочий зошит, студент має змогу повноцінно працювати як на занятті так і в поза аудиторний час. Сторінка студента залишає можливість написання нотаток, опрацюванню граматичних вправ, запису корисних сайтів тощо.

Автори робочого зошита висловлюють сподівання, що даний матеріал стане у нагоді викладачам англійської мови та студентам спеціальності 071 «Облік і оподаткування».

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