

**МІНІСТЕРСТВО ОСВІТИ ТА НАУКИ УКРАЇНИ  
ВІННИЦЬКИЙ НАЦІОНАЛЬНИЙ АГРАРНИЙ УНІВЕРСИТЕТ  
ЛАДИЖИНСЬКИЙ КОЛЕДЖ**

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**РОБОЧИЙ ЗОШИТ**

**З АНГЛІЙСЬКОЇ МОВИ ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ**

**ДЛЯ СТУДЕНТІВ СПЕЦІАЛЬНОСТІ**

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**«ПІДПРИЄМНИЦТВО, ТОРГІВЛЯ ТА БІРЖОВА ДІЯЛЬНІСТЬ»**

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Робочий зошит призначений для студентів спеціальності 076 «Підприємництво, торгівля та біржова діяльність», 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  
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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 спеціаліста 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 076 «Підприємництво, торгівля та біржова діяльність» має на меті допомогти студентам оволодіти фаховою термінологією з англійської мови у 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 економічного відділення.

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 економічної справи, так і практичному оволодінні англійською мовою.

## LESSON 1

### 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 17<sup>th</sup> 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?

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3. When did the development of modern economics begin?

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4. What is the difference between macroeconomics and microeconomics?

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

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6. What is the difference between rent and wages?

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7. What is called “interest”?

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8. What do we call “profits”?

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**4. Match the words**

Human wants

Resources

Profit

Payment

Entrepreneur

Price

ціна

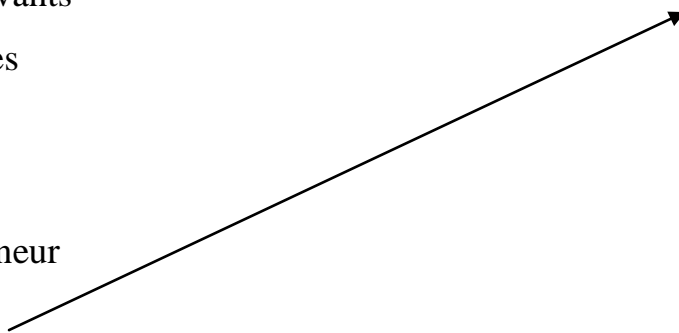
оплата

підприємець

прибуток

людські потреби

ресурси

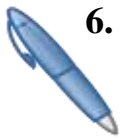


**5. Complete the sentences**

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 2

### 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;

- To reduce further total energy consumption;
- Fully to introduce free – market mechanisms which will eliminate the need for price and wage control;
- To educate and train a new generation of managers who have the ability to implement coherent market reforms at all levels.



**2. Translate the underlined sentences into Ukrainian**

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**3. Circle true or false for these sentences.**

1. Ukraine is poor in mineral resources.  
True False
2. Ukraine completely satisfies its needs in iron, manganese and titanium ores.  
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?

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

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3. What is the biggest treasure of Ukraine?

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

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

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**5. Translate the following word combinations into English.**

Ринкова економіка \_\_\_\_\_

сільськогосподарське виробництво \_\_\_\_\_

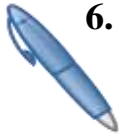
значний прогрес \_\_\_\_\_

чорна і кольорова металургія \_\_\_\_\_

головні напрямки\_\_\_\_\_

конвертована валюта\_\_\_\_\_

ринкові реформи\_\_\_\_\_



### 6. Fill in the gaps

1. The main lines of reform now need to be\_\_\_\_\_.
2. \_\_\_\_\_ in new industries, especially export – oriented.
3. To reduce total energy\_\_\_\_\_.
4. To stimulate exports, especially\_\_\_\_\_ producing.
5. Because of its \_\_\_\_\_ Ukraine is an agro – industrial country.



7. Speak on the topic “Ukraine’s economy?” using the following plan:

- Mineral resources of Ukraine
- The main lines of reform to be introduced



## LESSON 3

# 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?

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2. Where is winter wheat sown?

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

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4. What vegetables do they grow in Ukraine?

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

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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.

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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.

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

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

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

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

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

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

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

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

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

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

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

- Agriculture as a human activity
- Crop growing in Ukraine
- Animal Husbandry in Ukraine



## LESSON 4

### The economic processes.



#### 1. Read the text.

The main purpose of the sphere of material production is the production of socially necessary product. The creation of this product is in the process of production. For providing of production the process of supplying with all the necessary subjects of work (raw materials, materials, fuel, etc.) should be produced. After the production of products the process of its realization comes. All three processes are interconnected, constantly replacing each other and a continuous turnover of economic resources occurs at the enterprise. Accounting provides by the information needed for the management by this circulation.

The consumption of labour, means of labour and the labour of the workers take place in the process of production. So, the process of productive consumption and the process of creating the products of labour are reflected in accounting. The cost of new product differs from the value of the products, from which it is made not only the quality and purpose, but also the increased value, as it contains a new value created by the labour of the workers. It is the national income.

Objects of accounting in the manufacturing process are the expenses of the enterprise for manufacture of products, which gives the opportunity to determine its production cost, as well as the volume of the manufactured production. In the process of supply the enterprise spends the money for the purchase of the labour objects at suppliers.

Objects of accounting in the process of supply are the costs of this process, the volume of the purchased objects of labour and settlements with suppliers. The realization process is the transference of finished products to consumers. Such transference is carried out by purchase and sale according to the agreements. Under the realization the company receives cash from the customers, but in a greater amount included in the selling price of the products. Objects of accounting in the

realization process are: volume of the realized products, the costs associated with the realization, the financial result from realization, settlements with buyers, budget, banks.



**2. Answer the questions.**

1. What is the main purpose of the sphere of material production?

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2. What is the process of production?

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3. Where does consumption of labour, means of labour and the labour of the workers take place?

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4. Where is the process of productive consumption reflected?

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5. What are the objects of accounting in the manufacturing process?

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6. What are the objects of accounting in the realization process?

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**3. Translate the following words and word combinations into Ukrainian.**

Interconnect	_____	purchase	_____	increased value	_____
production cost	_____	consumption	_____	consumer	_____
constantly	_____	supplier	_____	national income	_____

process of supply \_\_\_\_\_ cost \_\_\_\_\_ selling price \_\_\_\_\_  
 turnover \_\_\_\_\_ settlements \_\_\_\_\_ determine \_\_\_\_\_



**4. Insert the missing words and translate the sentences into Ukrainian**

1. Accounting \_\_\_\_\_ by the information needed for the management of this circulation.

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2. The consumption of labour, means of labour and the labour of the workers \_\_\_\_\_ in the process of production.

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3. The cost of new product \_\_\_\_\_ from the value of the products, from which it is made.

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---

4. The expenses of the enterprise for manufacture of products \_\_\_\_\_ the opportunity to determine its production cost, as well as the volume of the manufactured production.

---



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5. During the realization the company \_\_\_\_\_ cash from the customers.

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**5. Translate the following word combinations into English.**

Сфера матеріального виробництва \_\_\_\_\_

суспільно необхідний продукт \_\_\_\_\_

сировина, безперервний кругообіг \_\_\_\_\_  
 споживання предметів праці \_\_\_\_\_  
 процес виробничого споживання \_\_\_\_\_  
 збільшена вартість \_\_\_\_\_  
 обсяг виготовленої продукції \_\_\_\_\_  
 розрахунки з постачальниками \_\_\_\_\_  
 відпускна вартість продукції \_\_\_\_\_  
 фінансовий результат від реалізації \_\_\_\_\_



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

1. The creation, is, product, in, of this, the, of production, process.

\_\_\_\_\_

2. All, are, processes, three, interconnected.

\_\_\_\_\_

3. The cost, of the products, product, of, new, from, the value, differs.

\_\_\_\_\_

4. The realization, is, the transference, process, products, of finished, to consumers.

\_\_\_\_\_



**7. Speak on the topic “The Economic Processes” using the following plan:**

- Supplying
- Production
- Realization





## LESSON 5

# Kinds of activity of enterprises



### 1. Read the text.

The basis of the state register of the Ukrainian organizations is made by a classification of kinds of activity of the companies. There are more than 1000 different types of activity.

The enterprise is the independent economic subject which has the rights of the legal entity, carries out production, research and commercial activity for the purpose of receiving the profit.

The enterprise has independent balance, accounts in banks, the press and the industrial enterprises have their own trademark.

The activity of the enterprise is carried out according to the laws of Ukraine.

The enterprises can be divided into types according to various bases:

depending on forms of ownership – individual (based on personal property of the individual on his work), family (based on personal property and labour of citizens – the members of one family living together), private (based on property of the certain citizen), collective (based on property of labour staff of the enterprise, cooperative, other societies and organizations), state municipal (based on property of administrative territorial units), state (based on state ownership), joint (if different owners including foreign ones), depending on the principle of the internal legal organization – joint-stock companies (the opened and closed type), limited companies, full societies, limited societies.

Depending on branch specialization there are the following forms of the enterprises – the industrial (plants, factories, mines, fields, etc), the agricultural (the collective agricultural enterprises, farms, the private, the private and rent enterprises), the transport (railway transport, civil aviation, auto enterprises, territorial administrations of pipelines transport), the construction (construction managements, plants), communications (post offices, telegraphs, telephone

stations), trade (department stores, trading houses, specialized and firm shops), the housing and municipal (housing exploration managements, power networks, heating systems).

Management of the enterprises is carried out according to the principles on which they were based.

The director of the enterprise independently resolves the issues of the enterprise's activity, and in the cases provided by the legislation can make decisions with participation of labour staff and trade-union-committees.

As far as we know the enterprises of any field are very important in the life of people. But it's important to know that only the branch of agriculture can produce the food staffs for people.

**?** **2. Answer the questions.**

1. How many types of activity do you know?

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2. What is an enterprise?

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3. What are the components of the enterprise?

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4. What are the types of activity? Name them.

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5. What are the functions of the enterprise's director?

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6. What is the meaning of the agricultural branch?

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**3. Translate the following word combinations into English.**

Діяльність компаній \_\_\_\_\_

види діяльності \_\_\_\_\_

отримання прибутку \_\_\_\_\_

згідно із законами України \_\_\_\_\_

особиста власність \_\_\_\_\_

промислові підприємства \_\_\_\_\_

державна власність \_\_\_\_\_

акціонерні товариства \_\_\_\_\_

товариство з обмеженою відповідальністю \_\_\_\_\_

система опалення \_\_\_\_\_



**4. Put the words into the correct order to make the sentences.**

1. the, the, independent, rights, enterprise, economic, the, legal, subject, which, is, has, the, of, the, entity.

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2. the, of, the, enterprise, out, according, to, the, laws, is, carried, of, activity, Ukraine.

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3. the, bases, can, divided, into, according, to, be, various, enterprises, types.

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4. management, is, carried, of, principles, based, they, the, enterprises, out, according, to the, on, which, were.

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5. any, of, people, the, enterprises, of, field, are, important, in, the, very, life.

---

**5. Match the synonyms**



Kinds	→	Different
Various	→	Types
Branch		Aim
Purpose		Field
Labour		Work



6. **Speak on the topic “Kinds of Activity of Enterprises” using the following plan:**

- Types of enterprises
- Management of enterprises



## LESSON 6

# Financing a business



### 1. Read the text.

Most of the money used by business comes from the sale of its products and services. Since these funds come from within the firm they are described as internal funds. The rest must come from outside or external funds.

As a firm sells its products or services, it receives money, which it uses to meet its expenses. One of these expenses, depreciation, represents the cost of replacing assets (like tools, machinery, and buildings) that wear out. Typically, businesses use internal funds to cover the cost of depreciation.

Business loans are generally classified as either short-term or long-term loans. For short-term loans, the principal (the amount borrowed) must be repaid within one year. Long-term loans mature (come due) in more than a year. Short-term loans are used to finance the everyday costs of doing business, such as payrolls, raw materials and merchandise. Long-term loans are more likely to be used to purchase equipment, buildings and other high cost items.

All corporations issue common stock; some, however, also, issue preferred stock. Unlike common stockholders, preferred stockholders usually do not have voting rights.

A security exchange-is a market where brokers meet to buy and sell stocks and bonds for their customers. The largest of the securities exchanges are the New York Stock Exchange and the American Stock Exchange.

There is some risk of default (failure to pay interest or principal) on the bonds of even the strongest corporations. For this reason many people invest in mutual funds. Mutual funds are corporations that sell stock and use the proceeds to invest or speculate in the security markets.

Two of the most important pieces of information contained in every prospectus and annual report are the balance sheet and the income statement. The







**3. Answer the questions.**

1. Where does most of the money used by business come from?

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2. What do we call internal funds?

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3. What does depreciation represent?

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4. What remains after paying expenses?

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5. How do you understand the term «external funds»?

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6. What can the firm do to get more money?

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7. What rights have common stockholders?

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8. What is the difference between common and preferred stockholders?

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9. What is the reason for investing in mutual funds?

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10. How do you read a balance sheet and income statement?



**4. Translate the following word combinations into English.**

покрити вартість чого-небудь \_\_\_\_\_

балансовий звіт \_\_\_\_\_

довгострокова позика \_\_\_\_\_

запозичена сума \_\_\_\_\_

фондова біржа \_\_\_\_\_

привілейовані акції \_\_\_\_\_

актив балансу \_\_\_\_\_

внутрішні фонди \_\_\_\_\_

мати право голосу \_\_\_\_\_



**5. Fill in the blanks with appropriate words.**

1. ... is the difference between assets and liabilities.

2. Similarly, firms need ... to begin operation, to meet their day-to-day expenses and to expand.

3. ... is money that will be used for a year or more.

4. Many large corporations raise long-term capital through the sale of their ....

5. Corporations sell stocks and bonds as a way

6. of raising ... .

7. ... is a market where brokers meet to buy and sell stocks and bonds for their customers.

8. Those who buy stocks to share in the profits and growth of a corporation over a long period of time are described as... .

«investors»

capital

money

net worth

bonds

a security

exchange

long-term

financing

1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_,

4. \_\_\_\_\_, 5. \_\_\_\_\_, 6. \_\_\_\_\_,

7. \_\_\_\_\_, 8. \_\_\_\_\_.



## 6. Translate the following sentences into English

1. Найбільша кількість грошей, що використовується бізнесом, знаходить з продажу продукції та різних послуг.  

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2. Оскільки фірма продає товари або послуги, вона одержує гроші та використовує їх з метою покриття своїх витрат.  

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3. Бізнесові позики зазвичай класифікуються як довгострокові та короткострокові.  

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4. Короткострокові позики використовуються для фінансування повсякденних витрат для створення фірми (справи), таких як платіжні відомості, сировина, товари.  

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5. Довгострокові позики існують для купівлі обладнання, будинків та інших цінних предметів.  

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6. Фондова біржа – це ринок, де зустрічаються посередники для купівлі й продажу акцій та облігацій своїм клієнтам.  

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7. На відміну від власників спільних акцій, власники привілейованих акцій не мають права голосу.  

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8. Спільні фонди – це корпорації, що купують акції та використовують виручені суми для інвестування або гри на фондових біржах.

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9. Звіт про прибуток підбиває підсумки річного прибутку, вартості фірми та різниці між прибутком і збитком.

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**7. Speak on the topic “Financing a Business” using the following plan:**

- Internal and external funds
- Short-term loans and long-term loans
- A security exchange



## A student's page

A series of horizontal lines for writing.

## LESSON 7

# Classification of accounting documents



### 1. Read the text.

For execution of various business transactions, carried out at the enterprises, are used different documents on their form and content. Their classification helps to correct preparation and use of documents in the accounting.

On the appointment the documents are divided into administrative, justificatory, accounting registration and combined.

Administrative are the documents, which contain the instruction on execution of business operation. They include checks to cash, attorneys to receive material values and others. However, administrative documents do not confirm the fact of the transaction, and therefore does not serve as a basis to reflect them in the account.

Justificatory are the documents, which confirm the fact of the economic transaction and, therefore, provide the rationale for accounts. They include Bank statements with current or other accounts of the enterprise, the acts, receipts, expense reports. They are the justification of the use of funds or material values for the performers.

Documents of accounting registration are prepared by the accounting employees themselves on the basis of the relevant justificatory documents or data of the current account for the technical preparation of the accounts.

Such documents include memorial orders, accounting references, calculations. The purpose of these documents is in the technical preparation of the accounts.

The documents, which according to its purpose perform functions of several documents, are called combined.

They include income and expense cash orders, orders on execution of works, etc. The procedure of drawing up the documents is divided into the primary and

summary. Primary documents are during the transaction. Summary papers are on the basis of homogeneous primary documents by grouping and consolidating their performance. Such documents are of great importance for systematization and reduce the volume of accounts.



**3. Answer the questions.**

1. What is the purpose of using documents?

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2. What helps to correct preparation and use of documents in the accounting?

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3. What documents on the appointment are there?

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4. What are the administrative documents?

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5. What are the justificatory documents?

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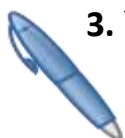
6. What are the documents of accounting registration?

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7. What are the combined documents?



**3. Write three forms of the following verbs**

Carry, use, prepare, divide, contain, include, receive, confirm, serve,

reflect, provide, include, group, consolidate, record, execute, accumulate, repeat, compile.

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**4. Translate the following word combinations into English.**

Господарські операції, різні за формою документи, різні за змістом документи, правильне складання документів, розпорядчі документи, виправдні документи, комбіновані документи, обґрунтування для облікових записів, довіреності на отримання матеріальних цінностей, виписки банку з поточного рахунку, авансові звіти, використання коштів, матеріальні цінності.

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**5. Match the words**





- |                             |                               |
|-----------------------------|-------------------------------|
| 1. combined                 | a. розпорядчі                 |
| 2. instructions             | b. виправдні                  |
| 3. certain                  | c. бухгалтерського оформлення |
| 4. receipt                  | d. довіреність                |
| 5. relevant                 | e. розпорядження              |
| 6. administrative           | f. грошові кошти              |
| 7. accounts                 | g. оформлення                 |
| 8. justificatory            | h. комбінований               |
| 9. attorney                 | i. обсяг                      |
| 10. accounting registration | j. певний                     |
| 11. volume                  | k. показники                  |
| 12. execution               | l. квитанція                  |
| 13. performance             | m. розрахунки                 |
| 14. calculations            | n. облікові записи            |
| 15. cash                    | o. відповідний                |
1. \_\_\_\_, 2. \_\_\_\_, 3. \_\_\_\_, 4. \_\_\_\_, 5. \_\_\_\_, 6. \_\_\_\_, 7. \_\_\_\_, 8. \_\_\_\_, 9. \_\_\_\_, 10. \_\_\_\_, 11. \_\_\_\_, 12. \_\_\_\_, 13. \_\_\_\_, 14. \_\_\_\_, 15. \_\_\_\_.

**6. Find the definitions**



administrative documents – \_\_\_\_\_

combined documents – \_\_\_\_\_

justificatory documents – \_\_\_\_\_

primary documents – \_\_\_\_\_

documents of accounting registration – \_\_\_\_\_

summary documents – \_\_\_\_\_

- 1) They include memorial orders, accounting references, calculations.
- 2) They include checks to cash, attorneys to receive material values and others.
- 3) They are during the transaction.



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## LESSON 8

### 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;
- 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?

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

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

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

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

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

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

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8. What is a ledger?

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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 ...

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

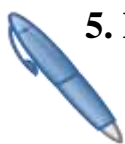
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3. Any entry made on the right side is called ...

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.

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







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## LESSON 9

# Securities Markets



### 1. Read the text.

Securities markets enable businesses and individuals to buy and sell securities such as stocks and bonds. Businesses benefit from securities markets by obtaining the capital they need to begin operations, expand, and buy goods and services. Long-term funding can be obtained from securing funds (e.g. retained earnings), lending institutions (e.g. commercial banks, insurance companies), through debt financing (e.g. issuing of bonds) or equity financing (e.g. sale of stock).

The public securities markets can be divided into primary and secondary markets. The distinguishing difference between the two markets is that in the primary market, the money for the securities is received by the issuer of those securities from investors, whereas in the secondary market, the money goes from one investor to the other.

At a secondary market, or aftermarket, holders of securities can sell them to other investors for cash, hopefully at a profit. Organized exchanges constitute the main secondary markets. Many smaller issues and most debt securities are traded in the decentralized, dealer-based over-the-counter markets. The bond market, also known as the debt, credit or fixed income market, is a financial market where participants buy and sell debt securities usually in the form of bonds.

The New York Stock Exchange (NYSE) is the largest centralized bond market, representing mostly corporate bonds.

Bond market participants are similar to participants in most financial markets and are essentially either buyers (debt issuer) of funds or sellers (institution) of funds and often both. Participants include: institutional investors, governments, traders and individuals.

Securities markets also offer businesses a way to earn additional funds with their income by investing in other firms. Investors benefit from the securities market because it gives them a convenient place to buy and sell stocks and bonds.

**2. Circle true or false for these sentences.**



1. Businesses benefit from securities markets by gaining additional capital for their performance.

True False

2. Corporations receive funds every time the stock is sold and bought.

True False

3. There is no difference between primary and secondary securities markets.

True False

4. At a secondary market holders of securities sell them to other investors.

True False

5. The principal trade organization for securities dealers is the Dealer- based Over-the-counter Market.

True False

6. At a bond market participants sell and buy debt securities.

True False

7. Bond markets remind stock markets.

True False

8. Broker-dealers and large corporations are the only participants of the bond markets.

True

False

9. Securities markets give businesses a possibility to raise money by lending it to other companies.

True

False



**3. Answer the questions.**

1. What is the role of securities market?

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2. How do companies normally meet their long-term financial needs?

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3. What is the difference between primary and secondary securities markets?

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4. What are the main features of the bond market?

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5. What is NYSE?

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6. How do businesses benefit from securities markets?

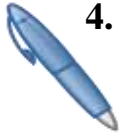
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7. How do investors benefit from securities markets?

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#### 4. Complete the sentences and translate them into Ukrainian

1. Businesses benefit from securities markets by \_\_\_\_\_  
\_\_\_\_\_
2. Smaller issues and most debt securities are traded \_\_\_\_\_  
\_\_\_\_\_
3. The Bond Market Association represents \_\_\_\_\_  
\_\_\_\_\_
4. Bond markets in most countries remain \_\_\_\_\_  
\_\_\_\_\_
5. The New York Stock Exchange (NYSE) is \_\_\_\_\_  
\_\_\_\_\_
6. Investors benefit from the securities market \_\_\_\_\_  
\_\_\_\_\_



#### 5. Change the words and word-combinations in bold with those that have similar meaning from the table below.

1. One of the most common mistakes new companies make is starting without sufficient **money, wealth**.
2. A **firm** can get needed capital from a lending institution such as a commercial bank or the business that provides protection.
3. **Stock exchanges** enable business and individuals to buy and sell securities such as stocks and bonds.
4. Businesses **profit** from securities markets by obtaining the capital they need to begin operations.

5. Securities markets also offer businesses a way to receive, collect additional funds with their income by **putting** money in other firms.

- a) insurance company      b) investing      c) to earn  
d) benefit      e) capital      f) securities markets

1 \_\_\_\_, 2. \_\_\_\_, 3. \_\_\_\_, 4. \_\_\_\_, 5. \_\_\_\_.



**6. Match English words and word-combinations with their equivalents in Ukrainian.**

- |                            |   |
|----------------------------|---|
| 1. shareholder             | a) первинний ринок  |
| 2. primary market          | b) ринок цінних паперів, який не зареєстрований на фондовій біржі |
| 3. secondary market        | c) збільшити капітал, узявши гроші в борг                         |
| 4. issuer                  | d) акціонер; пайовик  |
| 5. over-the-counter market | e) товарна біржа  |
| 6. stock exchange          | f) нерухоме майно   |
| 7. commodity exchange      | g) фондова біржа  |
| 8. to raise money          | h) вторинний ринок  |
| 9. real estate             | i) ринки цінних паперів   |
| 10. securities markets     | j) емітент (той, хто випускає цінні папери)                       |

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



**7. Speak on the topic “Securities Markets” using the following plan:**

- Securities markets



## LESSON 10

# Commodity and Stock Exchanges



### 1. Read the text.

As its name implies, a stock exchange is an organization whose members can buy and sell (exchange) securities.

The stock market is one of the most important sources for companies to raise money. This allows businesses to go public, or raise additional capital for expansion. The liquidity, that an exchange provides, affords investors the ability to sell securities quickly and easily. This is an attractive feature of investing in stocks, compared to other less liquid investments such as real estate.

There are now stock markets in virtually even developed and most developing economies, with the world's biggest markets being in the United States, Canada, China (Hong Kong), India, UK, Germany, France and Japan.

A commodity exchange specializes in the buying and selling of, precious metals and minerals (e.g., silver, foreign currencies, gasoline) and agricultural goods (e.g., wheat, cattle, sugar).

Commodities are generally considered high-risk investments for most people. However, trading in commodities can also be a vehicle for protecting business people, farmers, and others from wide fluctuations in commodity prices and thus can be a very conservative investment strategy.

The Chicago Board of Trade is the largest commodity exchange. It is involved with a wide range of commodities including com, plywood, silver, gold, and U.S. Treasury bonds. The Chicago Mercantile Exchange is the second largest and deals in commodities such as cattle, hogs, pork bellies (bacon), potatoes, and various foreign currencies.

Commodities trading demands much expertise and involves a high degree of risk. Unfortunately, most people who speculate in commodities lose money. The

best way to get expertise and perhaps share in commodity price increases is by buying into a commodities mutual fund.



**2. Circle true or false for these sentences.**

1. A stock exchange is an organization whose members can buy and sell (exchange) securities for the public.

True

False

2. Brokerage firms never purchase memberships or seats on the exchanges.

True

False

3. A commodity exchange specializes in the buying and selling of precious metals and minerals.

True

False

4. Commodities trading demands much expertise and involves a high degree of risk.

True

False

5. Commodities are not considered high-risk investments for most people.

True

False

**? 3. Answer the questions.**

1. What is a stock exchange?

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2. What is one of most important sources for companies to raise money?

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3. What feature makes securities more attractive for investment?

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4. What is a commodity exchange?

---



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5. What is the difference between a stock exchange and a commodity exchange?

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6. What large stock and commodity exchanges do you know?

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**4. Translate the following word combinations into English.**

Фондова біржа, товарна біржа, заробити додатковий капітал, цінові коливання на товари, інвестиції з високим ступенем ризику, потребувати навичок ділового досвіду, спільний товарний фонд, входити в долю, цінні метали, втрачати гроші.

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**5 Read and complete the dialogue with the proper answers:**

- Where are stocks and bonds sold and bought?

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- How do businesses benefit from securities markets?

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- What types of exchanges do you know?

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- How can the price of shares indicate the dynamics of economic activity?

---

- What does a commodity exchange specialize in?

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**4. Translate the following sentences into English.**

1. Фондова біржа це організація, де можна купити і продати цінні папери.

---

2. Торгівля на товарній біржі вимагає великого досвіду, оскільки передбачає великий ступінь ризику.

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3. Ринок цінних паперів є один з найважливіших джерел заробити компанія гроші.

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4. Вартість акцій є важливим показником динаміки економічної діяльності.

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## ВИСНОВКИ

В результаті написання робочого зошита з англійської мови за професійним спрямуванням для студентів спеціальності «Підприємництво, торгівля та біржова діяльність» були проаналізовані і синтезовані теми, що виносяться типовою програмою для вивчення «Іноземної мови за професійним спрямуванням» економічного відділення.

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 позааудиторний час. Сторінка студента залишає можливість написання нотаток, опрацювання граматичних вправ, запису корисних сайтів тощо.

Автори робочого зошита висловлюють сподівання, що даний матеріал стане у нагоді викладачам англійської мови та студентам спеціальності 076 «Підприємництво, торгівля та біржова діяльність».

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