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**SMOOTH
TALKERS**

CLASES A TU MEDIDA

SPECIFIC ENGLISH COURSE

FINANCE

FOR INTERMEDIATE STUDENTS (B2-C1)



FINANCE

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1. CHOOSING JOBS

First impressions. Researching financial employers.
Presenting your skills to an employer.
Vocabulary: describing a job

2. PERSONAL FINANCE

Customer relationship management. The Banking Code. Customer complaint e-mails.
Vocabulary: customer service

3. COMPANY FINANCIAL SERVICES

Outsourcing. Controlling business expenses.
Making requests. Scheduling appointments.
Vocabulary: phrasal verbs for office tasks

4. ECONOMIC INDICATORS

Giving presentations. Investing in emerging markets. Explaining trends and their causes.
Vocabulary: describing trends

5. ECONOMIC CYCLES

Behavior in meetings. The IMF and the World Bank. Recession and recovery. Expressing and responding to opinions.
Vocabulary: economic cycle

6. ECONOMIC SECTORS

Regional development agencies. Investment decisions. Competing in the global economy.
Vocabulary: industries and sectors

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7. BANKING

Selling on the telephone. Researching a bank. Commercial lending. Checking, clarifying, and reformulating.

Vocabulary: banks and their products

8. STOCK MARKETS

Investment strategies. Researching a share's performance. Analyst reports. Describing consequences.

Vocabulary: reading the financial press

9. COMPANY INTERNAL FINANCE

Negotiating. Cash flow. Financing companies.

Vocabulary: income statement, profit and loss

10. COMPANY REPORTING

Annual report of a bank. A press release. Forecasting.

Vocabulary: forecasting adjectives, balance sheet

11. ACCOUNTANCY AND AUDITING

Professional ethics. Working in accountancy. The steps of an audit. Auditor's letter to management.

Vocabulary: documents and billing records

12. INSURANCE AND RISK

Risk management. Getting the best insurance policy.

Reporting on insurance claims.

Vocabulary: personal insurance

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