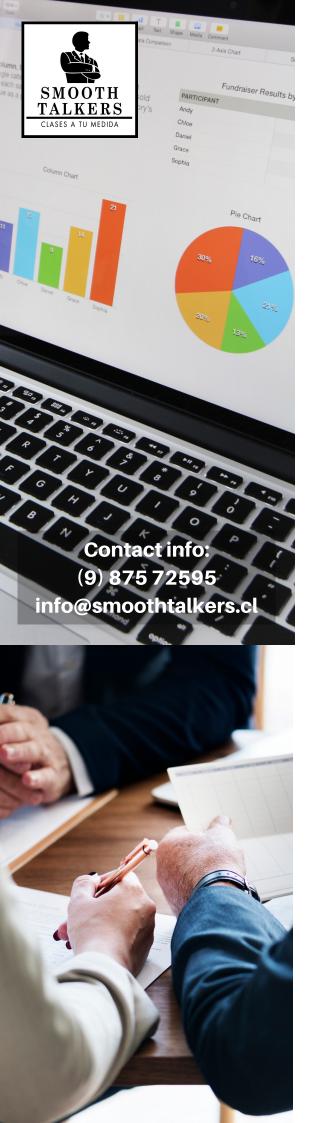


## SPECIFIC ENGLISH COURSE

## **FINANCE**

FOR INTERMEDIATE STUDENTS (B2-C1)



# FINANCE TABLE OF CONTENTS

#### 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



# FINANCE TABLE OF CONTENTS

#### 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