

*Fachgebiet:*

Europäisches Sprachenzertifikat  
CEF: B2-Level

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# English for Accountants B2-level

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## I. Depreciation

### 1.0 Depreciation Methods

Depreciation means the spreading out of the original (1) cost over the estimated / useful life (2) of the fixed assets such as plant and equipment. It is the process of converting an asset into an expense (3). Depreciation reduces taxable (4) income but does not reduce cash. Among the most commonly used depreciation methods are the straight-line depreciation (5) where equal depreciation amounts are charged every year. With the accelerated depreciation (6) higher amounts of depreciation in the earlier years and lower amounts in the later years of a fixed asset's life are recognized. This is a measure to encourage investment. The declining balance method (7) writes off smaller amounts of an asset's value each year in cases where maintenance costs for the use of an asset are expected to increase over time. The annuity system (8), also called compound interest system (9), focuses on cost recovery and a constant rate of return on the investment in depreciable assets. An accelerated depreciation method in which the amounts, recognized in the early periods of an asset's useful life, are greater than those recognized in the later periods. This method is found by estimating an asset's useful life in years, assigning consecutive numbers to each year, and totaling these numbers. This method is called sum-of-the-years'-digits method (10).

When depreciation refers to intangible assets it is called amortization (10).

Please replace the underlined English word/expression by the relevant German word:

1	original	
2	estimated /useful life	
3	expense	
4	taxable	
5	straight-line depreciation	
6	accelerated depreciation	
7	declining balance method	
8	annuity system	
9	compound interest system	
10	sum-of-the-years'-digits method	
11	amortization	



## 1.1 Grammar: Interrogative Pronouns

An interrogative pronoun is a pronoun used in order to ask a question. Some of them refer only to people, like "who" and others refer to people and objects, etc like "what". They do not distinguish between singular and plural, so they only have one form.

Interrogative pronouns are: What, Which, Who, Whose, Whom.

They can act as a subject, object or possessive in a sentence:

Subject: <b>who, which, that</b>	Object: <b>whom</b>	Possessive: <b>whose</b>
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**What** can be used to ask about objects or people

- What time is it?
- What is your name?

**Which** can be used to ask about objects or people.

- Which computer are you talking about?
- Which is your colleague?

**Who** can be used to ask about people

- Who are you?
- Who has been doing my job?

**Whose** can be used to ask about a possession relation.

- Whose is this book?
- Whose printer did you use?

**Whom** can be used to ask about people. It is less usual and more formal than "who"

- Whom did you phone?
- For whom will you vote?

**NOTE:** Either "which" or "what" can also be used as an interrogative adjective, and that "who," "whom," or "which" can also be used as a relative pronoun.

### More question words:

**Why? When? Where? Which? How? How many? How much? How long?**

### Ask questions to which these are the answers:

1. Where \_\_\_\_\_?  
I was born in New York.
2. When \_\_\_\_\_?  
I was born on the 2<sup>nd</sup> October, 1965.
3. Where \_\_\_\_\_?  
I live in Frankfurt.
4. How long \_\_\_\_\_?  
I have been living in Frankfurt for 6 years.
5. Where \_\_\_\_\_?  
I lived in Boston.
6. What \_\_\_\_\_?  
I am a secretary.

7. Where \_\_\_\_\_?  
I work in an office in Frankfurt.
8. Where \_\_\_\_\_?  
I went to school in New York and Boston.
9. Where \_\_\_\_\_?  
My parents live in New York.
10. How long \_\_\_\_\_?  
I have been working in this firm for 3 years.
11. \_\_\_\_\_?  
Yes, I like my job very much.
12. How many \_\_\_\_\_?  
I have two children.
13. Where \_\_\_\_\_?  
My children go to school in Frankfurt.
14. \_\_\_\_\_?  
Yes, my wife works in Frankfurt, too.
15. Where \_\_\_\_\_?  
I learned German at school.
16. What \_\_\_\_\_?  
In my free time I play tennis.
17. When \_\_\_\_\_?  
I start work at 7 o'clock in the morning.
18. When \_\_\_\_\_?  
I get home at 4 o'clock in the afternoon.
19. \_\_\_\_\_?  
Yes, I like German food very much.
20. What \_\_\_\_\_?  
My favourite German meal is "Sauerkraut".

**Form questions. Start with the given interrogative pronouns.**

21. Last year they opened a new restaurant in Bond Street.  
a) when      b) where      c) what

**Example:**

When did they open.....?  
Where did they open.....?  
What did they open .....

22. The Carters live in London.  
a) who      b) where

23. Every Saturday Pit plays football in Kingston.  
a) when      b) who      c) what      d) where
24. Mr Cats goes to work by underground.  
a) who b) how
25. He has been working hard for this test for 3 months.  
a) who b) how long    c) how
26. Charlie Chaplin started his career in London.  
a) where      b) who



## 1.2 Correspondence: Applications

In the following text some of the underlined words may be wrong. Decide if each word is correct or should be replaced by other words:

Here are 10 important principles 'How to get into an employer's office':

**Keep it short.** Your covering (1) letter should be no longer than one page. Your CV should normally be no longer than two pages.

**Keep it attractive.** Your application should look good (2). Many applicants put far too much text on a page, leaving too little space between lines and paragraphs.

**Keep it simple.** Your application must be easy (3) to read, written in clear English and with short sentences and paragraphs.

**Be organized.** The information in your application should be clearly structured. Use bullet (4) points wherever possible.

**Be specific.** Adapt your applications to the specific post you are applying for. If your application is speculative, include details that show your suitability for (5) a range of roles.

**Be special.** What is your unique (6) selling proposition (USP)? In other words, what can you offer that (most) other candidates can't?

**Be helpful.** Your application has to show how you can solve the employer's problem (the vacancy) and not explain how the job would help you to fulfill (7) your dreams.

**Be honest.** Try to sell yourself as well as possible, but do not lie about your skills (your language skills, for example), experience (8) or qualifications.

**Be professional.** Your application should have no spelling or grammatical mistakes. Ask a native-speaker colleague or friend to check what you've written.

**Make an impact** (9). The average (10) time spent reading applications is under two minutes. So the most important information should be easily found within the first 15 seconds.

- |    |                                   |                                  |                                   |
|----|-----------------------------------|----------------------------------|-----------------------------------|
| 1  | <input type="radio"/> covering    | <input type="radio"/> CV         | <input type="radio"/> accompanied |
| 2  | <input type="radio"/> good        | <input type="radio"/> well       | <input type="radio"/> perfectly   |
| 3  | <input type="radio"/> easily      | <input type="radio"/> easy       | <input type="radio"/> simply      |
| 4  | <input type="radio"/> bullet      | <input type="radio"/> number     | <input type="radio"/> figure      |
| 5  | <input type="radio"/> of          | <input type="radio"/> with       | <input type="radio"/> for         |
| 6  | <input type="radio"/> usual       | <input type="radio"/> united     | <input type="radio"/> unique      |
| 7  | <input type="radio"/> comply      | <input type="radio"/> fulfil     | <input type="radio"/> agree       |
| 8  | <input type="radio"/> experiences | <input type="radio"/> expertises | <input type="radio"/> experience  |
| 9  | <input type="radio"/> on average  | <input type="radio"/> impact     | <input type="radio"/> averaged    |
| 10 | <input type="radio"/> dent        | <input type="radio"/> average    | <input type="radio"/> feeling     |

### E-mail applications

Always check with the company how it would like to receive your application; many companies accept only e-mails. However you send your CV and covering letter, the same principles apply. Many applicants make the mistake of not taking as much care with an e-mail application as with one written on paper.

If you send your application by e-mail, your "covering letter" can be in the e-mail itself, although you may also want to attach it as a document, along with your CV.

Normally, Word or PDF documents are the best format, with pictures (if you send any) in JPEG format.

However, it is a good idea to check with the company first whether they are happy to receive attachments. If not, it is best to send your CV by post. If you put your CV in the body of the e-mail, there is no guarantee that it will be correctly formatted when it arrives.

### Please read the text above and answer the following questions:

1. What is a common mistake when writing email applications?
2. What is the best format for email applications?
3. Is a covering letter necessary when writing email applications?



Please translate:

## EUROCARD LTD

**Haben wir Ihre Aufmerksamkeit geweckt?**

**Möchten Sie Ihr Business-Englisch verbessern, besser sprechen und schreiben können?**

Wir bieten eine Anzahl an Verwaltungstätigkeiten in unserer europäischen Kundendienstzentrale in Brighton an der Südküste Englands an.

Wir sind ein an der Börse als erstklassiges Unternehmen gelisteter Finanzanbieter, und unser Name genießt höchstes Ansehen und höchste Anerkennung.

Sie sprechen fließend deutsch und haben gute Englischkenntnisse. Sie haben die Zulassungsqualifikation für die Universität und sind Anfang bzw. Mitte Zwanzig.

Sie haben außerdem, wenn möglich, Erfahrungen im Verwaltungsbereich.

Sie sind sehr daran interessiert, Erfahrungen im internationalen Geschäft zu sammeln und denken daran, mindestens 18 Monate im Ausland zu verbringen mit ausgezeichneten Beförderungsaussichten anschließend.

Wir bieten ein leistungsorientiertes Vergütungs-Paket mit einem anfänglichen Jahresgehalt von 15.000 GBP, je nach Erfahrung, das sich an der Leistung und Beschäftigungsdauer orientiert.

Zusätzlich erhalten Sie nach Ablauf von 12 und 18 Monaten Ihrer Tätigkeit einen Bonus. Wir beteiligen uns an anfallenden Umzugskosten.

Wenn Sie an einer dieser Tätigkeiten interessiert sind, senden Sie bitte Ihre Bewerbung bis spätestens zum 31. April 2004 an Paula McMean, unsere Personalleiterin.

Haben wir Ihre Aufmerksamkeit geweckt?

EUROCARD LTD 10-20 Bond Street BRIGHTON BN2 2LP England



**Read the following letter and decide which word or phrase is missing.**

Application for the position of Telecommunications Consultant as advertised on the Internet at www.mytown.com on October 12

Dear Mr. Jennings

I am \_\_\_\_\_ (1) pleased about the offered position of Telecommunications Consultant because I know that TECOM excels beyond other consultancies and is active in sectors from aerospace and telecommunications to banking, with expertise in all areas of engineering. This interest \_\_\_\_\_ (2) with my strong qualifications has prompted me to send you this letter of application.

Currently I am \_\_\_\_\_ (3) my fourth year at the University of Applied Sciences in Berlin and will be graduating next July with a degree in Electrical Engineering with specialization in telecommunications. I will be available at that time.

As you can see from my \_\_\_\_\_ (4), I have acquired extensive experience in management systems in international companies during my five years at Deutsche Telekom and a six-month \_\_\_\_\_ (5) at Siemens AG., where I became \_\_\_\_\_ (6) with network architectures and effectively developed my English skills. I also gained valuable experience \_\_\_\_\_ (7) teams conceiving and carrying out projects.

I would appreciate the opportunity to meet with you \_\_\_\_\_ (8) or to speak with you on the phone to discuss how I can \_\_\_\_\_ (9) to the success of TECOM.

If you have any questions, feel free to contact me. I greatly appreciate your interest and hope \_\_\_\_\_ (10) from you soon.

Yours sincerely

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- |    |                   |     |                     |
|----|-------------------|-----|---------------------|
| 1. | a) extraordinary  | 2.  | a) along            |
|    | b) particular     |     | b) including        |
|    | c) especially     |     | c) matching         |
| 3. | a) attending      | 4.  | a) results          |
|    | b) joining        |     | b) resume           |
|    | c) going          |     | c) summary          |
| 5. | a) apprenticeship | 6.  | a) given            |
|    | b) scholarship    |     | b) well-acquainted  |
|    | c) internship     |     | c) profounded       |
| 7. | a) on             | 8.  | a) direct           |
|    | b) in             |     | b) in person        |
|    | c) resulting from |     | c) by email         |
| 9. | a) share          | 10. | a) hearing          |
|    | b) make           |     | b) to hear          |
|    | c) contribute     |     | c) be going to hear |

## II. Financial Statements

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