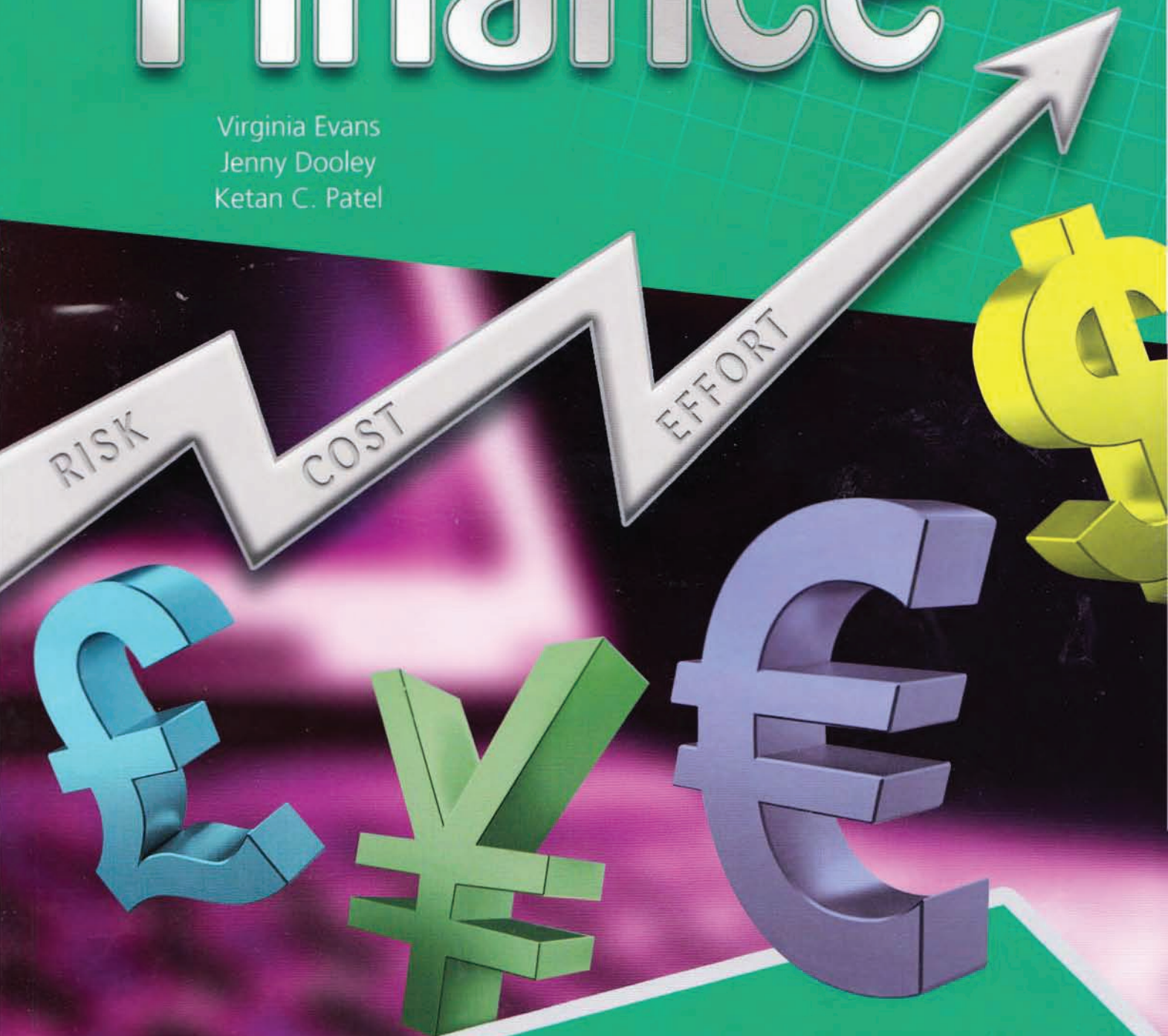


**CAREER
PATHS**

Finance

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Book
1

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Express Publishing

Scope and sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Office supplies	Checkout sheet	pen, pencil, legal pad, envelope, marker, highlighter, binder, stapler, staples, tape	Describing a location
2	Office furniture	Catalog	desk, sectional, swivel, adjustable, office chair, ergonomic, store, file cabinet, bookcase, desk lamp	Giving reasons
3	Office machines	Email	computer, monitor, mouse, keyboard, printer, wireless, copier, toner, scanner, fax machine, shredder, shared, old	Describing condition
4	Financial documents	Advertisement	contract, application, letter of credit, insurance policy, business plan, legal tender, record, file, statement, review	Making an appointment
5	Cash	Petty cash rules	cash, coin, change, withdrawal, deposit, flow, petty cash, cash advance, expenditure	Gathering information
6	Numbers	Chart	is, equal, come to, and, plus, add, minus, less, subtract, times, multiplied by, over, divided by, hundred	Describing a problem
7	Changes in value	Sales report	increase, decrease, expand, shrink, grow, decline, peak, bottom out, fluctuate, steady	Describing changes in value
8	Balance sheets	Business letter	balance sheet, assets, intangible assets, fixed assets, accounts receivable, property and equipment, inventory, liabilities, owner's equity, accounts payable, total liabilities	Correcting an error
9	Using money	Financial advice column	spend, save, invest, debit card, credit card, monitor, charge, direct deposit, credit limit, track, purchase	Greeting customers
10	Bank accounts	Advertisement	commercial bank, checking account, check, quality, rate, provide, inquire, retail bank, overdraft, savings account, interest, accrue, credit	Explaining causes
11	Bank services and costs	Customer pamphlet	services, access, ATM, online banking, bill pay, letter of credit, transfer, cashier's check, returned, fee	Asking for more detail
12	Loans	Email	personal loan, auto loan, collateral, mortgage, interest rate, points, term, apply, early payoff penalty, closing costs	Adding information
13	Types of businesses	Business book	sole proprietor, owner, partnership, cooperative, corporation, incorporated, non-profit organization, LLC, private, public, shareholder, C Corporation	Clarifying information
14	Types of cost	Magazine article	cost, administrative, advertising, distribution, storage, production, labor, fixed costs, variable costs, total costs, business performance	Making suggestions
15	Budgets	Advice column	budget, income, debt, profit, overheads, plan, master, operating budget, cash budget, staff, sufficient	Explaining costs

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1 Office supplies

highlighters

paperclips

pencil

pen

legal pad

eraser

staples

stapler

**SUPPLY ROOM
Inventory and Checkout**

Employee Name: SOPHIE JONES Date: 7/27

Write the quantity of all items you check out.

Shelf 1: Writing utensils *(Record quantities in number of boxes.)*

Pens (20 per box): blue 1 black red

Pencils (10 per box):

Markers (5 per box): 1

Highlighters: yellow orange blue

Shelf 2 *(Please notify manager if items from this shelf run below 5.)*

Legal Pads:

Envelopes:

Binders: 3

Shelf 3 *(Do not take staplers without permission from a manager.)*

Staplers:

Boxes of Staples: 2

Tape:

Employee signature: Sc Jones

Place checkout sheet in the box by the door.

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some common writing utensils?
- 2 What are some other office supplies?

Reading

2 Read the supply room checkout sheet. Then, mark the following statements as true (T) or false (F).

- 1 ___ The sheet shows how many of each item are left.
- 2 ___ The employee took twenty pens and five markers.
- 3 ___ The employee checked out two staplers.

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- | | |
|----------------|-------------------|
| 1 ___ stapler | 4 ___ highlighter |
| 2 ___ envelope | 5 ___ legal pad |
| 3 ___ pencil | 6 ___ pen |

- A a tablet of ruled paper
- B a writing utensil with a graphite core
- C a tool used for attaching sheets of paper
- D a fluorescent colored marker
- E a writing utensil filled with ink
- F a paper sleeve in which to place letters

4 Read the sentence pair. Choose where the words best fit the blanks.

1 tape / binder

- A Sue put the finance report in a _____ .
 B Henry attached the sign to the door with a piece of _____ .

2 marker / staple

- A She drew a diagram with an orange _____ .
 B Jon bound the documents with a _____ .

5 Listen and read the supply room checkout sheet again. What should you do if there are only three envelopes and two binders left on the shelf?

Listening

6 Listen to a conversation between two employees. Choose the correct answers.

- 1 What is the main topic of the conversation?
 A who to ask for new office supplies
 B the supply room contents and policies
 C where to find new checkout sheets
 D items missing from the supply room
- 2 What is the woman looking for?
 A pens C legal pads
 B pencils D checkout sheets

7 Listen again and complete the conversation.

- Employee 1: Hey, Carl. Do you know where we keep the extra 1 _____ ?
 Employee 2: Yeah. They're back in the 2 _____ . I'll show you.
 Employee 1: Great. Thanks.
 Employee 2: The pens and pencils are up here. Down there are the legal pads and binders, and on the 3 _____ is everything else.
 Employee 1: So, can I just take whatever I need?
 Employee 2: Yeah. You just have to 4 _____ one of these checkout sheets.
 Employee 1: That's 5 _____ . Where do the sheets go?
 Employee 2: 6 _____ in this box.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

*Do you know where ...
 The pens and pencils are ...
 Where do the ...*

Student A: You are an employee. Talk to Student B about:

- the office supply room
- where to find different supplies
- how to check supplies out

Student B: You are a new employee. Talk to Student A about where to find extra pens.

Writing

9 Use the checkout sheet and the conversation from Task 8 to fill out the office supply order form.



Finance Inc.
**Office
 Supplies List**

Quantity	Supplies needed
_____	_____
_____	_____
_____	_____
_____	_____

2 Office furniture

MODERN STYLE FURNITURE and DESIGN

Spring Seasonal Catalog
Spring Into Savings With Modern Style!

file cabinet



bookcase



office chair



Check out our spring selection of discount office furniture!

We have fully assembled computer desks with ergonomic keyboard trays. _____

\$100

Check out our new five-piece leather sectionals and leather chairs. _____

\$550

Our swiveling office chairs have adjustable height. _____

\$50

Our new file cabinets store and organize your documents. They are available in seven different colors. _____

\$125

All three varieties of our oak bookcases cost only _____

\$40

Any order over \$300 comes with a free desk lamp!

**ORDER ONLINE TODAY, OR VISIT
A MODERN STYLE LOCATION NEAR YOU!**



desk lamp



leather sectional

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What items of furniture are necessary in an office?
- 2 What items make working in an office more comfortable?

Reading

2 Read the page from a furniture catalog. Then, choose the correct answers.

- 1 What is the purpose of this catalog page?
 - A to describe a store sale
 - B to compare office chairs
 - C to advertise office furniture
 - D to announce a new store location
- 2 What is NOT true of the desks in the catalog?
 - A They are less than \$200.
 - B They have optional keyboard trays.
 - C They do not have to be assembled.
 - D They are intended to hold computers.
- 3 What comes with any \$550 purchase?
 - A a keyboard tray
 - B a leather chair
 - C a bookcase
 - D a desk lamp

Vocabulary

3 Place the words and phrases from the word bank under the correct heading.

Word BANK

sectional office chair adjustable
file cabinet ergonomic bookcase

Furniture to Sit On	Organizational Items	Furniture Descriptions
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 4 Fill in the blanks with the correct words and phrases from the word bank.

word BANK

desk store swivel desk lamp

- _____ extra pens in the supply room.
- It's dark. Turn on that _____.
- The new office chairs _____.
- Kate worked at her _____ all morning.

- 5 Listen and read the page from a furniture catalog again. How many varieties of oak bookcases are available at the advertised price?

Listening

- 6 Listen to a conversation between an employee and his manager. Mark the following statements as true (T) or false (F).

- ___ The employee's desk is not high enough.
- ___ Working at the desk is uncomfortable.
- ___ The manager will buy the employee an adjustable chair.

- 7 Listen again and complete the conversation.

Manager: Hi Brian! Are you enjoying our new office?

Employee: The office is nice. But this 1 _____ is pretty uncomfortable.

Manager: Oh really? 2 _____ with it?

Employee: It's too high to use as a computer desk. 3 _____.

Manager: I see 4 _____ . I'll find you a different one.

Employee: I saw some for sale in the furniture catalog.

Manager: Oh yeah? 5 _____ do they cost?

Employee: Only a hundred dollars.

Manager: 6 _____ . I'll order one.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

What's wrong ...

It's too ...

I'll find you ...

Student A: You are an employee. Talk to Student B about:

- a problem with office furniture
- reasons for the problem
- possibilities for new furniture

Student B: You are a manager. Talk to Student A about getting his or her office furniture.

Writing

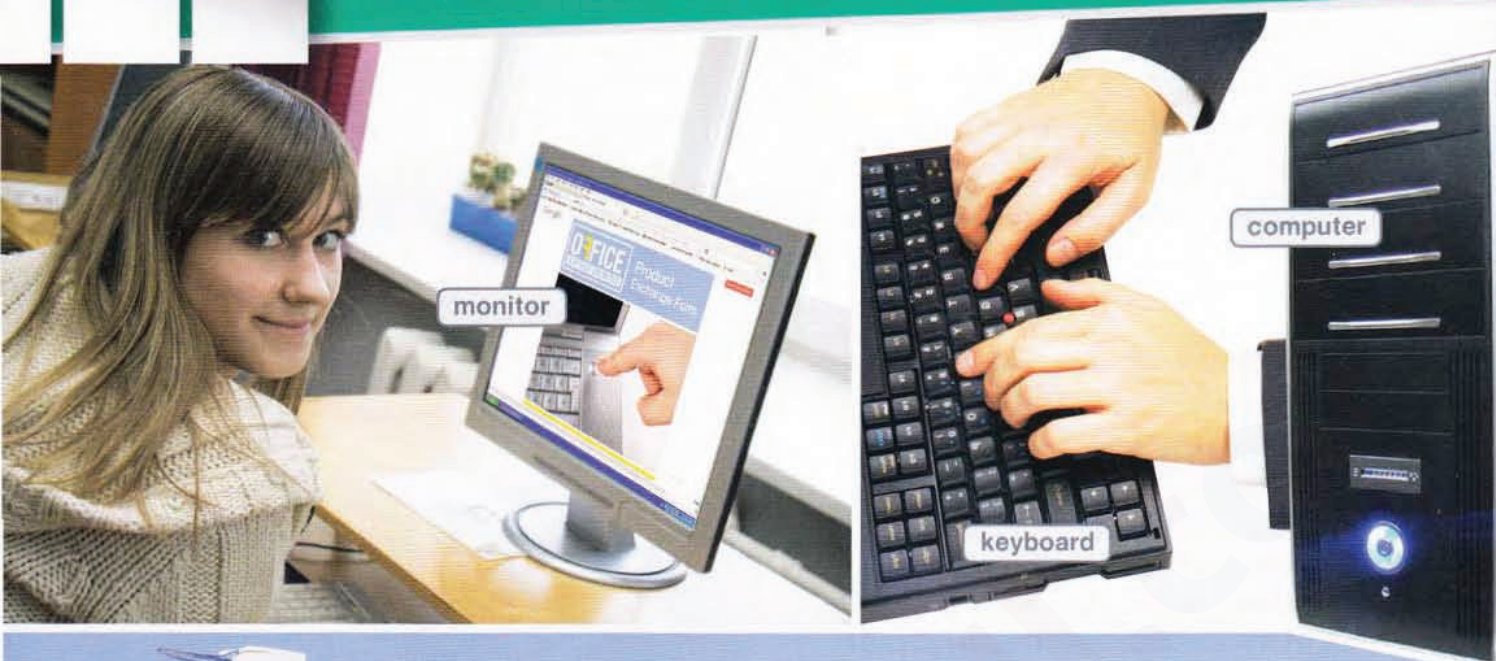
- 9 Use the catalog and the conversation from Task 8 to fill out the furniture catalog order form.



MODERN STYLE FURNITURE and DESIGN

Spring catalog Order form

Qty	Description of Item	Price
_____	_____	\$ _____
_____	_____	\$ _____



To: All Staff
 From: Debra Manning <d.manning@financeadvisorsllc.com>
 Subject: NEW OFFICE MACHINES

Well, team, I finally got a good deal on new office items. I put the order in last week. They are arriving today. Some of the items will be **shared**. However, everybody will be receiving a new **computer**, **monitor**, **keyboard**, and **mouse**. We will share the use of the new **printer**, **copier**, and **scanner**. Extra **toner** will be kept in the supply room. We are getting rid of that **old fax machine**. We will send all documents via **wireless** Internet from now on. I did not order a new **shredder**. We will still destroy any documents no longer needed using the old one in my office.

Debra Manning, Manager, Finance Advisors LLC

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What is some common office equipment?
- 2 What are some important computer accessories?

Reading

2 Read the email from a manager to employees. Then, fill in the blanks with the correct words and phrases from the word bank.

WORD BANK

old shared computer
 machines fax machine

The manager ordered some new office 1 _____ that will arrive today. Everyone will receive a new 2 _____ with accessories. The new printer, copier, and scanner will be 3 _____. The office will no longer use a 4 _____. All documents will be sent via wireless Internet. Office employees will still use the 5 _____ shredder.

Vocabulary

3 Read the sentence and choose the correct word.

- 1 Sam made duplicates of the memo with the **monitor** / **copier**.
- 2 Connie destroyed the documents using the **shredder** / **mouse**.
- 3 The client sent the letter via **fax machine** / **scanner**.
- 4 If the copier isn't working properly, check the **keyboard** / **toner**.
- 5 Buy some paper for the **printer** / **monitor**.