

Reading section

Before reading the text, find out a word from the following jumbled letters. The provided definition will help you.



**Definition:** the skill or activity of keeping records of the money a person or an organization earns and spends.

1. What do you know about the word? Explain your answer.

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The purpose of accounting is to provide a means of recording, reporting, summarizing, and interpreting economic data. In order to do this, an accounting system must be designed. A system design serves the needs of users of accounting information. Once a system has been designed, reports can be issued and decisions based upon these reports are made for various departments. Since accounting is used by everyone in one form or another, a good understanding of accounting principles is beneficial to all.

The accounting profession is generally divided into two categories: 1) private accounting and 2) public accounting. Private accountants are employed by a business, while public accountants practice as individuals or

as members of an accounting firm. Public accountants are subject to strict government regulations and requirements which are determined by each individual state where a license is granted. Private accountants on the other hand require no licenses. They perform tasks which have been determined by their employer. Accounting fields exist that specialize in very specific areas of a business. The examples are auditing, budgetary, tax, social, cost, managerial, financial and international.

[Adapted from [www.peoi.org](http://www.peoi.org)]

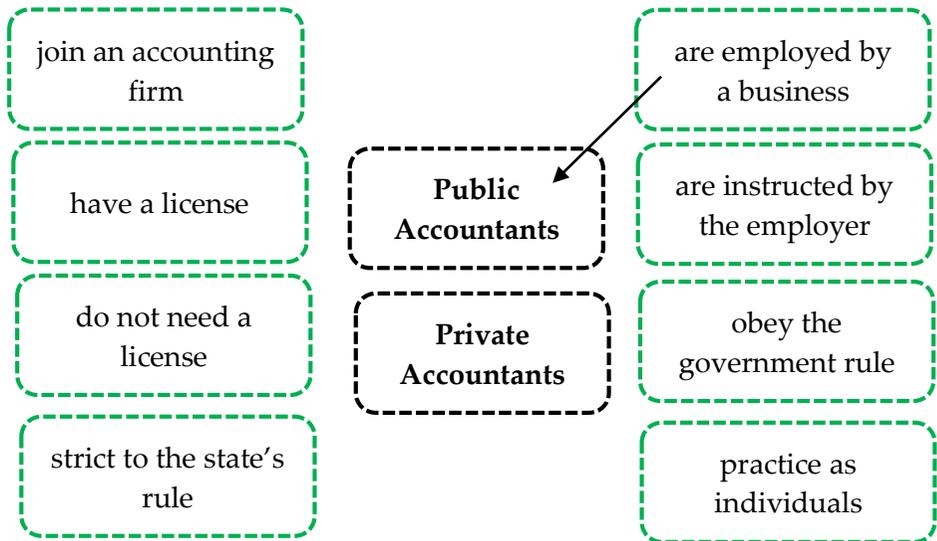
**1 In which paragraph are the following information found?**

No.	Information	Paragraph
1.	A private accountant needs no license.	.....
2.	One of the objectives of accounting is to give interpreting economic data.	.....
3.	The profession of accounting is classified into public and private accounting.	2
4.	A public accountant must obey the regulation established by the government	.....

**2 Decide if the following statements based on the passage are True (T) or False (F).**

1. An accounting system is designed to complicate summarizing and interpreting economic data.
2. A well understanding of accounting principles is beneficial for people who are working in a business.
3. Private accountants practice as members of accounting firm while public accountants are directed by a business.
4. Private accountants have to obey the government's regulation and require license.
5. Private accountants perform jobs which are determined by their employer.

**3 Classify the characteristics below into the categories of accounting profession.**



**Speaking section**

### **Introducing Oneself and Others**

What do you do when you meet someone for the first time? Usually, you will introduce yourself to him/her. In introducing yourself or others, people usually start by greeting, mentioning name, address, profession, etc.

In the context of business environment, giving detail information of yourself will help your colleague understand more about you. Here are some expressions you may use in introducing yourself and others.

- **Mentioning your name**
  - Hello, my name is Lea Casandra. My friends call me Lea.
  - Hi! I'm Roby Muhammad. You can call me Roby.
  - My name is Ericha Larson. Just call me Rika.
  - Let me introduce myself. My name is Muhammad Ali Yazid.
- **Mentioning your occupation**
  - I am a private accountant.
  - I am an accounting student.
  - I work for Genuine accounting company at Slamet Riyadi street, Solo.
- **Talking about your place or origin**
  - I'm from Jogja.
  - I come from West Sumatra.
  - I was born in Kalimantan, but I grew up in Semarang.
- **Talking about your address**
  - I live in Gentan Residence.
  - I live on Soekarno Hatta street No. 15, Surabaya.
- **Talking about your family**
  - I live with my parents in Solo.
  - I am the second child in my family.
- **Talking about your interest**
  - I am very interested in analyzing a financial report.
  - Reading an economic book is my favourite activity.



Poll-vauter.com

After understanding how to introduce yourself, now let's try to introduce others.



4 Introduce yourself to your classmates by stating your name, occupation, address, and your interest.



5 Interview two of your classmates by asking the information provided in the boxes below.



*florenciaj.weebly.com*

Classmate 1: .....

Classmate 2:.....

Name: .....  
Date of birth: .....  
Hometown: .....  
Recent Address: .....  
.....  
Educational background:  
.....  
.....  
.....  
Current study: .....  
.....  
Major: .....  
Interest: .....  
.....

Name: .....  
Date of birth: .....  
Hometown: .....  
Recent Address: .....  
.....  
Educational background:  
.....  
.....  
.....  
Current study: .....  
.....  
Major: .....  
Interest: .....  
.....

- 6 Introduce your classmates based on the result of interview in activity 5 in front of the class.



*Lingual-ninja.com*

- 7 Make a group of three and play the role below. You are working as an accountant staff at one of famous company in Indonesia. You are in a project of auditing an annual financial report of your colleague with your manager. Since it is the first meeting, how do you introduce your manager to your colleague?



*Cloudfront.net*

### Writing section

## Writing a Short-Bio Note

When you want to know the information about a person, reading his/her biography can be one of the ways. Furthermore, you need to have your own biography, so that other people know you. A short biography, or is often called as short-bio note, is a brief story describing a person's profile, especially his/her expertise and interest.

As a person who is working in a business field, you have to know how to introduce yourself in written way so that your colleagues recognize you. Therefore, this section highlights how to write a short-bio note.

**Tips:**

The first thing you do when writing a short-bio note is to start with facts about yourself such as your personal identification, education, working experience, achievement, and area of expertise.

Study the following example.



*bancomundial.org*

Sri Mulyani was born in Tanjung Karang on August 26, 1962. Now she lives in Jakarta. In 2001, she started her career as a consultant of the US Agency for International Development (USAID). In 2005, she was appointed by the government of President Susilo Bambang Yudhoyono as Minister for Finance Affairs. She earned her Ph.D. from the University of Illinois Urbana and her bachelor in Economics from the University of Indonesia. She is interested in economics and finance as well as her area of interest.

- 8 Identify some points regarding to personal details, educational backgrounds, working experiences, and achievements presented in the short-bio note below.**



*bancomundial.org*

Prof. Mardiasmo was born in Solo, Central Java, on May 10, 1958. He completed his doctoral education at School of Public Policy, University of Birmigham. In 2010, he was elected as Chairman of the Institute of Indonesia Chartered Accountants (IAI). Furthermore, in 2012, he was appointed as President Commissioner of Jasa Raharja. He currently still becomes the Chairman of IAI.

Name : .....

Place and Date of Birth : .....

Occupation : .....

Current Position : .....

Educational Background : .....

Achievement : .....

**9 Write a short-bio note based on the following information.**

Name : Soemardjo Tjitrosidojo

Place, Date of Birth: Boyolali, October 17, 1919

Expertise : Auditor, Accountant

Career : (a) Head of tax auditing office Surakarta 1946-1957  
 (b) Head of tax auditing office Jakarta 1973-1978  
 (c) Member of Supreme Auditor Board 1978-1992

Education : (a) Netherland Institute of Accountants 1956  
 (b) Doctoral degree at University of Indonesia 1949

Achievement : (a) Founder of Indonesian Institute Accountant 1957  
 (b) Chairman of Indonesian Institute Accountant 1959-61  
 (c) Chairman of Ethics Board 1968-1975

**Soemardjo Tjitrosidojo**

.....

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.....

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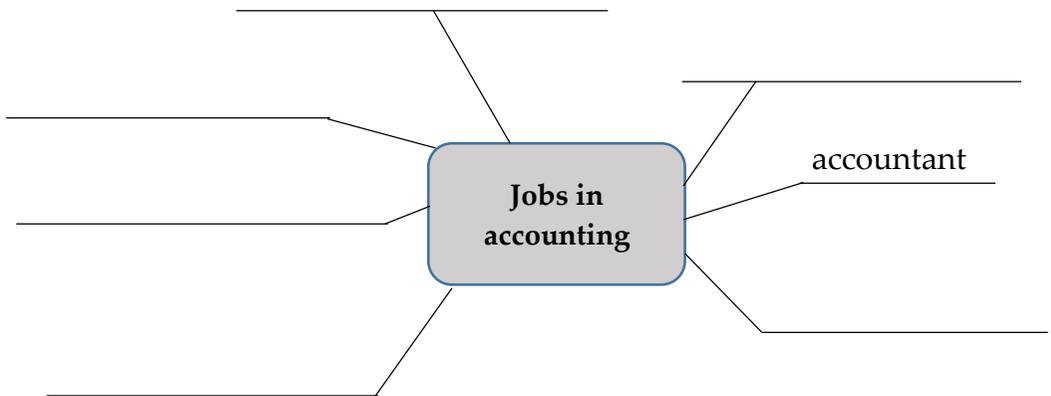
.....

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## Reading section

Before reading the passage, make a list of all prospective jobs in accounting.



Finding a job in the accounting field is a smart decision. Accounting is a field that will always be in demand and it is a field that you can continue to grow and move up inside your company. There are so many different positions you can find in the accounting field. Careers in accounting can range from entry level positions to executive level. Then, this passage highlights some prospective careers in the accounting field.

The most famous career in the field of accounting is being accountants. Accountants are those whose job is to prepare and examine financial records and tax. They make sure that records are accurate and that taxes are paid properly and on time. Accountants perform overviews of the financial operations of a business in order to help it run effectively. They also provide the same services to individuals, helping them create plans of action for improved financial well-being.

There is a wide assortment of different careers in accounting that people can pursue to improve their career standing. Bookkeeping is one of the career paths that will allow all individuals the opportunity to work in a fast-paced

career lifestyle in the accounting field. The primary responsibilities for a bookkeeper include using software, spreadsheets and online database. The duties also include posting financial transactions. In many cases, the bookkeeper is responsible for receiving all of the cash, cheque and voucher transactions that take place in the business.

Moreover, a budget analyst is also a potential job in accounting. Budget analysis involves correlation between project goals and budgetary concerns. A budget analyst helps various organizations and businesses organize and allocate their financial resources by developing and executing budgets from them. They monitor spending to remain within budget and estimate future spending requirements. In addition, budget analysts spend most of their time analyzing data, evaluating budget proposals, recommending spending costs, redistributing extra funds, and preparing annual reports.

[Adapted from [www.allaccountingcareers.com](http://www.allaccountingcareers.com)]

**1 Fill in the gaps in the definitions of accounting jobs below by choosing the available words from the box.**

- explore
- assess
- assists
- get
- record

**Accountant**

Accountant is a person whose job is to ..... financial records and tax.

**Bookkeeper**

The bookkeeper is responsible to ..... all of the cash, cheque and voucher transactions that take place in the business.

**Budget analyst**

A budget analyst ..... various organizations and businesses to organize and allocate their financial resources by developing and executing budgets from them.

**2** According to the reading passage, in which accounting job does the following duty belong? Check (✓) the correct box.

	Accountant	Bookkeeper	Budget analyst
1. A person who is responsible for managing software and online database.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A person who handles an allocation of financial budget of an organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A person who helps a financial operation of a business run effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A person who deals with data analysis, budget proposals evaluation, and annual report writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A person who assists individuals to create action plans for financial well-being improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3** Match the words with their meanings. See the example.

- |                |   |
|----------------|---|
| 1. Company     | a. the action of conducting a business deal                 |
| 2. Accountant  | b. a person who manages financial accounts                  |
| 3. Finance     | c. an estimate of income for a set period of time           |
| 4. Business    | d. an institution dealing with commercial business          |
| 5. Bookkeeper  | e. the management of large amounts of money                 |
| 6. Transaction | f. a selling and buying activity that someone is engaged in |
| 7. Budget      | g. a person who keeps records of the financial affairs      |
- 

**4. Read this email on Certified Internal Auditor, and then decide if the statements below are true or false. Write T or F on the box.**

Subject: Certified Internal Auditor  
From: George ([george@intep.co](mailto:george@intep.co))  
To: Leo ([Leo@intep.co](mailto:Leo@intep.co))

Hi Leo,

At our meeting yesterday you asked me to explain about a certified internal auditor, and in particular about the job description.

Basically, among the variety of accounting careers, the role of a certified internal auditor (CIA) is an exceedingly vital position because of the responsibility to monitor a company's financial records for accuracy. Other types of work performed by CIAs include:

- Observing industry trends
- Tracking revenues and expenditures
- Making efficiency recommendations
- Offering financial planning recommendations to upper management

Like many careers in accounting, the minimum education requirement for certified internal auditors is an undergraduate degree in accounting, finance, or business administration. Internal auditing is an accounting major that several universities now offer and may provide an advantage for job applicants over applicants with a general accounting degree.

Hope this helps. Give me a call if you have any more questions.

Best wishes,

George

1. Certified internal auditor plays an essential role in monitoring financial records.
2. One of the works of a certified internal auditor to analyze the industrial budget.
3. A certified internal auditor provides a recommendation of financial planning to the management.
4. If a person wants to be a certified internal auditor, he/she must earn a bachelor degree in accounting or finance.
5. Internal auditing is not offered anymore by universities as an accounting major.

**Speaking section**

## Meeting People

**Useful Phrases**

- Hello, Mr/Ms..... I'm .....
- Good morning. How are you today?
- It's nice to meet you.
- (It's) nice to meet you too.
- May I introduce to ....?
- I'd like to introduce you to .....
- Have you met.....?
- See you later.



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**5 Match the words on the right with the correct questions, then ask and answer each question with your partner.**

- |  |  |
|--|--|
| <p>[a] What is your .....?</p> <p>[b] Where do you .....?</p> <p>[c] How do you .....?</p> <p>[d] Where is your .....?</p> <p>[e] Do you have any .....?</p> | <p>1. office</p> <p>2. brothers and sisters</p> <p>3. do</p> <p>4. name</p> <p>5. work</p> |
|--|--|

**6 Write number [1 – 8] to put the conversation below in order, then practice with your partner.**

.....	Hello, I'm OK, thanks ... but I'm lost.
.....	Oh, I see, fortunately I also will go to the seminar. Come with me.
.....	Great! Then, where are you working?
.....	I am going to join a business and accounting seminar at Plaza Hotel.
.....	Where will you go?
.....	I'm working as an accountant at one of a company in this city.
.....	Hi, how are you?
.....	How lucky I am, It's nice to meet a good accountant like you.

**7 Find your partner and play the role below in front of the class. You are at a business meeting with an American client. You are there representing your company working in the area of accounting to offer a mutual relationship at developing human resources. You want to make a good impression.**



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## Writing section

### Writing a Business E-Mail

E-mail is an electronic mail or message which can only be accessed from computers or electronic devices. It serves everyone the easiest way to have a communication among people across regions and even countries, including in the world of business. There are several features in an email. See the explanation below.

Feature	Explanation	Example
1. Destination Address/Receiver	to whom your email is addressed	Innayah19@gmail.com
2. Carbon copy (Cc):	another receiver	Laela@gmail.com
3. Blind Carbon copy (Bcc):	the same as Cc, but no one can see the address	Finance@gmail.com
4. Subject:	what the email is about	Welcoming a new employee
5. Attachment:	file you send along with the email	Documents (doc, pdf, excel), picture, music, video, etc.
6. Greeting	salutation	<ul style="list-style-type: none"><li>▪ Dear Sir/Madam or Dear [Name]</li><li>▪ Hi or Hi [Name]</li><li>▪ Hello or Hello [Name]</li></ul>
7. Opening Sentence	reason for writing	<ul style="list-style-type: none"><li>▪ I am writing to you in order to .....</li><li>▪ I am interested in .....</li><li>▪ I write to complain about .....</li><li>▪ After having seen your advertisement in ....., I would like to .....</li></ul>

8. Main Point	Email Information Detail	your main purpose writing the email
9. Closing Sentence	used to close the writing and to ask any response from receiver	<ul style="list-style-type: none"> <li>▪ I look forward to your reply.</li> <li>▪ Please don't hesitate to contact me with any questions or concerns you may have.</li> <li>▪ I wait for a response at your earlier convenience. Thank you.</li> </ul>
10. Sign-off	signature	<ul style="list-style-type: none"> <li>▪ Sincerely yours,</li> <li>▪ Yours faithfully,</li> <li>▪ Best regards,</li> </ul>

**Note:**

**a. When the recipient's name is unknown to you:**

**Greeting** : Dear Sir/Dear Madam/Dear Sir or Ma'am

**Sign off** : Yours faithfully

**b. When addressing a close friend or colleague:**

**Greeting** : Dear [Recipient's Name]

ex. Dear Steve,

**Sign off** : Best Wishes/Best Regards,

To help you understanding the explanation, study the following example.

The screenshot shows an email client window titled "New Message". The header fields are as follows:

- To:** StevenR@yahoo.co.id [the receiver]
- Cc:** [carbon copy]
- Bcc:** [Blind carbon copy]
- Subject:** A welcoming remark [subject of the e-mail]

The main body of the email contains the following text:

Dear Mr. Steve, [Salutation]  
Welcome to our company.

It is an honour to welcome you as the staff accounting in our company, the Satya Accounting Foundation. [Opening]

There are some regulations you have to know. As a new employee, you are encouraged to show your best commitment to this company. We greatly appreciate the employees who have strong motivation to always learn and develop their talents. One more thing you must take into account is discipline. We hope you will be a discipline employee. [The main point]

Next Saturday we will host the new members to have a special dinner. Please be sure you come. I will inform you for the details. [Closing]

Best regard,  
Yuan [the HRD chief] [Sign off]

At the bottom, there is a toolbar with a "Send" button, a "Save" button, and an "Attachment" icon (paperclip) which is highlighted with a callout box labeled "[Attachment]".

- 8 You will have a weekly meeting this Friday. As a manager, you are to invite your colleagues to attend the meeting. Write an email for them. You may follow the following template.

Your message

To Lee@yahoo.co, Geo@inep.co, Lasa@gmail.co, .....

Cc

Bcc

Subject Weekly meeting of Accounting staff

[salutation]

[opening]

[main point]

[closing]

[sign off]

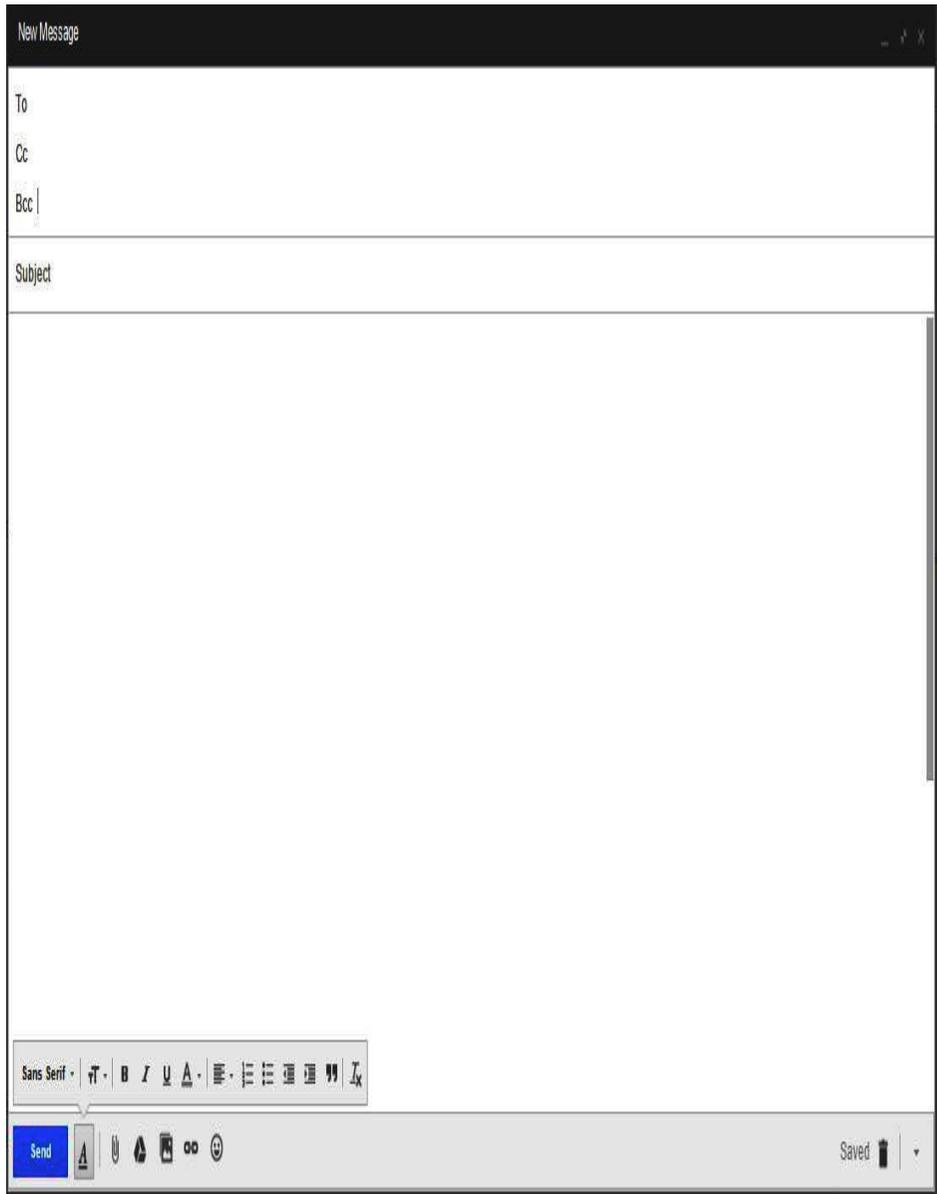
Sans Serif • ¶ • B I U A • • • • •

Send [icons] Saved [battery icon]

9 Write a replay based on the e-mail below. Do it in the provided template.



Your replay:



**UNIT 3****Auditing****Reading section**

**What does an auditor do? Look at the following characteristics and decide which ones are normally included internal or external audit. Thick (√) the answer.**

<b>Characteristics</b>	<b>Internal</b>	<b>External</b>
to review the routine process and the activities and further provide suggestion for improvement.		
scope of the audit will be decided by the management of the company.		
is conducted by the internal employees of the company.		
the audit reports are used by members, shareholders, and public at large.		
scope will be decided by the relevant authority or the statute.		
to analyze and verify the financial statements of the firm or the company.		
is conducted by third party.		
the audit reports are used by the management to identify loopholes.		

An audit can be defined as objective evaluation and examination of the financial statements of a company or an organization to ensure that the records represent a fair and accurate view of the transactions they claim. The audit can be conducted either internally by the employees of the firm or the organization, or externally by a third party, i.e. outside firm. Stating differently, Audit alludes to a process of checking, which is independent, of the financial records of the firm or an organization, to opine on the financial statements.

An audit is classified as internal or external, depending on the interrelationships among participants. Internal audits are performed by employees of your organization. External audits are performed by an outside agent. Internal audits are often referred to as first-party audits, while external audits can be either second-party, or third-party. A first-party audit is an internal audit conducted by auditors who are employed by the organization being audited but who have no vested interest in the audit results of the area being audited. A second-party audit is an external audit performed on a supplier by a customer or by a contracted organization on behalf of a customer. Second-party audits tend to be more formal than first-party audits because audit results could influence the customer’s purchasing decisions. A third-party audit is performed by an audit organization independent of the customer-supplier relationship and is free of any conflict of interest. Third-party audits may result in certification, registration, recognition, award, license approval, citation, fine, or penalty issued by the third-party organization or an interested party. Third-party audits for system certification should be performed by organizations that have been evaluated and accredited by an established accreditation board, such as the ANSI-ASQ National Accreditation Board (ANAB).

An auditor may also specialize in types of audits based on the audit purpose, such as to verify compliance, conformance, or performance. Some audits have special administrative purposes such as auditing documents, risk, or performance or following up on completed corrective actions.

[Adapted from [www.wallstreetmojo.com](http://www.wallstreetmojo.com)]

**1 Find the definition of the terms below by referring to the passage.**

No	Terms	Definition
1.	Audit	..... ..... ..... .....
2.	Internal Audit	..... ..... ..... .....

3.	External Audit	..... ..... ..... .....
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**2** According to the passage, in which category does the following statement belong? Check (✓) the correct box.

No.	Statements	Internal	External
1.	It is performed by the employees from the related organization.	<input type="checkbox"/>	<input type="checkbox"/>
2.	It is also called as a second-party or third-party audit.	<input type="checkbox"/>	<input type="checkbox"/>
3.	It is often referred to a first-party audit.	<input type="checkbox"/>	<input type="checkbox"/>
4.	It is conducted by an outside agent.	<input type="checkbox"/>	<input type="checkbox"/>

**3** According to the reading passage, in which paragraph are the following main ideas? Match them correctly.

Paragraph 1	An auditor has specialization in certain types of audit based on the purpose.
Paragraph 2	An audit is an activity to evaluate the financial reports of a company.
Paragraph 3	Audit could be categorized as internal and external.

**4** Answer the questions below based on the passage.

1. According to the passage, what is the purpose of an audit?
2. What does a first-party audit refer to?
3. What is the difference between first-party audit and second-party audit?

4. Who has the authority to issue audit certification?
5. Mention the special administrative purposes of some audits.

### Speaking section

## Inviting Colleagues

Study the following conversation.



An invitation is either accepted or refused. To enrich your vocabulary giving, accepting and refusing an invitation, look at the following phrases and how they are used in a sentence.

## Giving invitation

- ∞ **Do you want to** go to the city library to find a book about how to write a financial report?
- ∞ **Would you like to** go with me for lunch?
- ∞ **Would you be interested in** going to an International Conference on Sharia Finance?
- ∞ **How do you fancy** visiting our new office?
- ∞ **Care to** come over for a weekly meeting?
- ∞ **I was just wondering if you** would like to go with me at the book fair.
- ∞ **We'd be delighted to** have you over to the opening of Indonesian accountant exchange program.



*Dreamstime.com*

## Accepting invitation



*Dreamstime.com*

- ∞ Sure. What time?
- ∞ I'd love to, thanks.
- ∞ That's very kind of you, thanks.
- ∞ What a great idea, thank you.
- ∞ Sure, when should I be there?

## Refusing invitation

- ∞ I can't. I have to work. Sorry.
- ∞ I am sorry. I have another appointment.
- ∞ That's very kind of you, but actually I am doing something else this afternoon.
- ∞ Well, I'd love to, but I am already going out to my office.
- ∞ I'm really sorry, but I have got something else on.



*Dreamstime.com*

### 5 Work in pairs. Arrange this jumble words into a simple conversation of inviting others and responding to an invitation. See the example.

1.

seminar-with-come-me-would-to-you-the-accounting?

Would you come with me to the accounting seminar?

Sure.  
I would.



*Clipart.com*

2. like-would-you-to-with-go-me-to-conference-IAI-Jakarta-at?

.....

.....

.....

.....



123RF.com

3. be-you-would-interested-in-a-investment-gold-joining-with-

.....

.....

.....

.....



Dreamstime.com

4.

what-idea-thank-great-you-a



Clipart.com

5.

am-have-I-another-sorry-I-appointment



Dreamstime.com

6 Work in pairs. Make a dialogue based on the following situations and practice it in front of the class.

1.

**Student A**

You are assigned by your boss to make a financial report of this month. However, since you are a new employee in your office, you have not understood yet how to make the report. You notice that one of your colleague is good at it. Therefore, you are going to invite him to your room to teach you how to make a financial report.

**Student B**

You need to accept your colleague's invitation, but you have to discuss the time. You are free on Sunday morning only.



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2.

**Student A**

You want to invite your colleague from an overseas company to be an auditor of your company. You are going to call him to come to your office.

**Student B**

You are not available to be an auditor in your colleague's company because you have a lot of works to do. You need to reject his invitation.



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## Writing section

### Writing an Invitation Letter

An invitation letter contains a request for a person or a party to come and participate in a particular event. It uses expressions to ensure the recipients participation. In the context of business environment, you are often to write a letter inviting your colleague.

Study the following example.

<b>Indonesian Accounting Association</b> Jl. Slamet Riyadi No. 222 Surakarta Telp. (0271) 55555, Fax 081231234687	[head]
Puspa Novitasari Surakarta Accounting Consultant Jl. D.I. Panjaitan No 33 Jakarta	[recipient]
Dear, Mrs. Puspa,	[greeting]
We are inviting you to join a national conference on accounting sharia. The event will be held on:	[stating the purpose]
Day and date: December 12, 2020 Time: 09.00 am Venue: 8nd Floor Room Santika Hotel Jakarta.	[details of the event]
Kindly inform us of your attendance by October 20, 2020 either by phone [02715555) or email at <a href="mailto:accounting@gmail.com">accounting@gmail.com</a> .	[additional information]
We are looking forward for your confirmation.	[closing]
Best Regard,  Listiyana Chief Director	[sender]

**7 Complete the following invitation letter with your own words by referring to the described situation.**

<p style="text-align: center;"><b>SITUATION</b></p> <p>You are the manager of Surakarta Accounting Office. This week you have to conduct a meeting with your chief manager, Leonard Tile, to discuss about your future program. Thus, you need to invite him.</p>	<p style="text-align: center;"><b>SURAKARTA ACCOUNTING OFFICE</b> Jl. Jendral Sudirman No. 13 Surakarta Telp. 0271 32323 Fax. 1234567</p> <p>Mr. Leonard Tile The Chief Manager</p> <p>Dear Mr. Tile,</p> <p>I'd invite you to attend our meeting to discuss about the company's future program. The meeting will be on:</p> <p>Day &amp; date : .....</p> <p>Time : .....</p> <p>Venue : .....</p> <p>Please kindly contact me as soon as you receive this invitation.</p> <p>Best Regard,</p> <p>.....</p> <p>.....</p>
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**8 Write down an invitation for the following situation. You may provide necessary details such as contact, place, venue, etc.**

You are a secretary of an International Accounting company in Jakarta, Indonesia. Your director asks you to write a formal invitation for his colleagues in Saudi Arabia to come to your office. The purpose of the meeting is to build a mutual relationship in the field of sharia investment.

## UNIT 4

## Budget Analyst

### Reading section

The man in the picture is thinking about what a budget analyst should do. Can you help him to find his jobs?

*manages a company's finance.*



*Shutterstock.com*

A budget analyst helps organizations and companies manage their finances. These individuals prepare budgets and develop projections based on past economic and spending trends. Budget analysts are crucial for maintaining profitability, reaching financial goals and attaining long-term growth. They may work in a number of industries with small and large companies. Jobs can be found with financial firms, healthcare providers, educational institutions, government agencies and more.

One of the main responsibilities of budget analysts is developing a company's budget. This may require the analyst to work with project and department managers, as well as stakeholders, to figure out the benefits and costs of different programs, according to the Bureau of Labor Statistics. Budget analysts also research data, analyze their findings and review financial records. Throughout the process, the analyst may recommend spending cuts and funding levels.

Budget analysts are also tasked with making sure that bookkeeping, budgets and other finances comply with company standards, laws and regulations. They may recommend changes to other stakeholders and management regarding more efficient ways to use their funds. Additional

duties include providing technical analysis, monitoring spending for deviations and preparing annual reports and other documents.

Budget analysts must also make sure they are informing program managers of the availability and status of funds to reduce the chance that the company will go over-budget. Monitoring spending is critical to ensure this doesn't happen, and the budget analyst must also estimate future financial needs based on the organization's current spending and budget.

[Adapted from [www.topaccountingdegrees.org](http://www.topaccountingdegrees.org)]

- 1 Find eight words from the passage above in the following box by referring to the definition provided in the table. It can be vertical, horizontal, or diagonal. Number 1 is done as the example.**

A	R	I	S	K	U	R	O	K	P	B	U	D	G	E	T
I	P	R	O	F	I	T	R	T	U	C	I	T	Y	I	M
U	N	E	T	E	P	O	L	N	O	O	I	L	G	S	A
A	A	D	D	E	A	T	U	K	I	M	L	O	R	E	N
E	N	T	U	R	P	R	I	S	E	P	E	U	O	D	A
I	D	E	R	S	T	I	L	O	K	A	E	S	W	T	G
D	R	E	S	U	T	T	I	N	E	N	D	E	T	U	E
D	E	V	E	L	O	R	I	B	L	Y	O	P	H	S	R
F	I	N	A	N	C	E	Y	S	T	S	I	D	E	A	I
S	T	A	K	E	H	O	L	D	E	R	O	N	Z	E	C

No.	Words	Definition
1.	Company	A commercial business
2.	B _ d _ _ t	An estimate of income and expenditure for a set period of time
3.	_ r o _ _ t	A financial gain
4.	G _ _ w _ h	The process of increasing in physical size
5.	I _ _ u _ _ ry	economic activity concerned with the processing of raw materials and manufacture of goods in factories
6.	_ a _ _ g _ _	a person responsible for controlling or administering all or part of a company or similar organization
7.	_ t _ k _ h _ l _ er	a person or a party with an interest or concern in something, especially a business
8.	F _ n _ _ ce	the management of large amounts of money, especially by governments or large companies

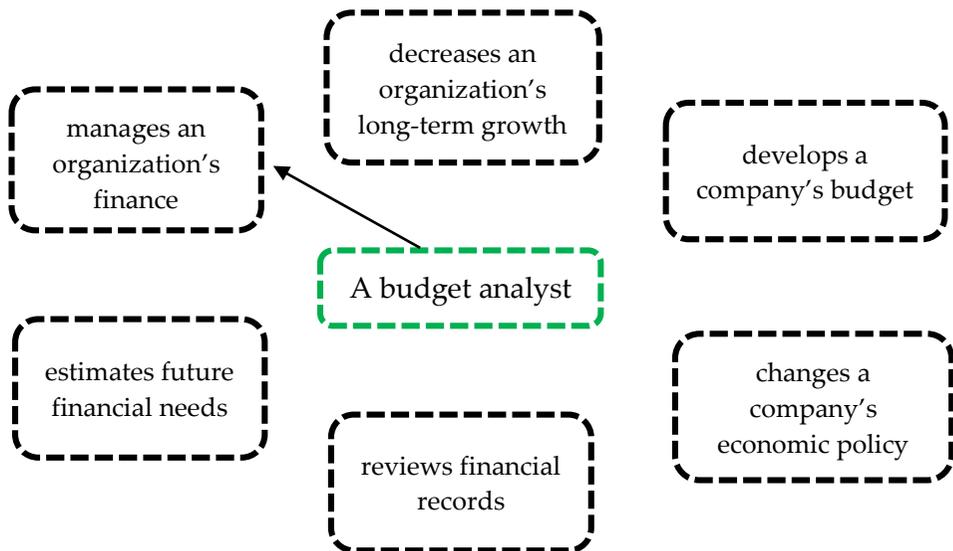
**2 Do the following statements agree with the views of the writer in the passage above? Thick (√) the correct answer.**

YES if the statement agrees with the writer.  
NO if the statement contradicts the writer.

No.	Statements	Yes	No
1.	The main duty of a budget analyst is to help an organization manage its finance.		
2.	A budget analyst does not have responsibility to analyze data and interpret the findings.		
3.	A budget analyst plays an important role in achieving financial goals.		

4.	A budget analyst prepares budgets and develop projections based on future economic and spending trends.		
5.	One of other duties of a budget analyst includes technical analysis and prepares annual reports.		

3 Based on the reading passage, choose the appropriate responsibility of a budget analyst.

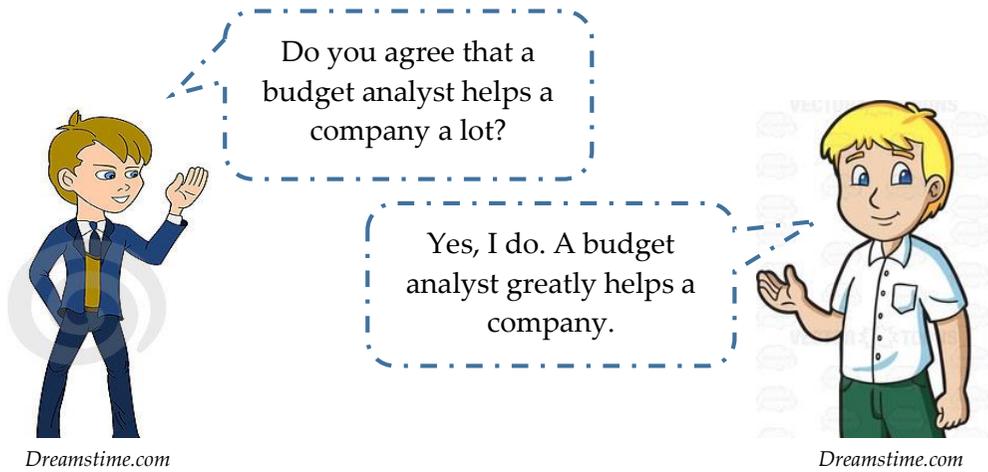


**Speaking section**

**Stating Opinion**

There are a lot of issues and cases that require an opinion, including in a business environment. The opinion can be an agreement which means that we believe in or support the idea. However, we can also state against the idea or show disagreement.

Study the following conversation.



In stating an opinion, we can either agree or disagree to the idea. Below are some expressions we may use to express opinion.

Agreement	Disagreement
I think...	I don't think that...
In my opinion...	Don't you think it would be better...
I'd like to...	I disagree, I'd prefer...
I'd rather...	Shouldn't we consider...
I'd prefer...	How about...
As far as I'm concerned...	I'm afraid I disagree... Frankly... I doubt if...
I suppose...	No, I don't think...
I'm pretty sure that...	Let's face it. The truth of the matter is...
It is fairly certain that...	The problem with your point of view is that...
I'm convinced that...	Well, that's the fact. However...
I honestly feel that...	No, I think.....
I strongly believe that...	

4 In pairs, respond to the statements of asking for opinion below. You may agree or disagree to the idea.

What do you think of my profession as a budget analyst?

.....  
.....  
.....

1



Shutterstock.com

Hey, is my financial report good?

.....  
.....  
.....

2



Storyblock.com

Do you agree with my future planning?

.....  
.....  
.....

3



Storyblock.com

The budget of next month's event is enough, isn't it?

.....  
 .....  
 .....

4



Storyblock.com

**5** Make a group of six. Choose one of the topics below and discuss with your friends in the group. You may argue your friend's opinion.



Canstockpoto.com

Everyone who earns salary or profit should pay an income tax.

If a bank fails and people lose their savings, the government should pay them whatever they lose.

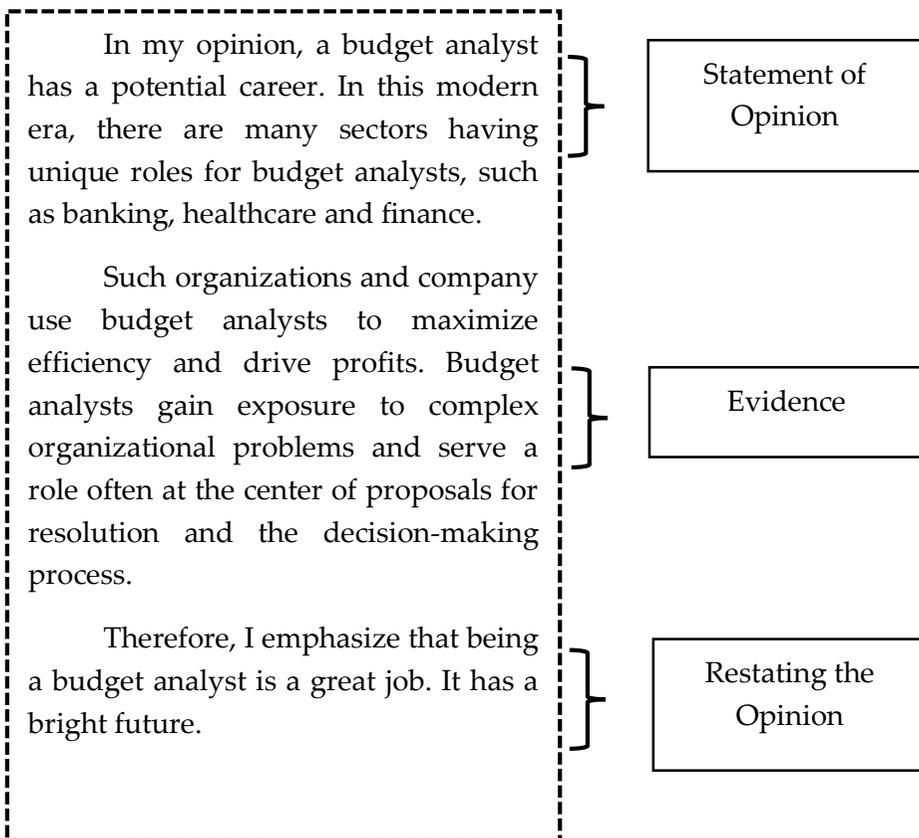
CPA license is not necessary if a person wants to be a budget analyst.

## Writing section

### Writing Opinion

An opinion is a belief, judgment, or way of thinking about something. In other words, it is what a person thinks about a particular idea. In writing an opinion, we may use some expressions, such as **I think, I believe, In my opinion, As I see, and In my perspective.**

Study the following example.





7 Write your opinion about the following jobs in accounting. See the example.

1



ACCOUNTANT

*Dreamstime.com*

In my opinion, accountant is a promising job in this technological era. Almost every company needs an accountant to ensure that its financial report is well created.

2



BOOKKEEPER

*Dreamstime.com*

.....

.....

.....

.....

3



AUDITOR

*Dreamstime.com*

.....

.....

.....

.....

4



TREASURY ANALYST

*Dreamstime.com*

.....

.....

.....

.....

5



COST ESTIMATOR

*Dreamstime.com*

.....

.....

.....

.....

**8** Decide either you agree or disagree about the following statements.  
Write your opinion.

1

Paying by using a credit card is more effective than by cash.

Your opinion:

.....

.....

.....

2

Investment is better than saving.

Your opinion:

.....

.....

.....

3

Debt is good.

Your opinion:

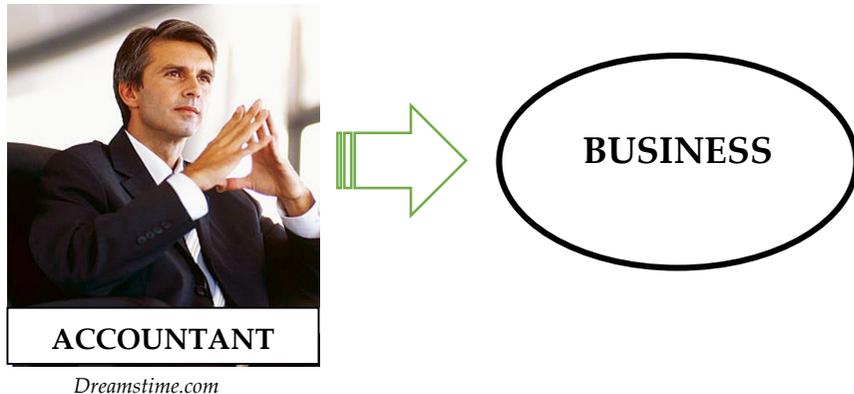
.....

.....

.....

## Reading section

Before reading the passage, observe the picture below and discuss the question with your friend.



**In your opinion, how does accounting contribute to the development of business?**

Accounting is often called “the language of business” because it communicates so much of the information that owners, managers, and investors need to evaluate a company’s financial performance. In fact, the purpose of accounting is to help stakeholders make better business decisions by providing them financial information. Obviously, a business would not run without accurate and timely financial information, and it is an accountant who prepares this information.

More importantly, accountants make sure that stakeholders understand the meaning of financial information, and they work with both individuals and organizations to help them use financial information to deal with business problems. An accountant is analyzing, interpreting, and communicating the information about financial numbers. Of course, they also have to present everything clearly while effectively interacting with people from every business discipline.

All this means that "accounting" can be defined as a system for measuring and summarizing business activities, interpreting financial information, and communicating the results to management and other decision makers. Accountants typically work in one of two major fields; they are management accounting and financial accounting.

Management accounting plays a key role in helping managers carry out their responsibilities. Reports are tailored to the needs of individual managers, and the purpose of such reports is to supply relevant, accurate, timely information in a format that will aid managers in making decisions. In other hand, financial accounting furnishes information to individuals and groups both inside and outside the organization to help them assess the firm's financial performance. These financial reports including the income statement, the balance sheet, and the statement of cash flows summarize a company's past performance and evaluate its financial health.

[Adapted from [www.smallbusiness.chrone.com](http://www.smallbusiness.chrone.com)]

**1 Arrange the scrambled letters into meaningful words existing in the passage based on the given clues. One is done as the example.**

No.	Scrambled letter	Clues	Words
1.	a-n-c-g-c-u-o-t-n-i	the language of business	<b>accounting</b>
2.	s-s-s-b-n-u-e-i	regular occupation, profession, or trade	
3.	n-f-o-r-m-t-a-i-o-i-n	facts provided or learned about something or someone	
4.	n-o-g-n-z-t-i-r-a-o-a-i	a group of people with a particular purpose	
5.	n-m-g-t-n-e-a-a-e-m	the process of dealing with or controlling things or people	

6.	y-t-r-p-o-e-n-s-s-b-i-l-i-i	the state or fact of having a duty to deal with something	
7.	e-t-o-r-p-r	a spoken or written account of something that one has observed	
8.	c-p-r-m-f-o-e-a-n-e-r	the action or process of carrying out or accomplishing an action, task, or function	
9.	e-m-o-c-i-n	money received, especially on a regular basis	

2 Thick (√) T (True) if the statement reflects the information in the passage above and F (False) if it contradicts the information. If it is false, write the correct information. See the example.

No.	Statements	T	F	Correction
1.	Accounting disconnects the information that owners, managers, and investors need to evaluate a financial performance.		√	Accounting <b>communicates</b> the information that owners, managers, and investors need to evaluate a financial performance.
2.	The purpose of accounting is to help stakeholders make better business decisions.	.....	....	..... ..... .....
3.	A business will smoothly run without accurate and timely financial information.	.....	.....	..... ..... .....

4.	An accountant ignores whether stakeholders understand the meaning of financial information.	.....	.....	..... ..... .....
5.	An accountant works with both individuals and organizations to help them use financial information to deal with business problems.	.....	.....	..... ..... ..... ..... .....
6.	An accountant is also secretly keeping the information about financial numbers.	.....	.....	..... ..... .....
7.	An accountant does not have responsibility to present everything clearly and perform effective interacting with people from every business discipline.	.....	.....	..... ..... ..... ..... ..... .....
8.	Accounting can be defined as a system for measuring and summarizing business activities.	.....	.....	..... ..... ..... .....
9.	Management accounting plays a key role in helping managers perform their responsibilities.	.....	.....	..... ..... ..... .....
10	Financial accounting omits information to individuals and groups	.....	.....	..... ..... ..... .....

	both inside and outside the organization to help them assess the financial performance.			..... ..... ..... .....
--	---	--	--	----------------------------------

**3 Find the synonym of the underlined word below by choosing an available word from the box.**

- Accounting is often called “the language of business” because it communicates so much of the information that owners, managers, and investors need to evaluate a company’s financial performance.
- The purpose of accounting is to help stakeholders make better business decisions by providing them financial information.
- Reports are tailored to the needs of individual managers.
- Accountants make sure that stakeholders understand the meaning of financial information.

*specialized    recognized    examine    change*  
*considering    giving    lend    know*

**Speaking section**

**Giving Suggestion**

Asking for and giving a suggestion usually happen when someone needs a solution or wants to give a solution to someone else’s problems. In a workplace environment, the relationship among colleagues may cause an employee to give suggestions to his/her colleague. Here are some expressions which can be used to ask for, give or refuse suggestions.

Asking for Suggestions	Giving Suggestions	Responses	
		Accepting	Refusing
What do you recommend?	I would recommend that you	Yes, I'd love to.	I dislike it.
What would you advise us to do?	My advice would be to ...	What a good idea!	I don't think like it.
Do you have any suggestion?	May I suggest that we ...	That sounds like a good idea.	No, I'd rather not.
What would you do?	If I were you, I would ....	Why not?	What an awful / bad idea!
What do you suggest?	I think you should ....	Yes, I agree.	I disagree with you

**4 Make a meaningful dialogue and practice it with your partner based on the following pictures.**

My company's income is decreasing this month. Do you have suggestion?

If I were you, I would .....

.....

.....

.....

.....

Oh... Ok. What about another suggestion?

.....

.....

.....

.....

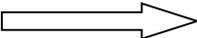
.....

.....



123RF.com

- 5 Play the game by following the instructions below. Work in small groups which consist of 3 or 4 students. Take a dice and throw it. When you land on a square, you have to give a suggestion of what one should do related to the mentioned statement for 1 minute. The winner is the one who reaches the finish square first.

<b>FINISH</b>	Making an invoice letter	Integrating technology in working	
Being a professional auditor	Go ahead 3 steps	Counting effectively	Go back 2 steps
Oh No! Go Back to the Start	Achieving financial files		Being a successful entrepreneur
Go back 2 steps	Go ahead 2 steps		Building a great teamwork
Increasing a company income	Managing a company's income		Creating a good financial report
Managing an investment	Oh No! Go Back		Being a professional accountant
Understanding tax accounting	Starting a new business		<b>START</b>

- 6 Interview your classmates about their problems they currently face and give suggestions to them. Use the following interview guide to complete the task.

No.	Kinds of Problems	When do the problems happen?	Why do the problems happen?	What have you done to deal with those problems?	My suggestion

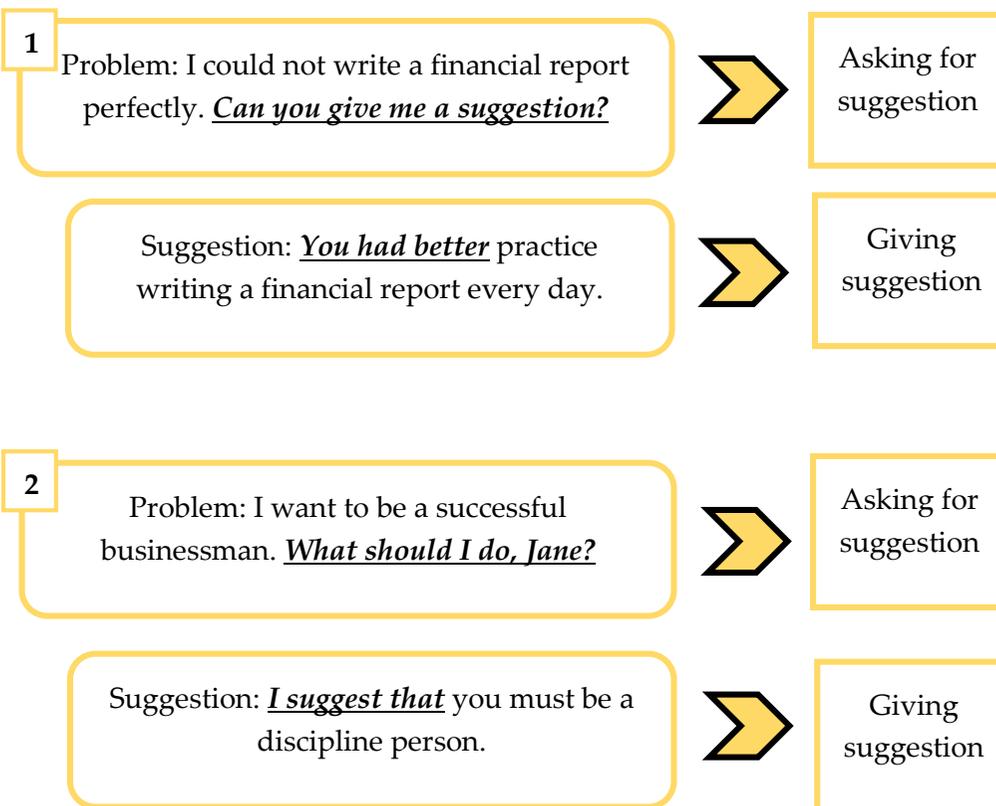
**Writing section**

### **Writing Suggestion**

In a business environment, some employees may have various problems that cannot be solved by themselves. Sometimes, they need other people to give them insights or suggestion. Giving suggestion to colleagues in a business workplace may help them solve their problems. Here are the common expressions in giving suggestion.

- Why don't you/we .....
- You/we could .....
- Let's .....
- What about asking .....
- How about .....
- I suggest that you/we .....
- If I were you, I would .....
- I reckon you should .....
- I would strongly suggest that you.....
- You might try .....
- It might be a good idea to .....
- You had better .....

Study the following example.



Additionally, in a workplace environment, we will potentially encounter a situation in which we have to deliver a suggestion to our colleagues or our boss. Here is an example of writing a suggestion for a boss.

Dear Mr. Frank  
The Accounting Manager

I am writing this letter representing the accounting staff regarding the utilization of team fund in a more appealing manner. As we know that every employee receives monthly pay-out. So far, we are spending the amount for dinners and parties. However, we could use the same for a noble cause.

We would be happier to spend our fund on some orphanage, feeding children there, and see their faces blossom. We can enjoy quality time with them which will give immense pleasure and satisfaction.

This is not my own opinion. After consulting and discussing with all accounting staff, we had decided to approach you regarding the same idea. If you are interested in, we can have meeting and discuss the matter.

Eagerly awaiting your reply.

Your faithfully,  
Accounting staff

7 Give a suggestion to each problem below by arranging the words in the box. See the example.

1

Problem: My computer does not work properly. What should I do?

repair/I/you/to/suggest/it/in/technician/a

I suggest you to repair it in a technician.

2

Problem: I want to buy a new laptop. Do you know where should I buy?

might/you/store/downtown/try/computer/the

3

Problem: I am looking for a professional auditor. Do you have idea?

don't/ask/why/colleague/Australia/from/you/your/?

4

Problem: I want to be a professional accountant. Do you have suggestion?

don't/to/why/a/CPA/course/you/go/?

8 The woman in the picture will have a job interview as a customer service in an accounting company next week. However, she still has some problems. Give her suggestions by considering her personal problems below.



123RF.com

Problem 1: She does not know the directions to the interview location.

Your suggestion: .....

.....  
.....

Problem 2: All her dresses are pretty old.

Your suggestion: .....

.....  
.....

Problem 3: She does not have any idea about the interview questions.

Your suggestion: .....

.....  
.....

Problem 4: She often wakes up late in the morning.

Your suggestion: .....

.....  
.....

**9 Write a suggestion letter based on the description below.**

**You are a manager in a famous company. A new accountant, Arshad, whose specialization on analyzing financial budget is recruited to be your employee. Since you are the manager, you want to provide him a suggestion or insight about how to be a successful budget analyst. How do you give your suggestion? Write it here.**

Dear Mr. Arshad,  
A new employee

First, I welcome you as a new employee to our company. I hope you can quickly adapt to our working environment. Through this company, we hope you can develop your expertise on budget analysis.

Secondly, to be a professional budget analyst, I suggest you to  
.....  
.....  
.....  
.....

Moreover, you have to .....  
.....  
.....  
.....

Furthermore, you had better .....  
.....  
.....

Finally, it is very happy to welcome you as our new employee.  
Should you have questions, please ask me.

Mahmed Arga  
The manager

## UNIT 6

## Entrepreneurship

### Reading section

Before reading the passage, match the following definitions with the correct terms in the pictures below.

1. .... a person whose job is making and repairing wooden objects.
2. .... someone who works in business or commerce.
3. .... someone who examines a financial report.
4. .... a person who studies the knowledge of economics.
5. .... a person whose job is to take pictures.
6. .... a person whose job is to make a design.

 <p><b>Designer</b></p> <p><i>Thenational.au</i></p>	 <p><b>Accountant</b></p> <p><i>Careersinfilm.com</i></p>	 <p><b>Carpenter</b></p> <p><i>Careermetis.com</i></p>
 <p><b>Photographer</b></p> <p><i>Photofolio.co.uk</i></p>	 <p><b>Businessman</b></p> <p><i>Freepik.com</i></p>	 <p><b>Economist</b></p> <p><i>123RF.com</i></p>

**After matching, classify the words; which ones belong to Entrepreneur jobs and which ones do not.**

Entrepreneur	Non-Entrepreneur

Entrepreneurs are the seeds of industrial development. The word “entrepreneur” is derived from the French verb *entreprendre*, which means ‘to undertake’. This refers to those who “undertake” the risk of new enterprises. An enterprise is created by an entrepreneur. The process of creation is called “entrepreneurship”. Entrepreneurship is a process of actions of an entrepreneur who is a person always in search of something new and exploits such ideas into gainful opportunities by accepting the risk. Basically, entrepreneurship is characterized by some following features.

Entrepreneurship is an economic activity because it involves the creation and operation of an enterprise with a view to creating value or wealth by ensuring optimum utilization of scarce resources. Since this value creation activity is performed continuously in the midst of uncertain business environment, therefore, entrepreneurship is regarded as a dynamic force.

Another characteristic is related to innovation. Entrepreneurship involves a continuous search for new ideas. Entrepreneurship compels an individual to continuously evaluate the existing modes of business operations so that more efficient and effective systems can be evolved and adopted. In other words, entrepreneurship is a continuous effort for synergy (optimization of performance) in organizations.

Profit potential is the likely level of return or compensation to the entrepreneur for taking on the risk of developing an idea into an actual business venture.” Without profit potential, the efforts of entrepreneurs would remain only an abstract and a theoretical leisure activity.

The essence of entrepreneurship is the 'willingness to assume risk'. Besides, an entrepreneur has to have patience to see his efforts bear fruit. In the intervening period (time gap between the conception and implementation of an idea and its results), an entrepreneur has to assume risk. If an entrepreneur does not have the willingness to assume risk, entrepreneurship would never succeed.

[Adapted from [www.id.oberlo.com](http://www.id.oberlo.com)]

**1 Match the underlined word in the left box with its synonym in the right box. See the example.**

1. This refers to those who "undertake" the risk of new enterprises.
2. Entrepreneurship is a process of searching new ideas to gain opportunities by accepting the risk.
3. Entrepreneurship is characterized by some features.
4. Entrepreneurship involves the creation and operation of an enterprise.
5. Entrepreneurship involves a continuous search for new ideas.
6. Entrepreneurship compels an individual to continuously evaluate the existing modes of business operations.
7. Without profit potential, the efforts of entrepreneurs would remain only an abstract and a theoretical leisure activity.

- 1 peril
- company/firm
- thoughts
- chances
- attempts
- characteristics
- examine
- provide
- financial

- 2 Complete the following table with appropriate information stated in the passage above. See the example.

No.	Characteristics of Entrepreneurship	Explanation
1.	An economic activity	It concerns on creating and operating the enterprise for getting value and wealth.
2.	Innovation	..... ..... .....
3.	Profit potential	..... ..... .....
4.	Willingness to assume risk	..... ..... .....

- 3 Tick (✓) T (True) if the statement reflects the information, F (False) if it contradicts the information or NG (Not Given) if it is not found in the above text. If it is False, write the correct statement. See the example.

No.	Statements	T	F	NG	Correction
1.	Entrepreneurship refers to those who “undertake” the risk of new enterprises.	...	✓	...	Entrepreneur refers to those who “undertake” the risk of new enterprises.
2.	Doing entrepreneurship does not need to find something new and exploit ideas for creating enterprises.	...	...	...	..... ..... ..... ..... .....

3.	As an economic activity, entrepreneurship involves the creation and operation of an enterprise with a view to creating value or wealth by ensuring optimum utilization of scarce resources.	...	...	...	..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....
4.	New opportunities become an orientation for successful entrepreneurs.	...	...	...	..... ..... ..... ..... .....
5.	Innovation is a characteristic of entrepreneurship in which it will not require an individual to search for new ideas.	...	...	...	..... ..... ..... ..... ..... .....
6.	Profit potential does not become payment to the entrepreneur for taking on the risk of developing an idea into an	...	...	...	..... ..... ..... ..... ..... .....

	actual business venture.				..... .....
7.	Successful entrepreneurs are capable of starting large business with a big profit.	...	...	...	..... ..... ..... ..... .....
8.	An entrepreneur would succeed if he/she has the willingness to assume risk.	...	...	...	..... ..... ..... .....
9.	Economic activity, innovation, profit potential and keeping risk away are the characteristics of entrepreneurship.	...	...	...	..... ..... ..... ..... ..... .....
10.	The result of an entrepreneur's effort will be seen positive instantaneously.	...	...	...	..... ..... ..... ..... .....

## Speaking section

### Presenting a Brochure

As a person working in business field, we are required to possess an ability to present a brochure. It surely requires a good public speaking skill. However, it can be anticipated by having good preparation. Here are some tips of successful presentation.



Study the following example of presenting a brochure.



The brochure is a two-page spread with a dark teal background. The left page features a white compass rose logo at the top, followed by the text "LEFT COAST TAX" in large white letters and the tagline "We help you find your way!" in a smaller font. At the bottom of the left page is the website "leftcoasttax.com". The right page is titled "Tax Services" and lists various services in two columns: Accounting Services, Tax Management Services, Entity Selection and Restructuring, Debt and Finance Advising, Estate and Trust Planning, IRS Representation, Tax-Exempt Organization Advising and Tax Preparation, and International Taxation. Below the services is the "About Us" section, which describes the firm's commitment to client needs. At the bottom right of the right page is a photo of Bernardo Murillo, EA, with his contact information: "To request an appointment: (408) 768.0459, bmurillo@leftcoasttax.com, leftcoasttax.com".



*Leftcoasttax.com*



*Dreamstime.com*

Good morning Ladies and Gentlemen.

I'm Leo, a sales marketing staff of Left Coast Tax Services. Here I'd like to show and present our new brochure that we are going to distribute next month.

Left Coast Tax service provides a wide range of services to individuals or businesses in a variety of industries. Our company strives to fulfil each client's needs in achieving their goals in financial management.

For more details, you can contact Bernardo Murillo at (408) 768.0459 or visit our website at [leftcoasttax.com](http://leftcoasttax.com).

Thank you.

- 4 Choose one of the following brochures. Then, present it in front of the class by promoting the place, service, or product written in the brochure.

1



**Efficient Tax & Accounting, Inc.**  
**IRS E-File Provider**  
 Individual & Small Business Tax Returns  
 Bookkeeping  
 Payroll: Set-Up and Maintenance  
 Federal and State Tax Filings  
 W-2 and 1099  
 ITIN Processing

**Ph. (425) 378-8417**  
 Website: [www.efficienttaxandaccounting.com](http://www.efficienttaxandaccounting.com)

*Efficientandaccounting.com*

2



**NEXT GENERATION**  
 RECRUITMENT & STAFFING AGENCY

Next Generation is a top provider of outsourcing, staffing, consulting and workforce solutions. Our team of recruiters are committed to connecting the Next Generation of talent to our clients by delivering high quality customer service and exceptional staffing solutions.

We take the time to get to know your company. From daily work life to the future aspirations of your business, we gain a thorough understanding of how things work so we can find like-minded candidates that will help your business thrive. We offer cost efficient staffing solutions to local, regional, and national companies.

**Our Talent... Our People...  
 Your Solution**

**Staffing Solutions**

Encouraging Talent and Innovating Business

**Have staffing needs?  
 We can help!**

**OUR SERVICES**  
 Temporary Positions  
 Temp To Hire Placements  
 Direct Hire (Fee based)  
 Payroll Services

**CORPORATE OFFICE**  
 45 Ivan Allen Jr. Boulevard,  
 Suite 2004  
 Atlanta, GA 30308  
 770-783-5219

**Regional Offices**  
 Nashville, TN: 615-345-4443  
 Memphis, TN: 901-517-7957  
 Dallas, TX: 214-380-9706

[www.nextgenerationjob.com](http://www.nextgenerationjob.com)  
[info@nextgenerationjob.com](mailto:info@nextgenerationjob.com)

**nextgenerationrecruiting**  
 nextgenjob  
 nextgenjob

*Shoutoutuk.org*

**5 Visit the office of Students Association in your department. Interview one member about the up-coming agenda and complete the following information. Create a brochure based on the result of your interview and present it in front of the class.**

Students Association's name : .....

Students Association's address : .....

Students Association's agenda : .....

A brief explanation about the agenda : .....

The schedule of agenda : .....

Registration information : .....

Students Association's contact info : .....



*Teamminimphi.com*

**Writing section**

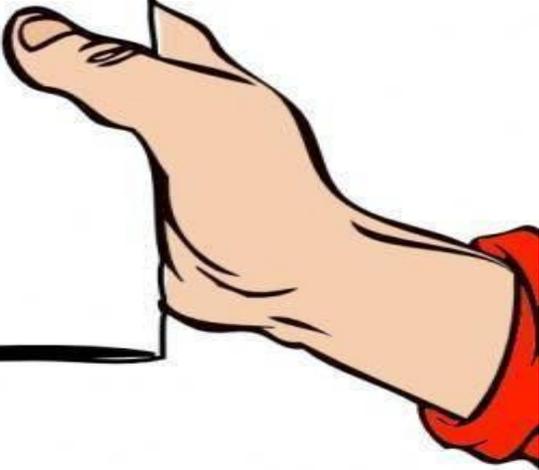
**Writing a Brochure**

A brochure is a marketing tool that gives information and/or show advertisement. It is mainly used to introduce a company, event, promotion or organization. It informs about products and/or services to public.

Writing or creating a brochure is considered as an additional skill a business person must have. Especially, if we want to be an entrepreneur, designing and writing a brochure is a required skill.

A brochure usually contains the following elements:

- logo of the company
- slogan or motto
- main messages/ contents
- contact info



Study the following example.

[Contact Info]

MIDSOUTH ACCOUNTING & TAX

Keeping Your Business on Course.

**CONTACT US SOON**

MIDSOUTH ACCOUNTING AND TAX, INC.  
86 Timber Creek, Suite 4/ Tennessee 38018  
Email: [info@midsouthaccounting.com](mailto:info@midsouthaccounting.com)  
Phone: (901) 759-0255/ fax: (901) 759-0245



[Logo]

MIDSOUTH ACCOUNTING & TAX

Keeping Your Business on Course.

[Slogan or Motto] *Midshoutaccounting.com*

You Want to Grow and Protect Your Business. So Do We.

All the financial services you need to keep your business profitable and growing.

We are a group of experienced, results driven individuals who can provide first-class tax, accounting, bookkeeping, and consulting service. We work with many respected Memphis businesses and have built a reputation for ethical professionalism.

[Contents]

- The purpose of the brochure above is to advertise a company named “MIDSOUTH: Accounting & Tax” which works in the area of providing training of various jobs in accounting.
- The main information of the brochure is letting people know about “MIDSOUTH: Accounting & Tax” company and attracting people’s attention to cooperate with them.

6 Identify the elements of the brochure below. Write the purpose and main information of the brochure with your words.

1



Superiorbenefitsinc.com



- The purpose of the brochure above is .....
- .....
- .....
- .....
- The main information of the brochure is .....
- .....
- .....
- .....

2



Company.com



- The purpose of the brochure above is .....  
.....  
.....  
.....
- The main information of the brochure is .....  
.....  
.....  
.....

3



- Income Tax Preparation
- Individual & Business
- Farm Tax Returns
- Electronic Filing
- Payroll Service
- Accounting & Bookkeeping



**(603)783-1243**

**TANIA'S ACCOUNTING SERVICE**  
234, Street Name, CA 3556 | www.yourdomain.com

PosterMyWall.com

*Pinterest.com*



• The purpose of the brochure above is .....

.....

.....

.....

• The main information of the brochure is .....

.....

.....

.....

**7 Make a brochure based on the following information.**

**International Conference on Accounting Sharia 2020**

International conference on accounting sharia 2020 will be held at Sharia Hotel Solo on November 20, 2020. The theme of the conference is “Trends and Challenges of Accounting Sharia toward ASIAN Economic Community”. It is hosted by the Faculty of Economics and Business State Islamic Institute of Surakarta. The deadline of full-paper submission is October 20, 2020.

**Scope and Limitation:**

- Financial Management
- Tax Accounting
- Auditing
- Entrepreneurship
- Human Resource Management

**Conference fees:**

International presenter	: IDR 1.000.000
Local Presenter	: IDR 750.000
Participants	: IDR 250.000

Contact us:

[www.icas2020.go.id](http://www.icas2020.go.id)

[ernalina@gmail.com](mailto:ernalina@gmail.com)

Line: (0271) 55555

**8 Now, imagine that you are a new entrepreneur and want to advertise your company. Design your own brochure based on the working scope of your company.**



Techdevos.com

## UNIT 7

## Financial Management

### Reading section

Before reading the passage, look at the pictures below and answer the questions.



1. Which item shown in the above picture do you prefer most to buy? List them based on your priority.
2. Give your reason.

Financial management is one of the most important aspects in business. In order to start up or even run a successful business, you will need excellent knowledge in financial management. So what exactly is this form of management and why is it important?

Financial management refers to the strategic planning, organizing, directing, and controlling of financial undertakings in an organization or an institute. It also includes applying management principles to the financial assets of an organization, while also playing an important part in fiscal management.

The function of financial management is properly viewed as an integral part of overall management rather than as a staff specially concerned with fund-raising operation. The functions of financial management are discussed below:

1. **Financial Planning.** It is the duty of a finance manager to estimate the finance requirement and determine the sources from where it can be raised. Thus, financial planning involves preparations of financial plans and budgets.
2. **Identification of Sources.** It is the second most important duty of a financial manager to identify the different sources of required or planned financing.
3. **Raising of Funds.** Funds must be procured from single or multiple's sources under the laws and regulations. At the time of raising funds different conditions must be considered to raise the fund from suitable sources at a lower cost.
4. **Investments of Funds.** Business firms require funds for investment in various fixed and current assets. Before investments are made, a comparative study should be made regarding profitability. Investment in current asset is called working capital management and investment in fixed asset is called capital budgeting.
5. **Protections of Funds.** Investments are always uncertain. So, while we are making investment, we have to deal with the uncertainty and risk. We will not select any investment, which is riskier. But we know return is higher for the risky project. So, we have to make a trade-off between these two.

6. **Distributions of Profit.** Finance should make a better co-ordination between re-investment and consumption of profit. How much of the profit will be distributed among the shareholders and how much will be retained in the business are very important decisions that must be carefully taken and implemented.

[Adapted from [www.lsbf.org.uk](http://www.lsbf.org.uk)]

- 1 **Match each of the terms on the left side with their explanation on the right side based on the information in the passage. See the example.**

Financial Planning	The procurement of fund has to be considered to procure the fund from suitable sources at a lower cost.
Identification of Source	Finance has to decide how much to retain for re-investing and how much to distribute among shareholders out of the profits of the company.
Raising of Funds	The uncertain and risky investment encourages the financial manager to make a trade-off between return and risky project.
Investment of Funds	The finance manager has to decide the sources from which the funds are to be raised.
Protection of Funds	The financial manager estimates the finance requirement which involves preparation of financial plans and budget.
Distribution of Profit	The financial management can decide to allocate funds into profitable ventures so that there is a possibility of safety on investment and regular returns.

**2 Answer the questions below based on the passage.**

1. When should the financial manager apply financial management?
2. What are the functions of financial management?
3. Who has the responsibility to take care of financial planning?
4. How does the investment work? Please explain it in brief.
5. Where is the profit distributed?

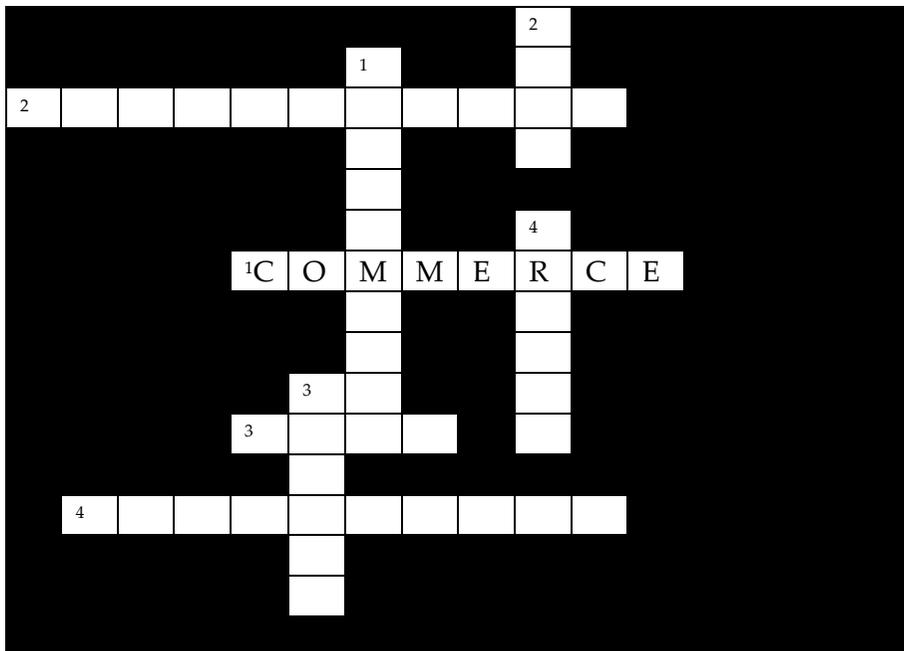
**3 Solve the crossword below by referring to the clues. See the example.**

**Cross:**

1. Buying and selling of goods and services
2. A person or a party that invest money/modal for the sake of business
3. A sum of money saved or made available for a particular purpose
4. The process of controlling people or thing to reach a certain goal

**Down:**

1. The use of an economic gain
2. Something (typically wealth) owned by a person or a company
3. An estimate of money/income for a set period of time
4. A financial gain, especially the difference between the amount earned and the amount spent



**4 Decide if the following information about the passage are true (T) or false (F). If you check (√) false, correct the information.**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Financial management is slightly important in business.<br>Correction: _____   | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Financial management refers to strategic planning of financial use in a company or an organization.<br>Correction: _____                         | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Financial planning includes preparations of financial plans and income.<br>Correction: _____   | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. A financial manager is responsible to find the source of required financing.<br>Correction: _____  | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Investment in current asset is called capital budgeting and investment in fixed asset is called working capital management.<br>Correction: _____ | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. When we are making investment, we have to deal with certainty and risk.<br>Correction: _____   | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Finance should be unbalance between re-investment and consumption of profit.<br>Correction: _____  | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. To run a successful business, we have to know the concept of financial management.<br>Correction: _____  | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. A comparative study should be conducted to ensure the profit before an investment is made.<br>Correction: _____                                  | True                     | False                    |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

## Presenting a Curriculum Vitae

A good curriculum vitae (CV) presents our detail description. In a business environment, we are required to have an ability of presenting a brief description about ourselves to build a good relationship with colleagues. We have to create a curriculum vitae which markets ourselves in an appropriate manner.

Furthermore, presenting our curriculum vitae usually happens when we experience an interview section. Thus, it should be able to attract the prospective employer. Presenting an outstanding curriculum vitae takes some careful thought and wording. This section therefore highlights how to present a curriculum vitae in a proper way. Here are some tips of presenting a good curriculum vitae.

### 1. Self-Introduction

The first step in presenting a curriculum vitae is self-introduction. We can introduce who we are by mentioning our personal details such as name, address, age, etc.

### 2. Telling Qualification

Showing our qualification is important to persuade other people interested in us. In the context of interview, this is a must, meaning that our key qualification will be a consideration for the interviewers to accept us in their company. We may show our qualification by presenting our skills, personality, educational background, and expertise.

### 3. Presenting Experiences

A proverb says “experience is the best teacher”. This might be right in a business context. A person is often seen as capable by his/her experiences, and so does in working interview. We will be considered as capable if we have a lot of experiences. Thus, presenting our working experiences is the best way to attract other people’s attention in a business field.

#### 4. Closing

Close our presentation by using good and meaningful sentences. When we are in an interview, do not forget to tell interviewers that we are worthy to be accepted in their company.

Study the following example.



*Entrepreneur.com*

First of all, let me tell you about my personal background. My name is Yusuf Wardana. I am 30 years old. I live in Slamet Riyadi street No. 13 Solo, Indonesia.

I graduated from the State Islamic Institute of Surakarta majoring in Sharia Accounting. I regularly joined some trainings and seminars related to tax accounting as my field of interest. I am well-equipped with the knowledge of tax accounting as well as auditing.

I am an expert in my field having years of experiences as a professional auditor and accountant. I had worked in one of the famous accounting company in London before I decided to go back to Indonesia.

Last but not least, I am a tough person. I will give my best contribution in every place I work.

Thank you.

5 Act as the person in the CV below and present it in front of the class.

## ERIC PEDERSON

A Certified Public Accountant

### CONTACT

**Email:** youremail@gmail.com  
**Phone:** 895 555 555  
**Address:** 4397 Aaron Smith Drive  
Harrisburg, PA 17101  
**LinkedIn:** linkedin.com/in/yourprofile

### SKILLS

Oracle  
SAGE  
Microsoft Office  
Communication  
Time Management  
Critical Thinking  
Handling Pressure

### EDUCATION

**M.B.A. / ACCOUNTING**  
Poloma College, NJ  
2013

**B.A. / ACCOUNTING**  
Grover College, CO  
2011

**CERTIFIED PUBLIC ACCOUNTANT**

### AWARDS

**EMPLOYEE OF THE MONTH**  
Langford Partnership  
March, 2015

### RESUME OBJECTIVE

Certified Public Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an MBA with a focus in accounting. Seeking to leverage accounting expertise and experience into a managerial role as a corporate banker.

### EXPERIENCE

**FINANCIAL ANALYST**  
*LANGFORD PARTNERSHIP, BOSTON, MA / September 2016 - Present*

- Created financial reports and supported all areas of responsibility within a 5 person finance team
- Managed a \$350,000 budget, with a reduction of costs totaling 15% over two years
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records

**FINANCIAL ADVISOR**  
*Bringham & Sons, Bakersfield, CA / June 2013 – August 2016*

- Conducted thorough reviews of potential business partnerships and strategies, and performed risk analyses using FRAP (Facilitated Risk Analysis Process)
- Trained and supervised 2 new employees, ensuring they maintain fastidious attention to detail
- Forecasted losses and earnings using quantitative and qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
- Adhered to departmental controls and regulations, maintaining ethical conduct at all times.



Senderson.com

Ladies and Gentlemen.

Let me present my brief curriculum vitae.  
My name is Eric Pederson. I am a certified  
public accountant with 5 year experiences.

.....  
.....  
.....  
.....

[*please continue*]

**6 In pairs, perform the following role play.**

1. Act out as an employer and a job applicant in a face-to-face interview.
2. The applicant should apply for a position in the employers' company.
3. The applicant should present his/her CV, while the employer should ask some questions to the applicant to dig out more information.
4. At the end of the face-to-face interview, the employer will take a decision whether or not he/she will take the applicant to be his/her new employee based on the way the applicant presents his/her CV.



Clissclipart.com

## Writing a Curriculum Vitae

When we apply for a job in a company, we are required to enclose our curriculum vitae. A curriculum vitae is a brief description about a person's professional history. It is not only as the requirement for finding a job, but also as an identity for a professional employee. Thus, all people working in a business field should be able to write their curriculum vitae.

The purpose of curriculum vitae is to demonstrate the necessary skills, or in other words "we are selling ourselves". Our curriculum vitae are to attract the readers' attention. Therefore, this section will highlight how to write a good curriculum vitae. A curriculum vitae should contain:

### 1. Personal Details

Write name, current address, telephone number and email as our professional identity. Details such as profile, date of birth, nationality, sex, and religion are personal choices and depending on the purpose and circumstances. We may either include these or not.

### 2. Education and Qualification

Here is an important part of curriculum vitae which will show our quality and area of expertise. Write our educational backgrounds neatly and ensure readers that they understand our qualification.

### 3. Relevant Skills

Showing our skills in curriculum vitae is really essential to attract readers, especially when we are applying for a job. Make sure that we write our skills which meet with our educational background.

### 4. Work Experiences

Writing our job experiences in curriculum vitae is the best way to expose our quality. This can include paid jobs either during vacations or in term-time, paid and unpaid work placements, or voluntary work.

### 5. Area of Interests

This shows evidence of suitability through reference to the skills we have learnt. Stating area of interest in curriculum vitae makes readers identify our expertise. The area of interests is such as accounting and financial matter, audit, business management, etc.

Study the following example.



## JAN GOSSAERT

\* 01/01/1478  
# Dutch  
@ hello@kickresume.com

(999) 999 9999  
www.kickresume.com

**Profile**

**Work experience**

**Senior Accountant**  
XYZ Ltd., Amsterdam

- Responsible for opening and tracking the accounts of customers and vendors.
- Reviewed processing and computation of payroll and remittances of government-mandated benefits.
- Transitioned to a Fund Accounting software system and overhauled internal controls.
- Worked closely with College of Law Administration on special, fiscally-related tasks.
- Worked closely with Project Managers to ensure correct monthly billing.
- Consulted clients on working with existing and new functionalities of accounting system.
- Processed complex payroll agenda for clients.

**Staff Accountant**  
ABC Co., The Hague

- Prepared monthly statements by collecting data, summarising data, information and trends.
- Followed cash control procedures, including cash register balancing, bank deposits and check writing.
- Collected raw financial data.

**Education**

**BSc Accounting**  
Vrije Universiteit Amsterdam, The Netherlands

- GPA 8.5 / 10

**Skills**

English	██████████	MS Excel	██████████
Dutch	██████████	SAP ERP	██████████
French	██████████	SQL and Data Analytics	██████████
German	██████████	IBM Congos	██████████
		MS Visual Basic	██████████

**Strengths**

Accuracy Attention to Detail Organisation Time Management  
Communication Leadership Adaptability

**Traits**

**Cognitive traits**

96 %	83 %	77 %	68 %	67 %
Processing Consistency	Planning Speed	Attention Duration	Distraction Filtering Effort	Flexibility Adjustment Speed

The curriculum vitae above could be categorized into some elements:

- Personal details
  - name : Jan Gossaert
  - nationality : Dutch
  - e-mail : [hellow@kickresume.com](mailto:hellow@kickresume.com)
  - telephone : (999) 999 9999
  - websites : [www.kickresume.com](http://www.kickresume.com)
- Profile : an experienced accountant
- Work experiences: Senior Accountant, Staff Accountant
- Education : BSc Accounting, Vrije Universiteit Amsterdam  
GPA 85/10
- Relevant Skills : English, Dutch, French, German (Languages)  
Ms. Excel, SAP ERP, SQL and Data Analytic  
(Technology)
- Area of interests : Accounting

**7 Complete the following curriculum vitae by filling in the blank spaces with the provided information.**

- Prof. Dr. Ali Wardana
- Bachelor of Economics at University of Indonesia
- Solo, May 6, 1928
- The Dean of Faculty of Economics University of Indonesia in 1968-1978
- Indonesian, English, Arabic.
- Indonesian
- Male
- The minister of Financial Affairs in 1968-1983
- Diligent, creative, open-minded, humble, and smart
- Master of Art at University of California
- Slamet Riyadi Street No. 13, Solo Central Java
- The Chief of Bord of Governors of World Bank in 1971-1972
- SPSS, Microsofts, and Design
- Ph.D in Economics at University of California

# Curriculum Vitae

## **A. Personal Information**

Name : .....

Place, Date of Birth : .....

Address : .....

Sex : .....

Nationality : .....

## **B. Educational Background**

Bachelor Degree : .....

Master Degree : .....

Ph. D Degree : .....

## **C. Career Experiences**

1968-1978 : .....

1968-1983 : .....

1971-1972 : .....

**D. Languages** : .....

**E. Computer Skills** : .....

**F. Personality** : .....



*Favpng.com*

**8 Compose a curriculum vitae based on the information in the letter of application below.**

May 16, 2020

Puspa Novitasari  
The head of Recruitment Services,  
31 Slamet Riyadi Street,  
Surakarta Indonesia

Dear Mrs. Novitasari,

I saw your advertisement in yesterday's Daily Telegraph, and I would like to apply for the position of a senior accountant officer on your company.

I am Indonesian and a thirty-year-old person. I earned my undergraduate degree from Faculty of Economics University of Indonesia in 2010. I also obtained my master degree in accounting from the University of California in 2015. I am fluent in English, Indonesian, and Arabic. I experienced 3 year working as an accounting staff in one of famous companies in Indonesia during 2016-2019.

I am an enthusiastic and hard-working person. I am familiar with SPSS and all Microsoft programs. My previous manager, Mr. G. Bateman, has kindly agreed to provide me excellent references should you require them.

I would be available for interview at your convenience, if you wish to pursue my application. I should be glad if you let me have further information about this position and an application form.

Sincerely,

Deni Harington  
12 Bridge Street, Surakarta  
Telp. 081555555, email: DaniHa@gmail.com

# Curriculum Vitae

## A. Personal Information

Name : .....

Address : .....

Sex : .....

Nationality : .....

Telephone : .....

E-mail : .....

## B. Educational Background

Bachelor Degree : .....

Master Degree : .....

## C. Career Experiences

2015-2019 : .....

## D. Languages

: .....

## E. Computer Skills

: .....

## F. Personality

: .....



Favpng.com

- 9 Now, it is your turn to create your own curriculum vitae. Use the template below as the guideline.

## Curriculum Vitae

### A. Personal Information

Name : .....

Address : .....

Sex : .....

Nationality : .....

Telephone : .....

E-mail : .....

### B. Educational Background

Primary School : .....

Secondary School : .....

University : .....

### C. Working Experience (if any)

..... : .....

..... : .....

D. Languages : .....

E. Computer Skills : .....

F. Personality : .....

G. Hobby(s) : .....

H. Area of Interest : .....

## UNIT 8

## Types of Financial Institution

### Reading section

Before reading the passage, do the following instructions.

1. Find 5 Indonesian famous corporation's name in the box. One has been done as an example.

A	R	I	S	K	U	R	O	K	P	O	R	T	G	A	B	U
X	A	C	M	A	N	D	I	R	I	N	I	T	Y	I	U	C
A	S	E	T	E	P	O	L	N	O	A	I	L	A	S	P	R
A	A	S	D	E	A	T	U	K	I	L	L	O	R	E	R	E
P	R	U	D	E	N	T	I	A	L	L	E	U	R	D	O	A
I	D	E	R	U	T	I	L	O	K	I	E	S	A	T	B	T
D	R	E	S	U	L	T	I	N	E	A	D	E	R	U	C	E
D	E	V	G	L	O	P	K	B	L	N	O	P	A	S	A	G
R	B	U	S	I	N	E	S	S	T	Z	I	D	E	A	E	E
A	S	U	O	N	N	O	V	A	T	B	U	K	O	P	I	N

2. Write in the following table the names of corporation you found and classify the types and functions.

No.	Institution Name	Type of Institution	Function
1.	Allianz	Insurance	Investing funds
2.			
3.			

4.			
5.			

Financial institutions can be divided into two types. They are banking financial institutions and non-banking financial institutions. Banking financial institution includes commercial banks, while non-banking financial institution includes investment bank, insurance companies, finance firms, etc.

People know banking financial institutions as bank. Banks are financial intermediaries that act as middlemen between depositors or suppliers of funds and lenders who are the users of funds. The main tasks of a banking financial institution are to accept deposits and to use those funds to offer loans to its customers, who will utilize them to fund purchases, pay education, expand business, invest in development, etc. A bank also acts as a payment agent by offering a host of payment services including debit cards, credit cards, cheque facilities, direct deposit facilities, bank drafts, etc.

There are also a number of non-banking financial institutions, which include investment banks, leasing companies, insurance companies, investment funds, finance firms, etc. A non-banking financial institution offers a range of financial services. Investment banks offer services to corporations which include underwriting of debt and share issues, securities trading, investment, and corporate advisory. Financial institutions such as insurance companies also offer protection against specific losses for which an insurance premium is paid. Other financial service providers such as leasing companies facilitate the purchase of equipment and real estate while financing companies make capital available for real estate purchases and financial advisors and consultants offer advice for a fee.

There are a number of large differences between banking financial institutions and non-banking financial institutions in the economics field. The main difference is that a banking financial institution can accept deposit into various savings and demand deposit accounts, which cannot be done by a non-banking financial institution. A non-banking financial institution provides a variety of services including some that overlap with banking financial institutions such as grant loans, offer financial advice, investment in

financial securities, leasing of equipment, etc. In addition, non-banking financial institutions also offer additional services such as insurance coverage, underwriting activities, market making, etc. The primary purposes in depositing funds in banks are convenience, interest income, and safety. Whereas the primary purpose in investing funds in non-banking financial institutions is to gain additional income.

[Adapted from [www.differencebetween.com](http://www.differencebetween.com)]

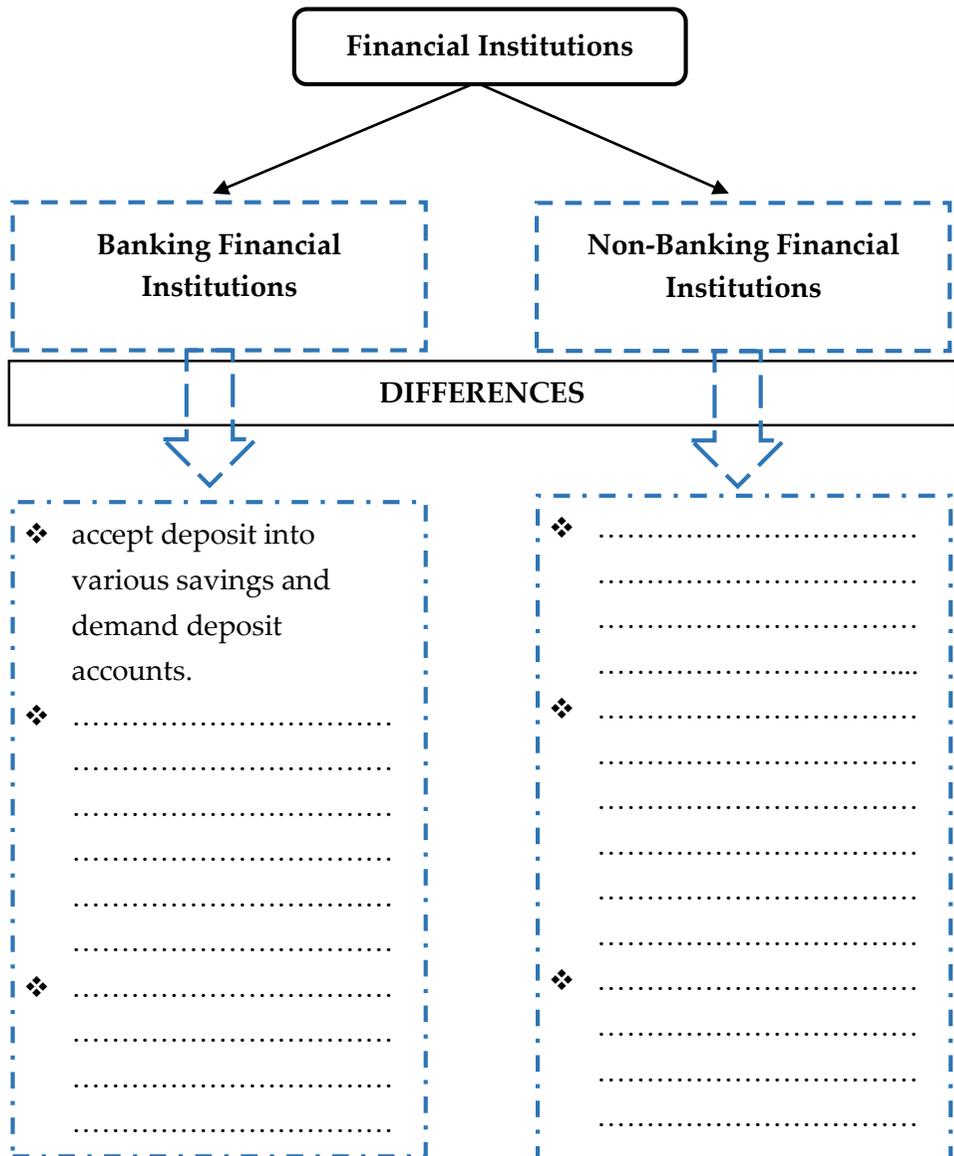
**1 In which paragraph of the above text can you find the following information? Number one has been done as an example.**

No	Information	Paragraph
1	Banking financial institution and non-banking financial institution are categorized as types of financial institutions.	1
2	Non-banking financial institution offers various types of businesses regarding financial activities.	
3	Debit and credit cards as bank facilities can be used for payment choice.	
4	Banking activities include acceptance of deposits for lending.	
5	Non-banking financial institution has a lot of financial service company with each different function.	
6	The function of non-banking financial institution in mobilizing savings for investment is to obtain extra income.	

**2 Answer the questions below based on the passage.**

1. What does the text tell about?
2. What are the duties of banking financial institution?

3. How does a bank act as a payment agent?
  4. Where will a customer get facility about the purchase of equipment and real estate?
  5. To whom are the banking financial institution's deposits allocated?
  6. Why does a customer invest their funds in non-banking financial institutions?
3. Complete the following mind map with the appropriate information provided in the above passage.



4. Circle the word which has no related meaning. Look at the example below.

Benefits	Advantages	Effects
----------	------------	---------

1.	fund	stock	chance
2.	effective	contradictive	operative
3.	specific	particular	regular
4.	probability	profitability	gain
5.	outcome	capital	result
6.	bill	earning	salary
7.	improve	diminish	enhance
8.	asset	investment	commitment
9.	potential	possible	actual
10.	agreement	evaluation	contract

### Speaking section

## Performing a Job Interview

A job interview is a type of employment test that involves a conversation between a job applicant and a representative of the employing organization. It is more than just answering questions. The interviewees must think about his body language and gestures, have good manners and proper eye contact. The most important thing is answering the questions correctly, smoothly, and confidently.

Before attending a job interview, an interviewee is to make sure to know the etiquette before, during, and after the interview session.

**Here are some points to do:**



- Inform the reasons why you want the job.
- Inform all of your related work experiences.
- Inform any special skills you have.
- Sit in a good position and try to look relaxed.
- Look at the interviewer enthusiastically while you are speaking.
- Follow up a short answer with a clear explanation or reason.
- Make sure that you mention your strong points and special skills.
- Tell the interviewer what you want to learn from the job.

**Here are some points NOT to do:**

- Shake hand, unless the interviewer starts.
- Play with your hands or tap your feet on the floor.
- Give a short answer.
- Leave without saying “Thank you for inviting me to this interview”.
- Come in a rush.
- Chew gum or candy while having interviews.
- Tell a lie.



**Study the example of interview questions and answers.**

- **Why do you want to work for this company? Why are you interested in this job?**

The interviewer is trying to determine what you know and like about the company, whether you will be willing to make a commitment to the job, and if your skills match the job requirements. Say as many positive things about the company as possible, show your interest in whatever products/services they sell and explain why the position fits with your career goals.

- **Have you experienced this kind of work before?**

The interviewer wants to know if you can learn to do the job in a reasonable time and how much training you will need. Be sure to mention the following:

- Your past work experience.
- Your education and training related to the job.
- Volunteer work that might relate to the job.

- **What do you think of working in a group?**

The interviewer is trying to find out about your ability to get along with others. Focus on the following:

- The advantages of working in a group. Explain how the various individuals in a group complement one another in carrying out certain tasks.
- Give specific examples of your personal experience in a group

- **What kind of training or qualifications do you have?**

The interviewer is trying to find out what school credentials you have. If you have no formal school qualifications but have a lot of experience, you might say:

- I didn't get formal school training for this job but I have (number) of years of experience in the field. I'm willing to learn new skills or go to school to get further training if I am offered the job. I learn quickly and I like to keep upgrading my skills.

If you have just completed a training course but have little work experience, you might say:

- I took a one year training program in (name of program) at (name of school) which is related to the job I'm applying for. I look forward to working in the field and putting into practice what I learned. I don't have a lot of work experience in this area but I learn quickly. I know you will be happy with my work.

- 5 In pairs, take role as interviewer and interviewee to ask and answer the following questions by considering some clues.**



**Clue:** Elaborate your educational background, previous job positions, brief introduction about your accomplishments, etc.



**Clue:** Tell the interviewer why you want to work for the company.



**Clue:** Elaborate your previous experiences with your major responsibilities.



**Clue:** Mention your key skills and positive points. Back them up with concrete examples.

What salary range do you wish to earn?



5

Learntalk.org

**Clue:** To answer this question, you must know your skills that the company can readily use. Show that your skills fit the requirements and you can contribute to the company's growth.

What questions do you have for me?



6

Learntalk.org

**Clue:** At the end of every interview, a candidate has to face this question. You can ask any question that is related to the company or that will help you give a clear picture of your role in the organization.

- 6** In a group of three, look for a job vacancy advertisement in a newspaper or internet related to accounting. Perform a job interview with two interviewers and an interviewee based on the job vacancy you have got.



A job Interview

123RF.com

## Writing an Application Letter

An application letter is a document sent for applying a job which provides additional information on skills and experiences. In writing an application letter, there are several elements you have to learn because you never get a second chance to make a first impression in writing an application letter. An application letter consists of several parts as follows.

1. **Heading.** The heading consists of the applicant's address: street, city, state, zip code, and country. It is advisable to add phone numbers and e-mail address.
2. **City and Date of the Letter.** The city explains the place where the applicant writes the letter, and the date explains its time.
3. **Inside Address.** The inside address is the name of the company and its address where the applicant sends the letter to.
4. **Salutation.** The greeting part of an application letter is more formal than that of a personal letter. The salutation is followed by a comma. Example: *Yours faithfully, Your sincerely, Sincerely, etc.*
5. **Opening Paragraph.** This part tells how the applicant gets the information about the vacancy.
6. **Body.** This part discusses the main point of the letter. The applicant also writes his/her identities to demonstrate his/her skill and experiences to be successful in the position he/she is applying for.
7. **Closing.** The closing explains the applicant's hope to be one of the employees in the company.
8. **Complimentary Close.** These are some useful closing expressions, such as *Sincerely, Sincerely Yours, Very Truly Yours, Yours Truly, Yours Respectfully.*
9. **Signature.** It shows the signature and the name of the applicant.



**Study the following example of an application letter.**

Jl. Tinombala No. 28, Galunggung, Surakarta - Indonesia

Mobile: +6285755223315

Leo@gmail.com

Surakarta, October 7, 2020

Mega Zant.

Jl. MT. Haryono XIV

Jakarta – Indonesia

Dear Sir,

I am interested in the position of the company's accountant as described in your recent internet announcement dated on October 3, 2020.

I am a twenty-two-year-old, male, good looking, energetic, and hard worker person. I graduated from Accounting Department at State Islamic Institute of Surakarta in 2016. I have an experience as an administration officer at Jaya Sentosa Abadi, Ltd. for two years.

Herewith, I enclose my current curriculum vitae, the copies of my ID Cards, certificates, photographs, and a letter of reference.

It will be a great honor for me if you are willing to spare your limited time to interview me to know more about myself. I look forward to receiving your favorable reply, and in the meantime, please accept my sincere gratitude.

Yours faithfully,



Leo Setyawan

**7 Arrange the jumbled parts of the following application to form a well-ordered letter.**

Jaya Abadi Utomo, Ltd.  
Jl. Jend. Sudirman 23  
Jakarta – Indonesia

I believe that my experience and education will make me a highly competitive candidate for the position. Until recently, I have got a part-time work experience in Nestle Company as a supervisor since a year ago. I am hard working, multi-tasking, and can work under pressure. I am good at English both written and spoken.

Jakarta, September 17, 2020

Jl. Ahmad Yani No. 28, Jakarta – Indonesia  
(0351)889504  
andy.rough@gmail.com

Sincerely,

Dear Sir/Madam,

Herewith, I am writing to apply for the supervisor to your company. I am enclosing a completed job application, my resume, and two references.

Enda Dwi Prahasti

Please see my resume for additional information on my experience. I can be reached anytime via my cell phone, 0843-672-873-46. Thank you for your time and consideration.

**Put your answer here.**

A large rectangular area enclosed by a dashed border, containing several horizontal lines for writing. The lines are arranged in a structured manner, with some lines being longer than others, suggesting a specific format for the answer.

- 8 Write an application letter based on the following job vacancy. Choose one of the available position below.

**JOB VACANCIES**



**BANK CENTRAL ASIA RAYA**

General Qualifications:

Male/Female and Single,

Max age 27 years old Bachelor of Economics

Min. GPA 3.00 of 4

Cooperative and Intelligent

Has the ability to work in fast paced environment

Has good skill in Traditional Herbs

Has advanced skill in technology

**Account Executive Creative Production**

**Qualitative Marketing Supervisor**

**Quality Control Legal Officer**

**Acquisition & Distribution Finance**

Send your application no more than December 31, 2020 to:

[recruit@bank.car.co.id](mailto:recruit@bank.car.co.id)

or drop at Soekarna-Hatta street No. 10

Surakarta, Indonesia

Telp. 0271 333 224

PO BOX 1167

SKA 14657

