

Contents

Unit	Finance communication skills	Reading	Listening	Language
01 Forecasting	Making a forecast Projecting revenue Discussing cash-flow issues Making predictions	A blog post about forecasting An email talking about cash-flow issues	A presentation of a financial forecast A phone call about cash-flow issues	Common financial terms Forecasting verbs Cash-flow expressions Adverbs of certainty Predicting with <i>will/won't</i>
02 Budgeting	Discussing a budget Explaining budget changes Discussing how to reduce spending	A blog post about fixed and flexible budgets Emails about budget changes	A meeting to approve a budget A meeting about reviewing budgets	Budget terminology Verbs to discuss budget reductions Question tags
Video	Interviews with Finance professionals talking about Forecasting and Budgeting with exercises			
Review	Revision exercises for Units 01 and 02			
03 Managing payments	Following up outstanding payments Negotiating payment extensions	Payment reminder emails Internal emails discussing cash-flow issues	Telephone calls following up late payers A telephone call renegotiating payment terms	Accounting terminology Payment terminology Negotiating expressions Modal verbs for possibility and requests
04 Reporting financial information	Talking about changes to the financial position of a company Presenting slides	Financial statements	A presentation of the general company finances A presentation of inventory problems	Financial statements Describing change Presentation language Contrasting expressions
Video	Interviews with Finance professionals talking about Managing payments and Reporting financial information with exercises			
Review	Revision exercises for Units 03 and 04			
05 Interim results	Describing differences/variances Explaining causes and results Controlling a meeting	An email about a budget variance A blog post about corrective action	A presentation of the causes of a budget variance A meeting about corrective action	Words to describe differences/variances Formal and informal email expressions Linking words – cause and effect Meetings phrases Conditionals for likely and less likely situations
06 Business development	Discussing company performance Discussing strategy Discussing how to raise finance Decision-making	A blog post about the balanced scorecard An investment company brochure	Discussions of a strategy map An investment decision	Strategy and planning expressions Active listening expressions Modal verbs for necessity; <i>recommend</i>
Video	Interviews with Finance professionals talking about Interim results and Business development with exercises			
Review	Revision exercises for Units 05 and 06			
07 Financial services and advice	Negotiating letters of credit Giving and receiving tax advice	A commercial banking website page An executive summary	Telephone calls about letters of credit A meeting about tax advice	Banking and tax expressions Phrases for negotiating Phrases for making recommendations and suggestions
08 Auditing	Making small talk and building relationships Opening a meeting Asking sensitive questions	A blog post on relationship-building skills An audit policy	A social conversation An opening meeting A difficult conversation	Auditing expressions Meetings expressions Indirect questions
Video	Interviews with Finance professionals talking about Financial services and advice and Auditing with exercises			
Review	Revision exercises for Units 07 and 08			