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ТАВРІЙСЬКИЙ ДЕРЖАВНИЙ АГРОТЕХНОЛОГІЧНИЙ УНІВЕРСИТЕТ

Кафедра Іноземні мови

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НАВЧАЛЬНО-МЕТОДИЧНИЙ ПОСІБНИК З РОЗВИТКУ
НАВИЧОК ЧИТАННЯ ТА ГОВОРІННЯ

ENGLISH FOR ACCOUNTANTS

для студентів ОКР «Бакалавр»

спеціальності «Облік і оподаткування»

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ПЕРЕДМОВА

Посібник “English for Accountants” призначений для студентів напряму 071 “Облік і оподаткування”.

Посібник включає у собі 18 розділів, що охоплюють широке коло тем з бухгалтерського обліку: цикли бухгалтерського обліку, основна фінансова звітність, система вимірювання у бухгалтерському обліку, напрямки бухгалтерського обліку, користувачі фінансової інформації, оподаткування, вплив процесів глобалізації на професію бухгалтера, тощо.

Тематика та характер учбового матеріалу, що представлений у посібнику, забезпечують формування у студентів професіонального словника, вмінь та навичок читання та говоріння у межах професійної тематики, вміння вилучати потрібну для роботи інформацію, навичок письмового перекладу згідно з програмою, складання анотації.

Тексти підібрані з оригінальних сучасних джерел. Перед кожним текстом є англо-українсько-російський словник спеціальних термінів. Обсяг лексико-граматичних вправ забезпечує роботу в аудиторії та самостійну роботу студентів. Посібник включає ряд граматичних вправ, націлених на повторення програмного матеріалу. Також посібник має глосарій основних бухгалтерських термінів, словник ключових понять та аббревіатур. Схеми та таблиці полегшують сприйняття лексичного матеріалу. Завдання посібника мають репродуктивний та продуктивний характер.

UNIT I

WHAT IS ACCOUNTING?

Grammar: Indefinite Tenses,
Modal verbs

Wordlist

accounting record	обліковий запис	учетная запись
assure	забезпечувати	обеспечивать
available funds	наявні кошти	наличные средства
available income	наявний прибуток	реальная прибыль
business decision	ділове рішення	деловое решение
expenditures	витрати	расходы
interpret	пояснювати	объяснять
keep records	проводити облікові записи	вести учетные записи
owner	власник	владелец
profit	прибуток	прибыль, доход
profit-making organization	прибуткова організація	прибыльная организация
spend priorities	витрачати першочергово	расходовать в порядке первоочередности
sufficient	достатній	достаточный
tax	податок	налог
tax revenue	збирання податків	сбор налогов
transaction	транзакція, операція, угода	транзакция, операция, сделка

I. Read the text and give the definition to the term 'accounting'.

Every business manager and owner needs good financial information to make good business decisions. Orderly records of business financial activities are called accounting records. Planning, keeping, analyzing and interpreting of financial records and transactions is called accounting.

Transactions include buying and selling of goods and services, acquiring insurance, using supplies. Transactions may be recorded by hand or they may be recorded in a computer system. Of course, the trend today is to use computers since the process is often repetitive and complex, and computers greatly simplify the task.

After the transactions have been recorded, they are usually classified into groups that have common characteristics. For example, all purchases are grouped together, as are all sales transactions. A businessman is thus able to obtain needed information about purchases, sales, and other transactions that occur over a given period of time. The methods used to record and summarize accounting data into reports are called an accounting system. Systems that use computers enable an organization to get financial reports daily if they so desire. One purpose of accounting is to help managers to evaluate the financial condition and the operating performance of the firm so that they may make better decisions. Another is to report financial information

to people outside the firm such as owners, creditors, suppliers, employees, and the government (for tax purposes).

Both large and small profit-making organizations use accounting information to make decisions. Managers and owners use accounting information to decide if the profits are sufficient. Should selling prices be increased or decreased? How many workers should be employed? Should different or additional products be sold? Should the size of a business be increased or decreased? Non-profit organizations, such as churches, social clubs, and city governments must keep expenditures within available income. Direction of non-profit organizations must decide on spending priorities *to stay within the funds available*¹. City government must plan carefully to assure that tax rates are sufficient *to provide adequate tax revenues*². At the same time, city governments keep financial records *to restrict expenditures to priority items*.³ Thus, non-profit organizations also need accounting information as the basis for making decisions.

Inaccurate accounting records often *contribute to business failure*.⁴ Failure to understand accounting information can result in poor business decisions. Accounting training helps business owners and managers to avoid business failure.

NOTES

1. *to stay within the funds available* - оставаться в рамках наличных средств

2. *to provide adequate tax revenues* - обеспечивать соответствующие сборы налогов

3. *to restrict expenditures to priority items* - ограничивать расходы в соответствии с приоритетностью

4. *contribute to business failure* - приводить к банкротству предприятия

II. Answer the following questions:

1. How are orderly records of business' financial activities called?
2. What is accounting?
3. What is called an accounting system?
4. Who uses accounting information?
5. What are the purposes of accounting?
6. Why do they use this information?
7. What can failure to understand accounting information result in?
8. What helps managers to avoid business failure?

III. Find six pairs of opposites.

failure	fall
decrease	increase
poor	non-profit
profit-making	success
earn	spend
rise	rich

Make up your own sentences using these words.

IV. Put a word or word combination in the correct place to complete the following sentences.

financial records, business failure, accounting, information,
keep expenditures, terms, system, transactions

1. Owners use accounting ... to decide if the profits are sufficient.
2. Non-profit organizations must ... within available income.
3. Planning, keeping, analyzing and interpreting ... is called accounting.
4. Accounting training helps business owners to avoid
5. ... is often referred as the language of business.
6. A lot of accounting ... are used in all phrases of business.
7. ... include buying and selling of goods and services, acquiring insurance ..., using supplies.
8. The methods used to record and summarize accounting data into reports are called an accounting ...

V. Look back at the text and choose the correct words to go together.

- to contribute *to / in* business failure
- to result *to / in* poor business decisions
- to use accounting information *to / for* make decisions
- the size *of / in* a business
- to keep expenditures *within / throughout* available income
- to decide *on / about* spending priorities
- to stay *within / among* the funds available

VI. Read the text without a dictionary and answer the question: “How is accounting used in everyday life?”

Accounting in everyday life

Wage earners must prepare and submit personal income tax reports. Many states and cities require that wage earners submit similar tax reports. Everyone must plan ways to balance expenses with available income. Persons who know basic accounting principles and concepts are better able to plan and keep adequate personal records.

Some persons use knowledge of accounting as a means of earning a living. Almost all persons use knowledge of accounting in personal financial activities.

VII. Read the text and find out its main idea.

Accounting is often referred to as the language of business. Everyone in business must be able to use this language. Typists use accounting terms in typing financial statements and other accounting reports. Sales clerks or general office clerks prepare basic accounting papers. Secretaries use basic accounting language in taking dictation and preparing correspondence. These workers do their jobs better if they have some accounting knowledge and can use accounting terms. Many common accounting terms are used in all phases of business.

VIII. Check your grammar.

Use the verbs in brackets in the Indefinite Tenses and required voice (Active or Passive).

1. The accounting field (to have) many opportunities for young persons.
2. One important decision a person (to make) in a lifetime is how to earn a living.
3. The size of a business (to increase) last year.
4. Accounting language (to use) often in preparing correspondence.
5. Records of business' financial activities (to call) accounting records.
6. Basic accounting papers (to prepare) by sales clerks or general office clerks.

IX. Check your grammar.

Translate into Ukrainian paying attention to the different meanings of the modal verbs and their equivalents.

1. Business managers need good financial information to make good business decisions.
2. Secretaries do their jobs better if they can use accounting terms.
3. An owner of a firm has to decide how many workers should be employed.
4. Everyone in business must be able to use accounting language.
5. You may learn basic accounting principles and concepts.
6. Wage earners must prepare personal income tax reports.

X. Using the information from the texts

1. Describe the functions of accounting.
2. Name the main users of accounting information.

UNIT II

OCCUPATIONAL OPPORTUNITIES IN ACCOUNTING

Grammar: the Present Indefinite Tense

Wordlist

accountant	кваліфікований бухгалтер	квалифицированный бухгалтер
accounting clerk	рахівник, конторський службовець	счетовод, конторский служащий
bookkeeper	бухгалтер	бухгалтер
bookkeeping	ведення облікових реєстрів	ведение учетных регистров
estimate	оцінювати, обчислювати	оценивать, подсчитывать
general office clerk	конторський службовець, секретар	служащий офиса, секретарь
host accounting system	централізована система обліку	централизованная система учета
overlay system	додаткова/оверлейна система	оверлейная система
record	запис, вносити	запись, вносить
summarize	узагальнювати	обобщать
supervise	спостерігати, завідувати	наблюдать, заведовать

I. Read the text and distinguish between accountants, bookkeepers and accounting clerks.

The main available accounting jobs can be grouped into major categories. The four major accounting jobs categories are: accountants, bookkeepers, accounting clerks and general office clerks.

Persons who plan, summarize, analyze, and interpret accounting information are called accountants. Persons who do general accounting work plus some summarizing and analyzing are often called bookkeepers. Persons who record, sort, and file accounting information are often called accounting clerks. Persons doing general kinds of office tasks, including some accounting tasks, are called general office clerks.

The US Department of Labor has reported that over 1,800,000 persons are employed as bookkeeping workers and accountants. In addition, many hundreds of thousands of general office clerks do some accounting tasks. Many more persons are employed in areas where some accounting knowledge is needed. Some of these areas include banking, teaching, finance, automated processing, and management.

A computerized accounting system is mostly used. The system comprises a host accounting system, an overlay system, a host report system, and an overlay report system. The host accounting system allows users to store transaction data representing financial transactions. The overlay system allows users to store overlay adjustment data representing adjusting journal entries related to the financial transactions. The host report system allows users to generate host reports based on the transaction entries. The overlay report system allows users to generate overlay reports based on the transaction entries and the overlay journal entries.

Business continues to need accountants, bookkeepers, and accounting clerks. Add to this some other people employed at a company. (Look at the picture below.)

The managing director. He is responsible for the overall running of the firm.

The post room clerk. He collects and sends outgoing post and distributes the incoming post.

The personnel officer. She is responsible for hiring staff and for staff welfare.

The head of the accounts department. She is responsible for all the money in the firm. She handles payments from customers and wages for the staff.

The receptionist. She answers the phone and greets visitors.

The office manager. He keeps the office running smoothly. He orders office supplies and arranges for equipment to be serviced or repaired.

The sales manager. He is responsible for supplying goods to customers.

The audio-typist. She types letters and reports, which are recorded on a tape.

II. Re-read the text to find the answers to these questions.

1. What are the four major categories of jobs in accounting?
2. What three kinds of things do accountants do?
3. How are the persons who record, sort and file accounting information called?
4. Persons doing kinds of office tasks are called general office clerks, aren't they?
5. How many persons are employed as bookkeepers and accountants in the USA?
6. What are the areas where some accounting knowledge is needed?
7. Is the need for accountants and bookkeepers expected to rise in future? Prove it.
8. Look at the picture. What are these persons responsible for?

III. What meaning have the following word combinations in the text?

Available accounting jobs, major categories, to interpret accounting information, to do general accounting work, to summarize and analyze, to be employed, automated processing, in spite of the expanded use of office machines.

IV. Complete each sentences with a word or phrase from the text.

1. Persons who plan, summarize, analyze, and interpret ... are called accountants.
2. Persons who do general accounting work are often called
3. Persons who record, sort, and ... are called accounting clerks.
4. General office clerks do general kinds of
5. Accounting knowledge is needed in such areas as banking, ..., ...,
6. The need for accountants and bookkeepers is expected to rise in spite of

V. Check your grammar.

Insert the article (a, an, the or Ø) where it is necessary.

1. Records of ... commercial contracts have been found in ... ruins of Babylon.
2. ... method of ... bookkeeping began with ... development of ... commerce of... Italy.
3. In ...late 18th and early 19th centuries, ... Industrial Revolution provided ... important stimulus to ... accounting and ... bookkeeping.
4. ... rise of ... manufacturing, ... trading and ... shipping made accurate financial records ... necessity.
5. ... history of ... bookkeeping closely reflects ... history of ... commerce, ... industry and ... government.

What new facts have you learned about the history of the method of bookkeeping?

VI. Read the text and find out the difference between a public accountant and a private accountant.

Accountants

Accountants plan accounting systems used by business. Accountants also interpret financial information and check the accuracy of that information. Accountants often supervise work of other accounting workers. In medium to large business, accountants help owners and managers to make financial decisions.

Some accountants work as members of accounting firms that sell accounting services to other businesses. For example, a small grocery store may not need a *full-time*¹ accountant. The owner or an employee normally does the day-to-day accounting tasks. These tasks include recording, summarizing, and basic accounting information. To plan, summarize, analyze, and interpret information, the owner *hires*² an accounting firm. A business selling accounting services to the general public is called a public accounting firm. Public accounting firms provide a variety of accounting services to other businesses and individuals. Accounting services may include all accounting tasks as well as planning an accounting system. Accounting firms may periodically check the accuracy of a business' records and prepare *annual statements*³ and reports.

Some accountants are employed by a single business. Private accountants' work is similar to that done by public accounting firms. However, a private accountant works for only one business.

NOTES

1. *full-time* – полный рабочий день
2. *hire* - нанимать
3. *annual statements* – годовые отчеты

VII. Put these words into the correct order to form the questions. Answer the resulting questions.

1. accountants, do, What, plan?
2. financial decisions, to, Whom, they, help, make, do?
3. work, How, do, some, accountants?
4. do, the owner or an employee, does, What tasks?
5. the owner, hire, does, an accounting firm, Why?
6. may, What, include, accounting services?

VIII. Which words are missing from the following sentences?

1. Accountants interpret financial information and check
2. Accountants help owners and managers to make
3. The owner or an employee normally does the ... accounting tasks.
4. Public accounting firms provide a variety of ... to other businesses and individuals.
5. Accounting firms may periodically check the accuracy of a business' records and prepare annual ... and
6. A private accountant works for

IX. Read the text and explain a bookkeeper's tasks.

Bookkeepers

A bookkeeper's tasks include recording, summarizing, and reporting basic accounting information. In a few businesses, bookkeepers may help owners and managers to interpret accounting information. Many small or medium businesses employ a public

accountant to plan an accounting system. However, a bookkeeper does all the remaining accounting tasks.

Bookkeepers in small firms may do additional general office work. Many businesses want bookkeepers with typing and filing skills. These two general office skills are closely related to the preparation of accounting reports.

X. Read the text and determine accounting tasks to be done by accounting clerks and general office clerks.

Accounting Clerks

Some businesses have large quantities of day-to-day accounting tasks to be done. These businesses do not want their highly-trained accountants doing the routine work. Instead, accounting clerks are responsible for day-to-day accounting tasks. Accountants are then free to plan and interpret financial information as well as supervise other accounting workers.

Accounting clerk's job titles often describe the accounting records on which they work. For example, an accounting clerk working with *payroll records*¹ is sometimes known as a payroll clerk. Other common job titles include *accounts receivable clerk*², *inventory clerk*³, and *vouchers clerk*⁴. These accounting clerks work with a small part of the total accounting activities. However, accounting clerks who know the total accounting system understand the importance of the work being done. Also, knowledge of a total accounting system helps an accounting clerk to *earn promotion*⁵ to more responsible positions.

General Office Clerks

Most office workers do some accounting work. A secretary may *handle cash payments*⁶ from a small cash fund. A typist may type accounting reports. A salesperson may prepare sales invoices.

Accounting tasks performed by general office clerks must be done according to basic accounting concepts and procedures. All persons performing some accounting tasks need to understand a business basic accounting system. General office clerk with a knowledge of accounting better understand the importance of the accounting tasks they do.

NOTES

1. *payroll records* – платежная ведомость
2. *accounts receivable clerk* - кассир
3. *inventory clerk* - кладовщик
4. *earn promotion* – заработать продвижение по службе
5. *handle cash payments* – распоряжаться наличными деньгами

XI. What meaning have the following word combinations in the text?

Large quantities of day-to-day accounting tasks, highly-trained accountants, the routine work, to be responsible for, to supervise accountant workers, a payroll clerk, the total accounting system, a small cash fund, basic accounting concepts and procedures.

XII. Match the names of the jobs with their definitions. (More than one variant is possible).

A	B
1. Accountants	a) may handle cash payments from a small cash fund.
2. Bookkeepers	b) type accounting reports.
3. Accounting clerks	c) are responsible for day-today accounting tasks.
4. General office clerks	d) help owners to interpret accounting information and do additional general office work.
	e) work with a small part of the total accounting activities.
	f) plan accounting system used by business.
	g) record and summarize basic accounting information.
	h) interpret financial information and check its accuracy.
	i) answer the phone and greet visitors.

XIII. The following sentences have mistakes. Correct them.

1. The accounting jobs can be grouped into three major categories: accountants, bookkeepers and general office clerks.
2. Accounting clerks plan accounting systems used by business.
3. A private accountant may work for a number of businesses.
4. An accounting clerk can't earn promotion to more responsible positions.
5. It isn't necessary for general office clerks to understand a business' basic accounting system.

XIV. Check your grammar.

Put questions to the words underlined.

1. Many small or medium businesses employ a public accountant to plan an accounting system.
2. A small store does not-need a full-time accountant.
3. Bookkeepers need to have typing and filing skills.
4. An accountant clerk working with payroll records is known as a payroll clerk.
5. You may obtain an entry-level job as a general office clerk.
6. Accounting clerks are responsible for day-to-day accounting tasks.

UNIT III
BUILDING CAREERS IN ACCOUNTING

Grammar: Present Tenses

Wordlist

be eligible for	бути вибраним, відповідати	быть выбранным, соответствовать
beyond	поза, за, зверх	вне, за, свыше
career	кар'єра, діяльність, успіх	карьеря, работа, успех
complete	закінчувати	завершать
designation	призначення на посаду	назначение на должность
entry-level job	перший ступінь кар'єри (нижча посада)	первая ступень карьеры (низшая должность)
experience	досвід	опыт
ladder	сходи	лестница
immediately	негайно	немедленно
obtain	отримувати, одержувати	получать
reason	причина	причина
require	вимагати	требовать
rigorous	точний, суворий	точный, строгий
substitute	змінювати, замінювати	заменять, замещать

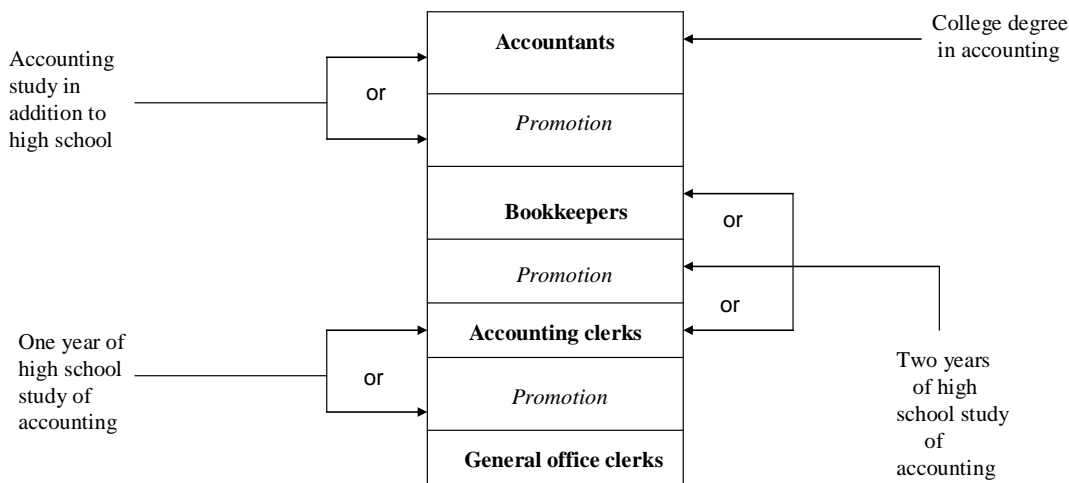
I. Read the text and arrange accountants' jobs in order of their importance.

The first jobs that individuals get are called entry-level jobs. Persons completing high schools accounting study may get entry-level jobs as bookkeepers, accounting clerks, or as general office clerks. Persons with accounting study beyond high school may get entry-level jobs as bookkeepers or accountants.

The illustration below represents careers in accounting. The bottom step of ladder represents those office jobs which are not primarily accounting. These jobs do however include some accounting tasks.

The second career ladder step, accounting clerks, in where most persons with one year of high schools accounting study may find entry-level jobs. Some individuals with two years of accounting study can obtain entry-level jobs as bookkeepers, the third career ladder step. However, persons with both high school accounting study and experience are preferred when promotions are made.

Persons with college accounting education usually obtain entry-level jobs on the top career ladder step as accountants.



Many professional accountants also earn the Certified Public Accountant (CPA) designation. Each state sets standards that persons must meet to earn the CPA. These standards usually include passing a rigorous examination and having a specified amount of accounting experience. In some states, college accounting study can be substituted for some of the required experience. The CPA designation is important to professional accountants. The public knows that CPA's are accounting professionals. Public accounting firms often require that accounting employees earn a CPA to be eligible for promotion to top positions. Many businesses also require that top accounting persons earn the CPA designation.

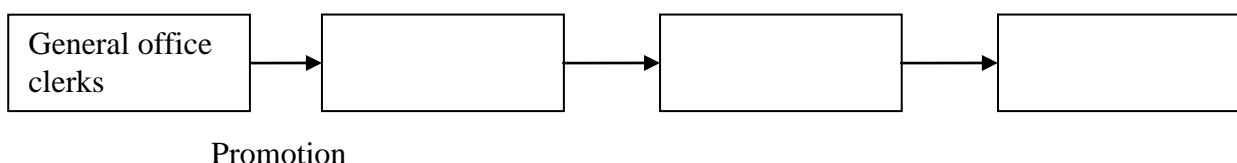
II. Answer the questions.

1. How are the first jobs that individuals get called?
2. What kinds of jobs may be obtained by persons with high school accounting study?
3. What office jobs does the bottom step of ladder represent?
4. What must a person do to earn the Certified Public Accountant designation?
5. Whom do they usually call accounting professionals?

III. What meaning have the following word combinations in the text?

Entry-level jobs, to complete high school accounting study, beyond high school, the bottom step of ladder, to obtain entry-level jobs, to earn the Certified Public Accountant, a specified amount of accounting experience, CPA designation, to be eligible for promotion to top positions.

IV. Complete the accounting career chain.



V. The following sentences have mistakes. Correct them.

1. Persons completing high school accounting study may get jobs as accountants.
2. The second career ladder step is bookkeepers.
3. There are similar standards that persons must meet to earn the CPA in all states.
4. The Certified Public Accountant designation isn't important to professional accountants.
5. General office clerks are known as accounting professionals.

VI. Find the correct translation of the following sentences.

1. The purpose of accounting is to provide information about the economic affairs of an organization.
2. Accounting information is used by the organization's managers, owners, lenders, employees, governmental bodies, customers.
3. Accounting information helps to plan and control the organization's operations to determine how much tax the organization must pay.
4. Accounting provides information through the maintenance of files of data, analysis and interpretation of these data.

1. Бухгалтерская информация используется управляющими организации, владельцами, кредиторами, служащими, правительственными органами, потребителями.
2. Учетная информация помогает планировать и контролировать действия организации, определить, сколько налогов должна платить организация.
3. Бухгалтерский учет обеспечивает информацией посредством записей данных, анализа и объяснения этих данных.
4. Цель бухгалтерского учета - обеспечить информацией об экономическом состоянии организации.

VII. Using the information from the text

1. Name the jobs obtained by persons with higher school accounting study.
2. Describe the process of promotion in accounting.

VIII. TALKING POINTS.

Read the cases for management decision. Express your own opinion on each case. You may use the following expressions:

In my opinion ...

I am of the same opinion ...

I think ...

I don't think so ...

I'd like to...

From my point of view ...

I wouldn't say so ...

I suppose ...

I consider ...

Just the contrary ...

Case 1. Michael and Vinney, two high school students, are discussing possible careers they might go into. Michael's brother graduated from high school last year. His brother obtained an entry-level job as an accounting clerk. Michael says he is to spend the rest of his life as an accounting clerk, like his brother. Michael wants a job supervising other workers. Vinney has the same career objective as Michael. However, he is planning to study high school accounting. Is the reasoning of Michael or Vinney better?

Case 2. Arlene is planning her high school course selections. She would like to do accounting work as a career after she completes high school. For this reason she plans to take two years of high school accounting study. However, she is not planning to take any other business courses. Arlene's parents suggest that she ought to take a typewriting course. Whose thinking is better in this matter? Explain.

Case 3. Linda Morrison starts a new business. During the first year, Mrs. Morrison sometimes uses the family car for business purposes. All expenses for operating the car are paid by and recorded as expenses of the business. These expenses include license plates, gasoline, oil, tune-up, and new tires. Are Mrs. Morrison's procedures acceptable? Explain.

IX. Check your grammar.

Form the adjectives with the help of these suffixes. Translate the resulting adjectives.

- ic:** economy, base, history, magnet.
- al:** digit, direction, experiment, form.
- able:** service, sale, reason, value.
- ible:** access, convert, convince.
- ive:** act, elect, direct, effect.
- ful:** gain, use, care, event.
- less:** force, job, use, joy.

Make up your own sentences using these words.

X. Check your grammar.

Use the correct verb form.

1. My friends often (to discuss) possible careers they might go into.
2. We (to discuss) our future professions now.
3. Her brother already (to obtain) an entry-level job as an accounting clerk.
4. All expenses for operating the car usually (to pay) by the company.
5. Ann (to have) the same career objective as Jane.
6. He (to record) all the amounts at the end of the week.
7. She (finish) the college last year.
8. A new typewriter (to sell) for \$600.