



# English for Accounting, Banking & Finance

## Course Ref: EABF

### Entry Level:

Minimum Level CEFR B1+ except by special arrangement.

### Language of tuition: English

### Course Duration

According to each client's requirements.

### Minimum age for entry 18

### 30 lessons (22.5 hours) per week

### Maximum class size:

Morning General English 14\*  
Afternoon EABF 6

\*General English maximum class size is 14. However, where classrooms permit and are suitably equipped, lit, heated and ventilated, we reserve the right to use these rooms to their maximum capacity. No classes will exceed 18 students

### Course information & enrolment:

#### Shadows-Switzerland Sàrl

Séjours - linguistiques  
Chemin du Noiret 7  
1893 Muraz (Collombey)

Tel: + 41 (0) 79 287 81 53

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[www.shadows-switzerland.ch](http://www.shadows-switzerland.ch)

### This course is of significant benefit to:

- Accountants and Book Keepers
- Bank employees
- A wide range of those engaged in finance
- Students of accounting, banking or finance
- Those currently planning to go on to further study in the field of accounting, banking and finance
- Those seeking a career in accounting, banking or finance.

### Aims of the Full Course

Four start dates per year for full courses, flexible dates for short courses.

Those choosing shorter stays will follow that part of the full programme delivered during the weeks chosen.

Please ask for details of any optional external examinations/certificates

- To enable clients to communicate effectively in a range of accounting, banking and financial situations and to give clients the skills necessary for them to perform effectively in English in their specific context..

Clients are encouraged to apply any accounting, banking and financial knowledge/ experience as they work through the course material.

We are a 'Specialised Language College' and as such, specialise in 'language'. We fully appreciate that you are experts in your own field, as we are experts in ours and expect to work together in an atmosphere of trust and mutual respect.

### Preparation

- Needs Analysis and educative background profile
- Online resources for pre-course, arrival and cultural information
- Online language level assessment.

### Practical Arrangements

- Course tutor
- Pedagogic learning materials
- Setting of learning objectives
- Ongoing assessment and evaluation including feedback on progress
- Guidance and advice on homework exercises
- Accommodation service and pastoral care: 24hr emergency contact
- Optional additional language workshop every day
- City orientation tour and welcome activity
- Access to school study and media centre.

### Follow up provided

- A Certificate of Attendance and Achievement
- End of course test and programme evaluation
- Post-course forum.

## General English

The 4 skills of reading, writing speaking and listening are all developed systematically through activities (individually, in pairs or in a group), games, roleplays and more. This approach integrates both receptive and productive skills practice.

## English for Accounting, Banking & Finance

*Introduction to Finance and Accounting:* Jobs in accounting. Accounting principles. Creative accounting. CPA & Chartered Accountant.

*Financial statements and ratios:* Profit and loss statement. Balance sheets. Explaining accounts. Ratio analysis.

*Tax accounting:* Tax systems. Methods of depreciation. Calculating tax expense. Taxation planning.

*Auditing:* Role of auditors. Types of auditors. Auditor – client relationship. Describing graphs. An auditor's report.

*Management accounting:* Defining management accounting. Statement of Cash Flows. Budgets. The future of accounting.

*Investment:* Cross-border investments. Accounting practices. Intercultural issues. Globalisation and the role of accountants.

*Banking and Finance:* The role of banks and other financial institutions. Market analysis and reports. Face to face meetings. Money matters.

## Course Structure (Mon to Fri)

General English 20 lessons (15 hours)

English for Accounting, Banking & Finance 10 lessons (7.5 hours)

## Course Content and Strategies

### General English

Language classes are communicative with students encouraged and facilitated to use the language learned on the course. This covers all aspects of English language skills. Class work includes individual, pair and group work, discussions, debates, roleplays, presentations, writing exercises.

### English for Accounting, Banking & Finance

The ETC International College English for Accounting, Banking & Finance course uses a modern communicative approach designed to develop the participants' ability to understand and express concepts in contexts and situations which the student is likely to encounter in their everyday professional life.

### Methodology / Activity types:

Pronunciation, Structure, Vocabulary, Fluency, Comprehension and Interactions:

By using a communicative approach in Accounting, Banking & Finance related contexts, we focus on these six vital areas.

Specialised vocabulary related to key areas of Accounting, Banking & Finance

Key grammatical and syntactic structures, as related to important functional areas.

Reading and listening comprehension.

Role play and task-based learning exercises.

Communication skills.

Case studies.

Formal presentations and simulations.

Practice of themed interactions – such as passing on information clearly and concisely, checking details, etc.

Development of an awareness of connected speech and listening sub skills such as listening for specific information.

Introduction, practice and reinforcement of key vocabulary, abbreviations and acronyms.

## Outcomes

- Improved General English: all language skills, fluency and accuracy
- More effective communication in a range of accounting, banking and finance situations.
- Increased accuracy and clarity in common work-related topics
- Use of appropriate communicative strategies
- increased ability to recognise and resolve misunderstandings
- Improved handling of the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar.