

Business English Training | ACCOUNTING: General vocabulary practice 1

Choose the correct response to complete each of the following sentences:

1. I _____ our profits for the previous accounting period.
a) called b) gathered c) calculated
2. Your job will be to _____ and maintain financial records.
a) promise b) prepare c) make
3. An accounting period is a period of time over which _____ are calculated.
a) prophets b) profits c) profiteering
4. Accounts _____ refers to the money that is owed to the company by its clients/customers.
a) receivable b) receptive c) respected
5. To accrue means to accumulate or _____.
a) decrease b) regret c) increase
6. My house has _____ (= *increased in value*) by 10% in the past 9 months.
a) appreciated b) depreciated c) approximated
7. I indicated all the accrued expenses on your balance _____.
a) sheet b) paper c) note
8. These expenses are typically _____. (= *they occur regularly*)
a) pragmatic b) prodigal c) periodic
9. Another word for accounting is _____.
a) finance b) bookkeeping c) money counting
10. A good accountant will help you keep _____ of your business's finances.
a) track b) trace c) score

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ANSWERS:

1) c 2) b 3) b 4) a 5) c 6) a 7) a 8) c 9) b 10) a