

Unit 3

Task 1. Mini-presentations. The two key financial documents

Each of you has been assigned one of the two key financial documents that we will see in this unit. Individually you will be expected to prepare a mini-presentation (which will be presented in groups of 2-4 students) on one of these documents to be given on the date set by your teacher. Anyone who is not present on that day will get a 0 for the task.

Instructions:

Download the worksheet to complete about the financial statement you have been assigned to prepare. It is available in Word format or PDF format. (To download, right click and "Guardar destino como")

Before you begin, read the instructions carefully.

- **Document A** (click here to access document → [in Word](#) / [in PDF](#))
Watch the presentation on the following link. <http://www.baruch.cuny.edu/tutorials/statements/>
Click **LAUNCH** → **START**.
Click on **TOPIC 4**. As you watch and listen to this *Guide to Financial Statements*, answer the questions and take notes on your worksheet. In class, you will be expected to be able to explain it in your own words. You will not be allowed to read.
- **Document B** (click here to access document → [in Word](#) / [in PDF](#))
Watch the presentation on the following link. <http://www.baruch.cuny.edu/tutorials/statements/>
Click **LAUNCH** → **START**.
Click on **TOPIC 7**. As you watch and listen to this *Guide to Financial Statements*, answer the questions and take notes on your worksheet. In class, you will be expected to be able to explain it in your own words. You will not be allowed to read.

On the date assigned, you will be expected to bring in the notes you have taken and explain your financial statement to the other students in your group.

At the end of the presentations, each group will be given a quiz to answer based on all the information presented