



e3comms ENGLISH FOR FINANCE & ACCOUNTING COURSE SYLLABUS

Course Syllabus – English for Finance

Lesson Nr.	Topic	Content/Context	
1	People & Money	Introducing yourself and discussing money management	Assess participants' oral skills in English; making introductions; creating a friendly and comfortable learning environment; providing course syllabus and relevant information; introducing the general theme of money management and Finance within the organization
2/3	Jobs in Finance and Banking	Describing the workplace and daily routine and banking vocabulary	Review and expand students' knowledge and English language skills around the general topic of jobs in Banking, Companies and routine tasks with a focus on Customer Care
4/5	Banking products and services	Functional language: making comparison and exchanging financial information	Review and expand students' knowledge and English language skills around the general topics of financial products and services, advertising, online banking and customer surveys
6/7	Financial transactions	Foreign currencies	Review and expand students' knowledge and English language skills around the general topic of general financial operations descriptions and providing information and clarifications
8/9	Investments	Risk management	Review and expand students' knowledge and English language skills around the general topics of risk assessment and management, making predictions and comparing investments
10/11	Accountancy	The accountant's role and responsibilities	Review and expand students' knowledge and English language skills around the general topics of reading and interpreting financial statements
12/13	The economy	Economic indicators and trends	Review and expand students' knowledge and English language skills around the general topics of general economic indicators and descriptors, speculating about the economy
14/15	Everyday English for Accountancy	Making calculations, exchanging financial information, reporting	Review and expand students' knowledge and English language skills around the general topics of an accountant's daily duties and tasks
16	Review	Modern Finance	General lexis review, final contents revision and assessment

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