Contents

Unit Forecasting Communication skills O1 Making a forecast Projecting revenue Projecting revenue Projecting revenue Adams predictions O2 Buckussing achieves Adams predictions D2 Budgeting D3 Discussing a chapter Explaining budget changes Discussing about to reduce spending D3 Discussing about reversible Explaining budget changes Discussing how to reduce spending D3 Discussing about to reduce spending D3 Discussing budget changes D3 Discussing about to reduce spending D3 Discussing budget changes D3 Discussing bow to reduce spending D3 Discussing about to review and budget reductions D4 Discussing about D4 Discussing D4 Discussions D5 Discussion exercises for Units 01 and 02 D4 Discussion carciase for Units 01 and 02 D4 Discussion carciase for Units 01 and 02 D4 Discussion carciase for Units 01 and 02 D5 Discussion carciase for Units 01 and 02 D6 Discussion carciase for Units 03 and 04 D6 Discussion carciase for Units 03 and 04 D6 Discussion carciase for Units 03 and 04 D6 Discussing cancer and secults D6 Discussing carciase for Units 03 and 04 D6 Discussing carciase for Units 05 and 04 D6 Discussing carciase for Units 05 and 06 D6 Discussing strategy Discussing arceering tax advice D7 Department Carciase and services and services and services and davice D7 Reportating letters of credit and davice and d	Talking a payments ompany presenting information of scussing spending and supplies the finant company presenting financial information of scussing spending and supplies the finant company presenting spending supplies the suppl	Inication skills In forecast Ing revenue Ing cash-flow issues Ing a budget Ing budget changes Ing how to reduce Ing was with Finance profections Ing up outstanding Ing payment Ins	A blog post about forecasting An email talking about cash-flow issues A blog post about fixed and flexible budgets Emails about budget changes fessionals talking about Formula about Formula about budget changes fessionals talking about Formula about F	A presentation of a financial forecast A phone call about cashflow issues A meeting to approve a budget A meeting about reviewing budgets Drecasting and Budgeting with Telephone calls following up late payers A telephone call renegotiating payment	Common financial terms Forecasting verbs Cash-flow expressions Adverbs of certainty Predicting with will/won't Budget terminology Verbs to discuss budget reductions Question tags th exercises Accounting terminology Payment terminology Negotiating expressions
Foreasting Discussing a budger Making predictions Discussing a budger Explaining budger changes Discussing how to reduce spending Video Interviews with Finance professionals talking about fixed analising payments Pollowing up outstanding payments Negotiating payment sextensions Talking about changes to the financial position of a company financial information Video Talking about changes to the financial position of a company financial information Video Discussing in the view of the company payments Negotiating payment sextensions Telephone calls following up late payers A counting terminology Payment terms A presentation of the general company finances A presentation of the general company finances A presentation of the sextensions Telephone call sollowing up late payers A counting terminology Payment terms A presentation of the general company finances A presentation of the general company finances A presentation of the cause of a budget variance Explaining causes and results Telephone calls following up late payers A feel poince alls following up late payers A presentation of the general company finances A presentation of the general company finances A presentation of the cause of a budget variance Explaining causes and results Controlling a meeting Discussing company Discussing in causes and results A blog post about the Discussions of a strategy Discussing how to raise finance development Video Interviews with Finance professionals talking about Interim results and Business development with exercises Review Revision exercises for Units 03 and 04 A presentation of the cause of a budget variance A presentation of the cause of a budget variance A presentation of the cause of a budget variance A presentation of the cause of a budget variance A presentation of the cause of a budget very bore of the payers Controlling a financial information with exercises Review Revision exercises for Units 05 and 06 Discussing strategy Discussing in payers Discussing who to raise financial financial financial	Forecasting Projecting Discussing Making p Discussing Explaining Discussing spending Video Interview Review Revision Following payments Negotiating extension Talking a the finant company Presenting Presenting the finant company Presenting Presenting Presenting Discussing Explaining Presenting Discussing Explaining Discussion	g revenue ng cash-flow issues predictions ng a budget ng budget changes ng how to reduce g ws with Finance prof exercises for Units (g up outstanding s ing payment ns about changes to ccial position of a	forecasting An email talking about cash-flow issues A blog post about fixed and flexible budgets Emails about budget changes fessionals talking about Formula about Formula about budget is supported by the first properties of the formula about formula a	financial forecast A phone call about cashflow issues A meeting to approve a budget A meeting about reviewing budgets Precasting and Budgeting with the calls following up late payers A telephone call renegotiating payment	Forecasting verbs Cash-flow expressions Adverbs of certainty Predicting with will/won't Budget terminology Verbs to discuss budget reductions Question tags th exercises Accounting terminology Payment terminology Negotiating expressions
Sudjecting Suplaining budget changes Sieususing how to reduce spending Sudject	Budgeting Explaining Discussing spending Video Review Review Revision Following payments Negotiating extension Talking a the finant company Presenting financial information Explaining Discussing spending spending for spending spe	ng budget changes ng how to reduce s vs with Finance prof exercises for Units (g up outstanding s ing payment ns bout changes to cial position of a	and flexible budgets Emails about budget changes fessionals talking about Fo 01 and 02 Payment reminder emails Internal emails discussing cash-flow issues	budget A meeting about reviewing budgets precasting and Budgeting wit Telephone calls following up late payers A telephone call renegotiating payment	Verbs to discuss budget reductions Question tags th exercises Accounting terminology Payment terminology Negotiating expressions
Review Revision exercises for Units 01 and 02 Payment Following up outstanding payments Payment reminder emails Unit of the financial payment extensions Payment reminder emails Unit of the financial position of a company presenting linformation Payment reminder extensions Payment reminder emails Unit of the financial position of a company presenting slides Payment reminder emails Unit of the financial position of a company presenting slides Payment terms Payment terms Payment terms Payment terminology Payment t	Review Revision O3 Managing payments Negotiati extension Talking a the finan company presenting financial information	exercises for Units (g up outstanding s ing payment ns lbout changes to cial position of a	Payment reminder emails Internal emails discussing cash-flow issues	Telephone calls following up late payers A telephone call renegotiating payment	Accounting terminology Payment terminology Negotiating expressions
Pollowing up outstanding payments Payment reminder emails Negotiating payments Negotiating payment N	Managing payments Managing payments Negotiati extension Talking a the finan company financial information Presenting	g up outstanding s ing payment ns bout changes to cial position of a	Payment reminder emails Internal emails discussing cash-flow issues	up late payers A telephone call renegotiating payment	Payment terminology Negotiating expressions
Namaging payments Negotiating payment	Managing payments Negotiati extension Talking a the finan company presenting financial information	s ing payment ns bout changes to cial position of a	emails Internal emails discussing cash-flow issues	up late payers A telephone call renegotiating payment	Payment terminology Negotiating expressions
the financial position of a company Presenting slides Video Video Nerviews with Finance professionals talking about Managing payments and Reporting financial information with exercises Review Revision exercises for Units 03 and 04 Describing differences/ variance Explaining causes and results Controlling a meeting Discussing company performance Discussing strategy Discussing bow to raise finance Decision-making Video Nerviews with Finance professionals talking about Managing payments and Reporting financial information with exercises for Units 03 and 04 A presentation of the causes of a budget variance Explaining causes and results Controlling a meeting A presentation of the causes of a budget variance Formal and informal email expressions wariance A meeting about corrective action A meeting about corrective action Discussing strategy Discussing bow to raise finance Decision-making Video Interviews with Finance professionals talking about Interim results and Business development with exercises Review Revision exercises for Units 05 and 06 Review A blog post about the balanced scorecard An investment decision making Telephone calls about letters of credit Giving and receiving tax advice A commercial banking website page Giving and receiving tax advice A commercial banking About Interim results and Business development with exercises Review A commercial banking recommendations and suggestions A blog post on nach results and advice A meeting about tax advice A meeting about tax advice A meeting about tax advice A social conversation Additing expressions Indirect questions Indirect questions Indirect questions Indirect questions Reviews A blog post on nach on pening meeting A difficult conversation Indirect questions	Reporting financial information the finan company Presenting	cial position of a	Financial statements		
Review Revision exercises for Units 03 and 04	Video Interview		2.444.444	general company finances A presentation of	Describing change Presentation language
Describing differences/variances budget variance A presentation of the causes of a budget variance Explaining causes and results Controlling a meeting Controlling a meeting Controlling a meeting A blog post about corrective action					
variances Explaining causes and results Controlling a meeting Discussing company performance Discussing strategy Discussing how to raise finance Decision-making Video Interviews with Finance professionals talking about Interim results and Business development Services and advice Review Revision exercises for Units 05 and 06 Review Revision exercises for Units 05 and 06 A blog post about the balanced scorecard An investment company brochure An investment company brochure Discussions of a strategy map An investment decision An investment decision An investment decision Negotiating letters of credit Giving and receiving tax advice A commercial banking website page An executive summary advice A commercial banking website page An executive summary opening a meeting A blog post about the balanced scorecard An investment decision An investment decision Discussions of a strategy map An investment decision An investment decision Modal verbs for necessity; recommend Strategy and planning expressions Modal verbs for necessity; recommend An investment decision Telephone calls about letters of credit A meeting about tax advice Phrases for negotiating Phrases for negotiating Phrases for making recommendations and suggestions A social conversation A duiting expressions Meetings expressions Indirect questions	Review Revision	Revision exercises for Units 03 and 04			
Business development Discussing strategy Discussing how to raise finance Decision-making Video Interviews with Finance professionals talking about Interim results and Business development with exercises Review Revision exercises for Units 05 and 06 Negotiating letters of credit Giving and receiving tax advice Making small talk and building relationships Opening a meeting Discussing strategy Discussing strategy Discussing how to raise finance company brochure Man investment decision Modal verbs for necessity; recommend Modal verbs for necessity; recommend Telephone calls about letters of credit A meeting about tax advice Phrases for negotiating Phrases for making recommendations and suggestions A blog post on relationship-building skills A blog post on relationship-building skills A difficult conversation An opening meeting Meetings expressions Indirect questions	Interim results Variances Explaining results	ng causes and	budget variance A blog post about	causes of a budget variance A meeting about	variances Formal and informal email expressions Linking words – cause and effect Meetings phrases Conditionals for likely and less
Review Revision exercises for Units 05 and 06 O7 Financial services and advice Negotiating letters of credit Giving and receiving tax advice Making small talk and building relationships Opening a meeting Revision exercises for Units 05 and 06 A commercial banking website page letters of credit Phrases for negotiating Phrases for making recommendations and suggestions A meeting about tax advice A social conversation Auditing expressions Meetings expressions An opening meeting A difficult conversation Indirect questions	Business development Discussin Discussin finance	ance ng strategy ng how to raise	balanced scorecard An investment	map	Active listening expressions Modal verbs for necessity;
Negotiating letters of credit Giving and receiving tax advice Negotiating letters of credit Giving and receiving tax advice Negotiating letters of credit Giving and receiving tax advice A commercial banking website page An executive summary A meeting about tax advice An executive summary A meeting about tax advice A social conversation Auditing expressions Meetings expressions An opening meeting A difficult conversation Indirect questions	Video Interview	vs with Finance prof	fessionals talking about In	terim results and Business d	evelopment with exercises
Financial services and advice Credit Giving and receiving tax advice Making small talk and building relationships Opening a meeting Credit Giving and receiving tax advice Making small talk and building relationships Opening a meeting Credit Giving and receiving tax An executive summary advice An executive summary A meeting about tax advice A social conversation A social conversation An opening meeting Meetings expressions A difficult conversation Indirect questions	Review Revision	exercises for Units (05 and 06		
building relationships Opening a meeting building relationships Opening a meeting relationship-building skills An opening meeting An opening meeting An opening meeting Indirect questions	Financial services and		website page	letters of credit A meeting about tax	Phrases for negotiating Phrases for making
	Auditing building of Opening	relationships a meeting	relationship-building skills	An opening meeting	Meetings expressions
Video Interviews with Finance professionals talking about Financial services and advice and Auditing with exercises	Video Interview	vs with Finance prof	fessionals talking about Fi	nancial services and advice a	nd Auditing with exercises
Review Revision exercises for Units 07 and 08	Review Revision	1			