

# English for Finance and Accounting

## Mini Practice Exercises: Workplace Communication

### Native Speaker English Masterclass

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#### Exercise 1: Financial Statements (Gap Fill)

Complete the sentences below by choosing the correct term: **Balance Sheet** or **Income Statement**.

1. The \_\_\_\_\_ shows a company's financial position (assets, liabilities, and equity) at a specific point in time.
2. To see if the company made a profit or a loss during the last quarter, we need to review the \_\_\_\_\_.
3. When the auditors arrived, they asked to see the \_\_\_\_\_ to verify the total value of our fixed assets.

#### Exercise 2: Professional Polishing (Rewrite)

In finance, tone is very important. Rewrite the following "casual" statements into "professional" financial English using the words in brackets.

1. **Casual:** We don't have enough money right now to pay for this.  
**Professional (Liquidity):** We are currently \_\_\_\_\_.
2. **Casual:** This project is going to make us a lot of money later.  
**Professional (ROI):** We expect a significant \_\_\_\_\_ from this project.
3. **Casual:** Our costs are going up too fast.  
**Professional (Expenditure):** We are seeing a rapid increase in \_\_\_\_\_.

#### Exercise 3: Definitions (Matching)

Match the term on the left with the correct definition on the right.

1. **Fiscal Year** ..... A) A regular cost of running a business (e.g. rent).
2. **Overheads** ..... B) The movement of money in and out of a business.
3. **Cash Flow** ..... C) A 12-month period used for government/tax accounting.

Answer Key (Self-Correction)

**Exercise 1:** 1. Balance Sheet | 2. Income Statement | 3. Balance Sheet

**Exercise 2:** 1. ...facing liquidity challenges. | 2. ...ROI (Return on Investment). | 3. ...operational expenditure.

**Exercise 3:** 1-C, 2-A, 3-B