



Name :

Date:

Ficha:

## Listening Part

- ✓ Listen and complete the advertisement and complete with the name of job what area does an accountant specialize in?

<i>Internal Auditors</i>	<i>Budget Analysts</i>	<i>Financial Advisers</i>
<i>Bookkeepers</i>	<i>Management Accountants</i>	<i>Tax Accountants</i>

### Accounting is a great career choice!

There are many jobs available for accountants. Here are a few:

- \_\_\_\_\_ work in a company's back-office. They record everything the organization earns or spends.
- \_\_\_\_\_ help their clients fill out tax returns.
- \_\_\_\_\_ check their employer's records for accuracy.
- \_\_\_\_\_ manage a company's financial plans.
- \_\_\_\_\_ are business supervisors. They study business operations and help maximize profits.
- \_\_\_\_\_ help people make smart investments. The highest -paying positions require a CPA license. But jobs are also available for students. Many firms hire them as trainees or file clerks.

- ✓ Listen to a conversation between an accountant and a supervisor. Mark the following statements as true (T) or false (F).

- 1 \_\_\_ The man is nervous about working for the company.
- 2 \_\_\_ The man was hired as an internal auditor.
- 3 \_\_\_ The bookkeepers work in the back-office.

- ✓ Listen again and complete the conversation.

Accountant: Hello. You 1 \_\_\_\_\_ Ms. Davenport. I'm Jason Williams.

Supervisor: Jason! Hi. How are you? Accountant: Great, thanks. I'm really 2 \_\_\_\_\_ to start working with your firm.

Supervisor: Good. We're glad to have you. Let me show you 3 \_\_\_\_\_. Obviously, this is the 4 \_\_\_\_\_ --

Accountant: This is where I'll be working, right? Supervisor: That's 5 \_\_\_\_\_. All the bookkeepers work here.

Accountant: So can I get started now?

Supervisor: Well, first you need to 6 \_\_\_\_\_ with the accounting manager. I'll introduce you.