Teacher: Sergio Méndez Arroyo
Conversational English Accounting

Listen to the conversation between and junior accountant and a senior accountant and complete.

department – put - moment get – them – record - source – documents

Accountant 1: Do you have a **1** _____, Mr. Smith?

Accountant 2: Certainly, Nancy. What can I help you with?

Accountant 1: One question - how do I collect the **2** _____ _____?

Accountant 2: Actually, you don't collect them.

Accountant 1: Really? How do I **3** _____ _____?

Accountant 2: The **4** _____ managers give them to you at the end of every month.

Accountant 1: Ah, I see. And then I just **5** _____ the data in the accounting software?

Accountant 2: That's right. **6** _____ the data from the source documents in the accounting software.

LIVEWORKSHEETS