

INTEGRATED EVALUATION – ACCOUNTING MANAGEMENT

Name: _____

Date: _____

Instructor: _____

Duration: 60 minutes

Level: A2 – English for Specific Purposes (Accounting)

PART 1: TECHNICAL VOCABULARY (20 points)

A. Match the words with the correct definitions. (10 pts)

1. Assets
2. Liabilities
3. Net Pay
4. Bonus
5. Severance Pay
6. Pay Rate
7. Balance Sheet
8. Debit
9. Pension
10. Back Payment

Definitions:

- A. A document showing what a company owns and owes.
- B. An entry showing what a company spends.
- C. Money paid after retirement.
- D. Late payment owed to an employee.
- E. Everything a company owns.
- F. Everything a company owes.
- G. The amount of money left after deductions.
- H. Money received per hour or time unit.
- I. Extra money paid for performance or special reasons.
- J. Money received after a job ends.

B. Complete the sentences using the correct technical word. (10 pts)

1. The _____ helps investors understand the company's financial situation.
2. After deductions, my _____ was just \$950.
3. She received a _____ after leaving the company.
4. We recorded the purchase of a printer as a _____.
5. John got a _____ for excellent monthly performance.

PART 2: GRAMMAR – PRESENT AND PAST CONTINUOUS (15 points)

A. Complete the sentences in the present continuous. (5 pts)

1. I _____ (work) on the new financial report.
2. They _____ (review) the inventory records.
3. She _____ (not use) the accounting software.
4. _____ you _____ (attend) the meeting now?
5. The accountant _____ (organize) the documents.

B. Rewrite the following sentences in the past continuous. (5 pts)

1. They are checking the income statements.
→ _____
2. I am updating the Excel file.
→ _____
3. We are not answering emails.
→ _____
4. Are you entering the data?
→ _____
5. He is calculating the total cost.
→ _____

C. Choose the correct option: present or past continuous (5 pts)

1. At 4 p.m. yesterday, we (were preparing / are preparing) the payroll.
2. Right now, I (am reading / was reading) the financial report.
3. They (are having / were having) a meeting when I arrived.
4. The assistant (was checking / is checking) invoices at this moment.
5. He (was studying / is studying) for the English test now.

PART 3: READING COMPREHENSION (10 points)

Read the text and answer the questions:

“Accounting is the process of recording, summarizing and reporting financial transactions. These reports help companies understand their financial performance and plan future operations. There are different types of accounting, such as cost accounting and managerial accounting. Accountants often follow GAAP standards.”

1. What is accounting?
→ _____
2. What do accounting reports help companies do?
→ _____

3. Name two types of accounting.
→ _____
4. What does GAAP stand for?
→ _____
5. Are these reports useful for planning?
→ _____

PART 4: WRITING (15 points)

A. Write five sentences describing what you are doing at work using the present continuous.

1. _____
2. _____
3. _____
4. _____
5. _____

B. Write five sentences describing what you were doing yesterday using the past continuous.

1. _____
2. _____
3. _____
4. _____
5. _____

C. Write a short paragraph (3–5 lines) describing the role of an accountant using at least four technical words.

→ _____
→ _____
→ _____

TOTAL SCORE: _____ / 60

Instructor's Feedback:
