

# ENGLISH FOR ACCOUNTANTS II

For those of you whose knowledge of English is equivalent to English for Accounting I. You understand presentations and discussions that are general or related to your work. You can take active part in conversations, give and receive information and express opinions. The aim of the course is to extend your skills further, especially within the areas of spoken and written communication, and terminology relevant to your specific area of expertise.

At the end of the course, you will have deeper knowledge of many topics covered in the first level course, as well as additional skills. You will have reached a very high level of knowledge of business communication and social English.

## COURSE CONTENTS

### Day 1

*Advanced written business communication:* Reports; the right language in the right context, quotations and other financial correspondence; vocabulary & grammar

### Day 2

*Advanced spoken business communication:* Correct pronunciation, vocabulary and language style in different situations; grammatical pitfalls, develop your specialist vocabulary

### Day 3

*Presentations – speaking to a group:* Telephone negotiations and sales, business and social contacts

## SCOPE

3 days. Classes are in the daytime, 09.00-16.00. (The first day, however, starts at 10.00).

## FEES

FÖRETAGS  
EKONOMISKA

INSTITUTET

'88'

fei.se

COURSE DATES  
Go to [www.fei.se](http://www.fei.se)

Kammakargatan 10, BOX 1341, 111 83 Stockholm, Sweden +46(0)8-545 137 90 [info@fei.se](mailto:info@fei.se) [www.fei.se](http://www.fei.se)