

3rd Edition

Intermediate

MARKET LEADER

Business English Practice File

John Rogers

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Answer Key Market Leader Intermediate Business English

John Rogers (język angielski)



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payments are recorded as liabilities on the balance sheet until the products or services are delivered at which point the revenue is recognized

Behavioural Questions Tell me about a time when you identified an error in a financial statement How did you handle it Answer In a previous position I discovered a discrepancy in the monthly financial statement that stemmed from a data entry error I immediately investigated the source of the error corrected it and then implemented additional checks to prevent similar mistakes in the future I also communicated the error and the corrective actions taken to my supervisor

How do you prioritize your tasks when you have multiple deadlines to meet Answer I prioritize my tasks based on their deadlines and importance I use task management software to organize my workload and break down larger projects into smaller manageable tasks I also communicate with my team to ensure we are aligned on priorities and deadlines allowing me to manage my time effectively

Describe a time when you had to explain a complex accounting concept to someone without an accounting background Answer I had to explain the concept of accrual accounting to a colleague in the marketing department I used simple analogies and real life examples to illustrate how revenues and expenses are recognized in the period they occur regardless of when cash transactions happen This helped my colleague understand the impact of certain marketing expenses on the financial statements

Situational Questions How would you handle a situation where you disagree with a colleague about a financial reporting method Answer I would first seek to understand my colleague s perspective and the rationale behind their approach Then I would present my own perspective backed by accounting principles and guidelines If we still couldn t reach an agreement I would suggest consulting with a senior accountant or referring to the relevant accounting standards to resolve the disagreement

What steps would you take if you suspected fraudulent activity in the accounting records Answer If I suspected fraudulent activity I would first document my findings and gather any evidence that supports my suspicion I would then report the issue to my supervisor or the appropriate department such as internal audit or compliance following the company s protocols It s important to handle such situations discreetly and professionally to ensure a thorough investigation

Scenario Based Questions Imagine you have just started working here and discovered the previous accountant made a mistake in the financial statements How would you address this Answer I would review the financial statements to understand the nature and extent of the mistake After confirming the error I would correct the financial statements and document the adjustments made I would also notify my supervisor and provide a detailed explanation of the error and the corrective actions taken

Additionally I would review the processes that led to the mistake to prevent it from happening again

You need to prepare for an audit but you find that some documentation is missing How do you proceed Answer I would start by identifying which documents are missing and then try to locate them by checking with relevant departments or individuals If the documents cannot be found I would document the absence and communicate the issue to my supervisor I would also work on recreating the missing documentation using available data and ensure that all other documentation is thoroughly organized and accurate for the audit

Preparing for these questions can help you showcase

your technical knowledge problem solving abilities and communication skills which are crucial for an intermediate level accountant role *Market Leader* Erica Hall,Bill Mascull,David Riley,2000 The Teacher s Resource Book provides a general introduction to the course detailed teaching notes the business background to each unit a text bank of extra reading texts and a Resource Bank of photocopiable communication activities for classroom use Teachers can tailor their lessons to the individual needs of their students with the wide range of components and specialist titles available A new edition of the Intermediate level is now available **Market Leader** ,2010 Market Leader John Rogers (jezikoslovec.),2010

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