



ENGLISH FOR ACCOUNTING

Universitas Merdeka Malang

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MANAGEMENT			
INCOME / 收入	EXPENSE / 支出	BALANCE / 残高	NOTE
15,000		15,000	
	4,200	11,000	
	570	10,230	
	1,000	9,230	
850		<u>10,080</u>	

CHAPTER 1 BUSINESS MEETING



Activity 1. Business Meeting at office



1 . Gather a group of four and discuss what people in the picture are doing

No	Questions	Answers
1	What are people in the picture talking about?	<hr/> <hr/> <hr/> <hr/> <hr/>
2.	What are they definitely not talking about?	<hr/> <hr/> <hr/> <hr/> <hr/>



2. Reading



Eye Contact

In many western societies, including United States, a person who does not maintain “good eye contact” is regarded as being slightly suspicious, or a shifty character. Americans unconsciously associate people who avoid eye contact as unfriendly, insecure, untrustworthy, inattentive and impersonal. However, in contrast, Japanese children are taught in school to direct their gaze at the region of their teacher’s Adam’s apple or tie knot, and, as adults, Japanese lower their eyes when speaking to a superior, a gesture of respect.

Latin American cultures, as well as some African cultures, such as Nigeria, have longer looking time, but prolonged eye contact from an individual of lower status is considered disrespectful. In the US, it is considered rude to stare – regardless of who is looking at whom. In contrast, the polite Englishman is taught to pay strict attention to a speaker, to listen carefully, and to blink his eyes to let the speaker know he or she has been understood as well as heard. Americans signal interest and comprehension by bobbing their heads or grunting.

A widening of the eyes can also be interpreted differently, depending on circumstances and culture. Take, for instance, the case of an American and a Chinese discussing the terms of a proposed contract. Regardless of the language in which the proposed contract is carried out, the US negotiator may interpret a Chinese person’s widened eyes as an astonishment instead of as a danger signal (its true meaning) of politely expressed anger.

Adapted from “Managing Cultural Differences, Fourth Edition, by Philips R. Harris and Robert T. Moran. © 1996 by Gulf Publishing Company, Houston, Texas. Used with permission. All rights reserved



3. Reading Comprehension

1. What Americans say to somebody who avoid eye contact?
2. Why Japanese people tend to avoid eye contacts?
3. What Americans may perceive 'widening of the eyes' toward the opposite person?
4. What does it mean when Chinese people use widening of the eyes?
5. What makes difference between Americans and English when listening to someone?



4. Activity

Now you are assigned by Mr. Rony (your boss) to meet a guest from Australia, Ms, Tania Roland, an international business consultant. You have to welcome her at Abdurahman Shaleh Airport before having a business meeting.



Hello, Welcome to
My name is

Hello. My name is from.....
I've got an appointment to see
Sorry - I'm a little late. My plane was delayed
Can I introduce you to _____ ?
She/He is our Accounting Manager



Pleased to meet you.

It's pleasure



How was your trip? Did you have a good flight?

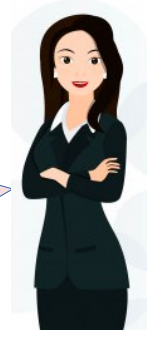
It was





How are things in Australia?

Pretty good. Everything is okay. Australia now.....



How long are you staying in Indonesia?

I am planning to stay in Indonesia for _____



I hope you like it. Is this your first visit to Indonesia?

Yes/No





Do you need a hotel/ a taxi/
any travel information?



Yes/No



Can I get you anything?



There is one thing I need.
Can you recommend a good
restaurant in Malang?



Sure, I have favorite restaurant here.
It is _____



This so nice! Thank you for
your assistance



Sure, Anytime



5. Activity

Complete the dialogue with words from the box

Luna : Hello (a) _____ to meet you

Lydia : Thank you for (b) _____ me.

Luna : How long are you (c) _____ here?

Lydia : Just two days

Luna : Oh, not long, then. Let me (d) ____ you to my
colleague, Tristan

Lydia : Paul, (e) _____ is Lydia Fox

This
Staying
Nice
Introduce
Inviting



6. Match the phrases 1-5 to the correct responses a-e to make a conversation

1. Did you have a good trip?
2. Was the flight on time?
3. That's good. And how was the weather in London?
4. Really? Well it's much better here
5. Can I get you a drink or something?

- a. very wet and cold, I'm afraid
- b. Yes, it was
- c. Thank you. Coffee would be great
- d. very good, thank you
- e. Yes, it's very warm



7. Knowledge

How to Create Small Talk with Foreigners?

Use common experiences

1. Do you have any vacations planned for the summer?
2. Which hotel are you staying at?

Talk about hometown

1. Oh, you're from Australia? I hear that _____
2. I learnt that you are from Singapore. There are many fancy foods there

Discuss Common Interest

1. So, do you like Nasi Goreng? I love it too. There's a great restaurant nearby
2. Are you a fan of fishing?

8. Choose the correct ending to make the invitations below

1. Do you have any _____
2. There's a good _____
3. We could go for _____
4. Would you like _____
5. I'd like to show _____

- a) to meet this evening?
- b) free time this week?
- c) you some interesting places
- d) museum near here.
- e) something to eat at a restaurant