



Guía n°6 septiembre – sistema mixto

Asignatura/Módulo	Inglés
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Nombre estudiante	
Curso	Tercero medio A- CONTABILIDAD
Fecha de entrega	30 de septiembre
OA	OA3: Utilizar su conocimiento del inglés en la comprensión y producción de textos orales y escritos breves y claros, con el fin de construir una postura personal crítica en contextos relacionados con sus intereses e inquietudes.

A partir de esta guía, comenzaremos a reforzar la especialidad “contabilidad” en la asignatura de Inglés. Partiremos con vocabulario básico, traduce los términos y explícalos brevemente en español. Puedes apoyarte con un diccionario o traductor en línea.

ACCOUNTING VOCABULARY

English	English / Spanish	Spanish
1. A system that provides quantitative information about finances.	Accounting _____	
2. A computer program that records and organizes financial information.	Accounting Software _____	
3. The accounts in which credit purchases are recorded.	Accounts payable _____	
4. A Professional who maintains and audits business accounts.	Accountant _____	
5. A person who studies a number of companies and makes buy or sell recommendations on the securities of particular companies and industry groups.	Analyst _____	
6. Something of value that a company owns.	Asset _____	
7. Inform positively and with certainty and confidence.	Assure	
8. To review, examine or evaluate.	Audit	
9. Audit opinion The professional opinion of an accountant regarding the results of an audit.	Audit opinion _____	

10. A document that shows a company's assets, liabilities, and equity at a certain point in time.	Balance sheet _____	
11. Bank Statement (n) A periodic statement, usually monthly, that a bank sends to the holder of a checking account showing the balance in the account at the beginning, middle, and at the end of the month.	Bank Statement _____	
12. The quantity of merchandise available for sale at the beginning of an accounting period.	Beginning inventory _____	
13. Request for payment of a debt.	Billing _____	
14. An accountant who records transactions.	Bookkeeper _____	
15. A sum of money allocated for a particular purpose.	Budget _____	
16. A commercial or industrial enterprise and the people who constitute it.	Business _____	
17. Asset account on a balance sheet representing paper currency and coins	Cash _____	
18. The process of money moving into and out of a company.	Cash flow _____	
19. Multicolumn journal used to record sums of cash paid out for expenses	Cash payments journal _____	
20. A listing of the names of the accounts that a company has identified and made available for recording transactions in its general ledger.	Chart of accounts _____	
21. A customer or person to whom services are provided.	Client _____	
22. An institution created to conduct business.	Company _____	
23. A binding agreement between two or more persons that is enforceable by law.	Contract _____	
24. Money owed to a third party	Debt _____	
25. Termination of a corporation.	Dissolution (n) _____	