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Unit	Finance communication skills	Reading	Listening	Language
<b>01</b> Forecasting	Making a forecast Projecting revenue Discussing cash-flow issues Making predictions	A blog post about forecasting An email talking about cash-flow issues	A presentation of a financial forecast A phone call about cash-flow issues	Common financial terms Forecasting verbs Cash-flow expressions Adverbs of certainty Predicting with <i>will/won't</i>
<b>02</b> Budgeting	Discussing a budget Explaining budget changes Discussing how to reduce spending	A blog post about fixed and flexible budgets Emails about budget changes	A meeting to approve a budget A meeting about reviewing budgets	Budget terminology Verbs to discuss budget reductions Question tags
<b>Video</b>	Interviews with Finance professionals talking about Forecasting and Budgeting with exercises			
<b>Review</b>	Revision exercises for Units 01 and 02			
<b>03</b> Managing payments	Following up outstanding payments Negotiating payment extensions	Payment reminder emails Internal emails discussing cash-flow issues	Telephone calls following up late payers A telephone call renegotiating payment terms	Accounting terminology Payment terminology Negotiating expressions Modal verbs for possibility and requests
<b>04</b> Reporting financial information	Talking about changes to the financial position of a company Presenting slides	Financial statements	A presentation of the general company finances A presentation of inventory problems	Financial statements Describing change Presentation language Contrasting expressions
<b>Video</b>	Interviews with Finance professionals talking about Managing payments and Reporting financial information with exercises			
<b>Review</b>	Revision exercises for Units 03 and 04			
<b>05</b> Interim results	Describing differences/variances Explaining causes and results Controlling a meeting	An email about a budget variance A blog post about corrective action	A presentation of the causes of a budget variance A meeting about corrective action	Words to describe differences/variances Formal and informal email expressions Linking words – cause and effect Meetings phrases Conditionals for likely and less likely situations
<b>06</b> Business development	Discussing company performance Discussing strategy Discussing how to raise finance Decision-making	A blog post about the balanced scorecard An investment company brochure	Discussions of a strategy map An investment decision	Strategy and planning expressions Active listening expressions Modal verbs for necessity; <i>recommend</i>
<b>Video</b>	Interviews with Finance professionals talking about Interim results and Business development with exercises			
<b>Review</b>	Revision exercises for Units 05 and 06			
<b>07</b> Financial services and advice	Negotiating letters of credit Giving and receiving tax advice	A commercial banking website page An executive summary	Telephone calls about letters of credit A meeting about tax advice	Banking and tax expressions Phrases for negotiating Phrases for making recommendations and suggestions
<b>08</b> Auditing	Making small talk and building relationships Opening a meeting Asking sensitive questions	A blog post on relationship-building skills An audit policy	A social conversation An opening meeting A difficult conversation	Auditing expressions Meetings expressions Indirect questions
<b>Video</b>	Interviews with Finance professionals talking about Financial services and advice and Auditing with exercises			
<b>Review</b>	Revision exercises for Units 07 and 08			

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