

## Grammar and Vocabulary

### Lesson 17 – A

Topic: Accounting

Aim:

1. Learn useful vocabulary related to Accounting.
2. Review the Incorrect Prepositions .

#### I. Vocabulary

Identify the meaning of the underlined words. Choose the best answer from the choices that follow. Practice using the the underlined words in sentences.

1. The WTO has no mandate to regulate the major trading players, the transnational corporations
  - a. national
  - b. organizational
  - c. transferable
  - d. multinational
2. Some non-profit charitable corporations threaten boycotts and then ask for and get grants from targeted companies.
  - a. taxable
  - b. nonprofitable
  - c. payable
  - d. noncommercial
3. .Unfortunately, these sorts of searches are presently dominated by big corporations with hefty search budgets.
  - a. big
  - b. small
  - c. gentle
  - d. wimpy
4. These lenders often require specific collateral based on the purpose of the loan.
  - a. lineal
  - b. security interest
  - c. direct
  - d. apprise
5. Firstly, from multinational corporations using their new global mobility to head for low tax regimes.
  - a. immotility
  - b. movability
  - c. immovable
  - d. stability

## Exercise 2: Let's use the words!

Complete the dialog using the words from the box.

### Hardware Deductions

- Mr. Sanders** : Mark can we talk for a moment?  
**Mark** : Sure, Mr. Sanders. What would you like to discuss?
- Mr. Sanders** : I'd like to look into the Johnson \_\_\_\_\_ for a moment.  
**Mark** : I did the \_\_\_\_\_ yesterday and updated the balance sheet.
- Mr. Sanders** : Yes, I don't understand some of these \_\_\_\_\_ .  
**Mark** : Do you mean the \_\_\_\_\_ costs?
- Mr. Sanders** : You deducted \$35,000 for \_\_\_\_\_ of hardware.  
**Mark** : That's based on their accounting criteria. I got the amount from their bookkeeper.
- Mr. Sanders** : It seems too much to me.  
**Mark** : Remember that computer equipment tends to depreciate faster than office furniture.
- Mr. Sanders** : I guess so. I'll take your \_\_\_\_\_ for it. Did they approve the balance?  
**Mark** : Yes, it was OKed yesterday afternoon.
- Mr. Sanders** : The net growth looks fantastic this year.  
**Mark** : It sure does! The \_\_\_\_\_ grew by 17%.

account                      bottom-line                      amortization                      bookkeeping  
depreciation                      deductions                      word  
account

## II. GRAMMAR REVIEW:

Topic: Incorrect Prepositions

### Rule 1.

You may end a sentence with a preposition. Just do not use extra prepositions when the meaning is clear without them.

#### Examples:

- Correct** : That is something I cannot agree with. That is something with which I cannot agree.
- Correct** : Where did he go?
- Incorrect** : Where did he go to?
- Correct** : Where did you get this?
- Incorrect** : Where did you get this at?
- Correct** : I will go later.
- Incorrect** : I will go later on.
- Correct** : Take your shoes off the bed.
- Incorrect** : Take your shoes off of the bed.

**Correct** : You may look out the window.

**Incorrect** : You may look out of the window.

**Correct** : Cut it into small pieces.

**Incorrect** : Cut it up into small pieces.

**Rule 2.** Use on with expressions that indicate the time of an occurrence.

**Examples** : He was born on December 23.

We will arrive on the fourth.

**Rule 3.** Of should never be used in place of have.

**Correct** : I should have done it.

**Incorrect** : I should of done it.

**Rule 4.** Between refers to two. Among is used for three or more.

**Examples** : Divide the candy between the two of you.

Divide the candy among the three of you.

**Rule 5.** The word like may be used as a preposition and in informal writing, as a conjunction. In formal writing, use as, as if, or as though rather than like as the conjunction.

**Examples** : Prepositional usage

You look so much like your mother.

Conjunction usage:

You look like you are angry.

OR

You look as if you are angry.

### Exercise 1: Let's try this out!

#### Error Recognition:

Identify the one underlined word or phrase that should be corrected or rewritten.

Then, write the correct sentence.

1. We discuss the role of financial accounting within society in January 5.

A

B

C

D

2. They might of accounting skills.

A

B

C

D

3. You are the most competent accountant among you and Bella.

A

B

C

D

4. You sound like as though you are excited.

A

B

C

D

5. What did you convert to?

A

B

C

D

References:

Barron's How to Prepare for TOEIC Test 2nd Edition – Dr. Lin Lougheed

Business Basics Internationa Edition – David Grant and Robert McLarty