

Inglés empresarial

Prologue	Language learning	Quantity and quality
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	<i>FINANCE</i>	<i>BANKING</i>	<i>COMMUNICATION</i>
1	Money and credit	Bank account	Business communication
2	Bond market	Cheque	Commercial correspondence
3	Stock market	Direct debit and standing order	Email etiquette
4	Insurance	Credit and debit card	Telephoning
5	Real estate market	Bill of exchange and letter of credit	Presentation skills (I)
6	Globalization	European Central Bank	Presentation skills (II)

	<i>ACCOUNTING</i>	<i>MANAGEMENT</i>	<i>COMMUNICATION (CONT.)</i>
7	Accounting basics	Types of business	Business report
8	Balance sheet (assets)	Mission statement	Meeting
9	Balance sheet (liabilities and equity)	Management levels	Business networking
10	Income statement	Strategy	Personal brand
11	Cash flow statement	Marketing	Job application
12	Financial statement audit	Telecommuting	Job interview

Conclusion
