

# Inglés empresarial

Prologue	Language learning	Quantity and quality
----------	-------------------	----------------------

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

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

Conclusion
------------