

English language support for accountancy students - list of content



We have developed a series of English language learning units to support you while you study for your ACCA Qualification. The various learning units have been designed around the different ACCA exams. You may want to simply complete the units relevant to the specific exam you are studying for, although we would recommend you explore other units as well, as they may be helpful.

Each unit should take you approximately 1 hour to complete.

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ACCA Paper	Unit name	Description
Accountant in Business	Simple sentences	In this unit, you will look at the structure of simple sentences and you will practise writing simple sentences (e.g. Jack builds a house)
	Present tenses	In this unit, you will be introduced to different forms of the present tense (e.g. Jack builds a house and Jack has built a house). You will practise using these tenses when reading and writing a paragraph in the present.
	Notes from reading	In this unit, you will look at some sample student notes in order to identify the main features of note-taking and the steps you have to follow in order to make good notes.
	Improving your listening	In this unit, you will become familiar with the basic structure and features of a lecture or talk. You will identify and use strategies which will help improve your ability to listen to lectures and talks more effectively.
Management Accounting	Numerical information	In this unit, you will become familiar with and use the vocabulary of numerical information, and learn to use the passive voice to explain numerical information
	Describing Trends 1	In this unit, you will become familiar with the language of trends (phrases and grammar) and learn to use such language in your writing.
	Describing Trends 2	In this unit, you will look at the use of prepositions with nouns and verbs of trends. You will look at the language used to explain reasons and consequences of trends.
	Probability	In this unit, you will look at words to express probability (such as probably, could, may) as well as practise using them in some sample sentences.
Financial Accounting	Paragraphs	In this unit, you will look at the structure of paragraphs. You will focus on the use of topic sentences in paragraphs and how to use them effectively?
	Compound sentences	In this unit, you will learn and understand the structure of compound sentences (e.g. Jack built a house and he built a hotel). You will also look at how different connecting words are used in compound sentences to link different ideas together.
	Complex sentences	In this unit, you will learn the structure of complex sentences (e.g. Although it was raining, Jack still went swimming). You will also practise using different connecting words used in complex sentences and practise writing complex sentences.
	Learning vocabulary	In this unit, you will identify successful ways of learning new vocabulary and look at how you can record key vocabulary.
	Articles	In this unit, we will look at the use of articles in writing. Articles tell us if we are talking about something specific or if we are talking about something in general. They are very common in English, so it is important that you understand how to use them. You will look at the differences between a/an and the, and when not to use articles at all. In the final activity, you will complete extracts from an ACCA study text with the correct articles.
Corporate and Business Law	Short definitions	In this unit, you will look at the information that comes into writing short definitions and how these definitions are structured. You will focus on the language of short definitions and practise writing short definitions.
	Long definitions	In this unit, you will learn about long definitions. You will learn how to structure long definitions and the language you need to link definitions together. You will also have the opportunity to practise how to structure long definitions.
	Relative clauses (type 1)	In this unit, you will learn what and why defining relative clauses are used and how they are structured so you can include them in your exam answers. You will also practise writing defining relative clauses.
	Legal vocabulary	In this unit you will become familiar with some of the technical words used in the F4 exam. You will learn the meaning and different forms of these words. You will then have the opportunity to practise using these new words.

ACCA Paper	Unit name	Description
Performance Management	Analysing Questions	In this unit you will learn about the structure of questions and look at the features of exam questions. You will then have the opportunity to practise breaking down sample exam questions.
	Relative clauses (type 2)	In this unit, you will understand the differences between defining and non-defining relative clauses and practise using both defining and non-defining relative clauses in your writing.
	Connecting Words	In this unit, you will learn how to link points within and between sentences and practise linking points within and between sentences. You will then have an opportunity to apply what you have learnt in this unit to a longer extract
	Past tenses	In this unit, you will be introduced to the uses of the past tense and learn different ways of expressing the past. You will then practise using these tenses in different contexts.
	Skim and Scan reading F5	In this unit you will learn how to skim and scan read a text. You will then practise using these techniques with some sample ACCA study texts.
Taxation	Cause and effect	In this unit, you will identify relationships of cause and effect between events in texts. You will become more familiar with the language of cause and effect. You will then have the opportunity to practise writing using the language of cause and effect.
	Advice and recommendation	In this unit, you will explore the language of recommendations. You will practise how to use this language in examples using exam questions and study texts from the F6 exam.
	Future tense	In this unit, you will be introduced to the uses of the future tense (e.g. Jack will build a house, Jack is going to build a house). You will practise using the different forms of the future tense when reading and writing sentences and paragraphs.
	Accounting vocabulary	In this unit you will become familiar with some of the technical words used in the F6 exam. You will learn the meaning and different forms of these words. You will then have the opportunity to practise using these new words.
	31 Reading for detail F6	In this unit, you will look at reading texts in more detail. You will become more familiar with the SQ3R method for reading for detail and practice reading in detail.
Financial Reporting	The passive	In this unit, you will be presented with the passive voice in context. You will become familiar with how the passive voice is formed and used, and practise using the passive voice in writing.
	Noun Phrases	In this unit, you will learn why noun phrases are used and how they are structured so you can recognise them when you read.
	To-infinitive forms	In this unit, you will be presented with the to-infinitive forms in context. You will become familiar with uses of the to-infinitive forms and practise using these forms in your own writing.
	-ing forms	In this unit, you will be presented with ing-forms in context. You will become familiar with the uses of ing-forms and practise using these forms in your own writing.
	Vocabulary of accountancy 2	In this unit, you will look at some of the vocabulary of accountancy which is commonly used in your F7 exam study texts. You will use this vocabulary to learn different ways to learn and record the vocabulary of accountancy. You will practise using these new words in ACCA study text extracts.
Audit and Assurance	Describing a process	In this unit you, will learn the language you need to describe a process. You will an opportunity to practice using this language and describe a real process.
	Comparison and contrast	In this unit, you will look at and practise using different language forms to compare and contrast things. You will then have the opportunity to apply what you have learnt using extracts from ACCA study texts.
	Summarising	In this unit, you will look at the features of a good summary and identify the most challenging steps of summarising. You will then have an opportunity to practise writing a summary.
	Paraphrasing	In this unit, you will look at the steps and techniques used when paraphrasing. You will focus on three techniques to help you paraphrase and practice using using these techniques.

ACCA Paper	Unit name	Description
Financial Management	Conditionals 1	In this unit, you will be introduced to the functions of zero and first conditionals and learn about the structure of zero and first conditionals and their verb forms. You will then have an opportunity to practise writing zero and first conditionals.
	Paragraphs 2	In this unit, you will focus on using supporting sentences in paragraphs. In particular, you will look at some of the typical phrases that are used in these paragraphs. You will then be able to apply what you have learnt to complete your own paragraphs.
	Conditionals 2	In this unit, you will be introduced to the functions of the second and third conditionals and learn about the structure of second and third conditionals and their verb forms. You will then have an opportunity to practise writing second and third conditionals.
	Planning your writing	In this unit, we will show you how to write a quick plan of your answer before you start writing. We will introduce you to the steps you need to follow when planning your answer and apply what you have learnt to plan your own answers.
Strategic Business Leader	Briefing papers	In this unit, you will be introduced to the key features of briefing papers. You will learn about the structure of briefing papers and then practise reordering an answer from a P3 ACCA exam question.
	Conclusions	In this unit, you will learn about the common features of conclusions and learn the language commonly used in conclusions. You will then have an opportunity to practise analysing conclusions in ACCA answers.
	Gaining professional marks	In this unit, you will look at how to gain professional marks in the Strategic Business Leader exam.
	Reading Strategies for Strategic Business Leader	In this unit, you will learn reading strategies that will help you with the Strategic Business Leader exam.
Strategic Business Reporting	Language of discussion	In this unit, you will identify the different types discursive language and learn how to use this language in context. You will then have an opportunity to practise the language of discussion in a sample writing task
	Building an argument	In this unit, you will learn how to build an argument in your writing and understand how to explain and support your arguments when answering questions in the ACCA exams.
	Organising your writing: General to specific	In this unit, you will identify the general to specific pattern within different texts and understand why it is important when writing. You will then have an opportunity to practise what you have learned in using an ACCA exam question.
	Making your writing flow	In this unit, you will look at what makes your writing flow and focus on some of the language that you can use to make your writing flow better. You will then have an opportunity to practise using this language.
Advanced Financial Management	Writing Concisely	In this unit, you will learn useful methods to help you to write concisely and practise using these methods. In the final activity, you apply what you have learnt to some ACCA P4 material.
	Understanding Question Requirements	In this unit, you will learn to identify the different parts of question requirements and understand the language used in these questions.
	Prepositions 1	In this unit, you will learn to identify how to use the prepositions in/at/on correctly when writing. In the final activity, you practise what you have learnt using ACCA study material.
	Prepositions 2	In this unit, you will learn how to use the prepositions to/for/of correctly when writing. In the final activity, you practise what you have learned using an ACCA exam question.
Advanced Performance Management	Organising a Report	In this unit, you will look at how reports are structured and the different parts that make up a report. This will support you when answering questions in the professional exams.
	Organising your writing: Problem solution	In this unit, you will identify the features of a problem and solution text and learn about the words which are commonly used to present a problem and a solution. In the final activity, you practise what you have learned using an answer prepared by the P5 ACCA Examining Team.
	Supporting an argument	In this unit, you will be introduced and learn about different types of evidence used to support your claims. In the final activity, you will practise including evidence in different arguments in your written work.
	Writing an evaluation	In this unit, you will identify the elements that are part of an evaluation and analyse different examples of evaluations in ACCA written answers. In the final activity, you will practise writing a short evaluation.

ACCA Paper	Unit name	Description
Advanced Taxation	Vocabulary of finance	In this unit, you will look at some of the financial words which are commonly used in your P6 exam study texts. You will use this vocabulary to learn different ways to learn and record the vocabulary of finance. You will also practise using these new words in writing.
	Structuring a letter	In this unit, you will look at how letters are structured. You will become familiar with the layout and structure of letters, and how to write them in the appropriate style.
	Tense review	In this unit, you will review and practise all of the different tenses. In the P6 exam, you will be asked to provide individuals and businesses with advice regarding their taxes. You will need to ensure you understand, and are able to use present, past and future tenses together. In the final activity, you will practise using the tenses together.
	Prefixes and suffixes	In this unit, you will learn how to use prefixes and suffixes in order to use correct word forms. Using the correct word forms will improve the accuracy of your answers and will also make it easier for the examiner to understand your answers. You will learn common patterns when using prefixes and suffixes and practise using the correct word form when working with prefixes and suffixes. In the final activity, you will use a sample P6 answer for extended practice in prefixes and suffixes.
Advanced Audit and Assurance	Vocabulary of audit	In this unit, you will look at some of the audit vocabulary which is commonly used in your P7 exam study texts. You will use this vocabulary to learn different ways to learn and record the vocabulary of audit. You will practise using these new words in writing.
	Determiners	In this unit, we will look at the following types of determiners: demonstratives, possessives, and quantifiers. Determiners are very common in English, so it is important that you understand how to use them. In the final activity, you will practice using these determiners in ACCA study texts.
	Case studies 2	In this unit, you will become familiar with the purpose and structure of case studies presented in P7 papers. You will look at techniques to reading case studies and the different types of language used in presenting information in case studies.
	Structuring a memo	In this unit, you will look at the key features of memos, which is a common type of writing in business. A memo is a document which is most commonly used by members of an organisation to communicate and share information that is relevant to people within that organisation. In professional exams, you may be asked to present your answer in the form of a memo, so you need to know what its key features are and how it is organised. You will look at a sample memo and identify the typical features and organisation of a memo. In the final activity, you will practise rewriting a student's answer to a P7 exam question.

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