

Chapter by Chapter

The main section of this packet with tips and materials for teaching is laid out simply along the chapters in the student's and teacher's books.

1. Double-Entry Bookkeeping

1.1. Getting started

When you start with bilingual teaching of financial accounting, the students will tend to be very keen on seeing what lessons in English are like. Therefore, it makes sense to start with an introduction in English, which could be set up as follows.

- Q: «Does anybody do bookkeeping at home or keep books for a club?»
Q: «Does another person in your family do accounts at home or keep books for a club?»
- Students report.
- Go on and read page 8.
- Do exercises on pages 9 and 10.
- Then cover the subject in the German book.

Extra Activity – Definition Bingo

As a vocabulary revision, you can do the following «Definition Bingo», which you will also find on our homepage www.bili-books.ch. Go to Services > Teachers > Powerpoint Presentations.

Feel free to use or adapt this presentation in any way you want.

On the following page, you will find a copiable tasksheet for the students. Alternatively, this may be projected if a visualiser is at your disposal.

Procedure

Hand out the worksheets or make students draw their own grid with 9 squares and show them the words.

Inform students about the game. The object of the game is to get all three words of a horizontal line or a vertical line or the diagonal. A second «Bingo» can be got when all 9 squares are completed.

When students are ready, give either a definition of the expression in English or give students the word in German. Your students then cross out that word if they have it in their personal grid. As soon as a student has all three words of a horizontal or vertical line or the diagonal, he or she shouts «Bingo». You might want to hand out a little present. Then all the 9 words result in the second «Bingo».

Tip

You can adapt the open source PowerPoint file to any vocabulary you would like to train.

Check the meanings of the following expressions.

assets

liabilities

equity

real estate

cash

accounts payable

inventories

raw material

mortgage

machinery

bank overdraft

equipment

vehicles

Draw a box with 9 squares like this.

Now make a choice of 9 of the words above and fill them in the box.