

TOPICS

LANGUAGE FUNCTIONS

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Introduction to taxation & auditing

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- Jobs in taxation & auditing
- Areas of accounting
- Professionals in the UK & US

- Meeting clients
- Practising short conversations
- Making small talk

2

Advising employees

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- Deductions, allowances & benefits
- Remote work
- UK & US taxes

- Making appointments
- Conducting interviews & giving advice
- Drafting emails & memoranda

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Advising freelancers

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- Freelancers, traders & professionals
- Starting & running your business
- Expenses & tax accounting

- Explaining tax forms
- Briefing clients
- Visualising information

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Corporate taxation

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- Corporate structures
- Trade tax
- Financial statements

- Advising start-ups
- Explaining corporate taxes
- Analysing financial statements

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International taxation

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- VAT in EU trade
- Taxing multinationals
- Tax avoidance

- Tele- & videoconferencing
- Explaining double taxation agreements
- Discussing profit shifting

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Working in auditing

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- Types of auditing
- Creative accounting
- Reporting

- Explaining internal and external auditing
- Giving presentations
- Explaining non-financial reporting

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