

**CAREER  
PATHS**

# Accounting

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Express Publishing

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# PBL UNLIMITED

It's here! The new version of PBL's complete accounting software offers the same **ease of use, security, and functionality** as our previous version, plus **updates** to launch your business into the future of financial accounting.

PBL Unlimited features:

- Up to 50 **user licenses**
- Cash flow manager
- Automatic inventory tracking
- Audit trail report
- **Remote access**
- **Data mining**
- Unlimited customer accounts
- Two years of free updates
- And so much more ...



## Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are the advantages to using accounting software?
- 2 What are some different types of accounting software?

## Reading

2 Read these advertisements. Then, mark the following statements as true (T) or false (F).

- 1 \_\_\_ Multiple users can operate PBL Unlimited.
- 2 \_\_\_ The Virtual Accountant features self-teaching tools.
- 3 \_\_\_ The Virtual Accountant is best for large firms.

## HANFORD

Are you tired of paying hundreds of dollars in accountant fees? Do you wish there was a simpler and cheaper way?

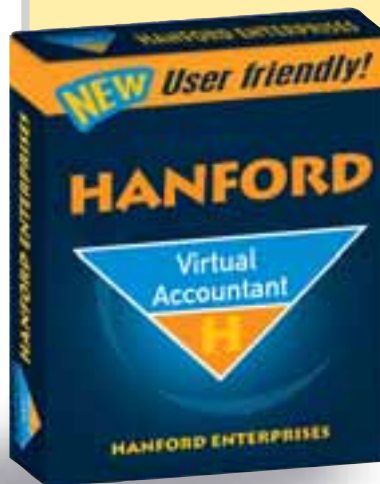
Virtual  
Accountant

H

### With the Virtual Accountant, there is!

The Virtual Accountant is Hanford Enterprises' new **user-friendly** accounting software designed especially for individuals and small businesses. This simple program will help you get your accounting operations **up and running**. It includes simple tutorials to show you how to manage your data and avoid "**garbage in, garbage out.**"

Call today to talk to a Hanford representative!



## Vocabulary

3 Match the words (1-5) with the definitions (A-E).

- |                               |                     |
|-------------------------------|---------------------|
| 1 ___ ease of use             | 4 ___ functionality |
| 2 ___ updates                 | 5 ___ data mining   |
| 3 ___ garbage in, garbage out |                     |

- A the result of flawed input is flawed output  
 B improvements created by a program's designers  
 C analyzing information and finding patterns in it  
 D the degree to which a program is simple to operate  
 E the degree to which a program is practical and useful

**4** Fill in the blanks with the correct words and phrases: *user licenses, remote access, up and running, tutorials, user-friendly.*

- 1 Large firms need software with a lot of \_\_\_\_\_.
- 2 The business will be \_\_\_\_\_ soon.
- 3 Don is travelling and wants a program with \_\_\_\_\_.
- 4 Individuals may want a program that is \_\_\_\_\_.
- 5 People who are new to accounting should use \_\_\_\_\_.

**5** Listen and read the advertisement again. How many people are allowed to use one copy of PBL unlimited?

## Listening

**6** Listen to a conversation between two accountants. Choose the correct answers.

- 1 What is the dialogue mostly about?
  - A choosing software
  - C PBL's latest update
  - B the number of users
  - D using outdated software
- 2 What are the accountants likely to do?
  - A stop using software
  - B select PBL Unlimited
  - C shop for other programs
  - D update their current software

**7** Listen again and complete the conversation.

**Accountant 1:** So, Tim, have you thought about which 1 \_\_\_\_\_ we should get?

**Accountant 2:** Well, I'm thinking about getting PBL Unlimited.

**Accountant 1:** Hmm ... I 2 \_\_\_\_\_ PBL Unlimited. I like the Virtual Accountant, though.

**Accountant 2:** This 3 \_\_\_\_\_ PBL Unlimited has some 4 \_\_\_\_\_.

**Accountant 1:** But the Virtual Accountant is really easy to use. It has tutorials on 5 \_\_\_\_\_.

**Accountant 2:** That's cool. But I 6 \_\_\_\_\_ for homes, not businesses.

**Accountant 1:** You don't think it would work for the business?

**Accountant 2:** Well, I would 7 \_\_\_\_\_ something with more features.

**Accountant 1:** What features does PBL Unlimited have?

**Accountant 2:** Oh, it has everything! It has inventory tracking, data mining and a lot more.

## Speaking

**8** With a partner, act out the roles below based on Task 7. Then switch roles.

### USE LANGUAGE SUCH AS:

*Have you thought about which software ...?*  
*I'm thinking about getting ...*  
*What features does ... have?*

**Student A:** You are an accountant. Talk to Student B about:

- software
- features
- preferences

**Student B:** You are an accountant. Answer Student A's questions.

## Writing

**9** Use the advertisement and the conversation from Task 8 to complete the email.

FROM: \_\_\_\_\_, CPA  
 TO: \_\_\_\_\_, Accounting Manager

I know you want to buy new software for our department. I just wanted to let you know about a really great program that I used at a previous job. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Thanks for your time!

\_\_\_\_\_