

## TRAINING PROGRAM

1. Bookkeeping
  - Basic bookkeeping terminology
  - Describing financial transactions and entries
  - Communication in day-to-day accounting activities
2. Accounting policies, standards, assumptions and principles
  - Key accounting vocabulary
  - Describing assumptions and reporting principles
3. Depreciation and amortisation
  - Language for asset valuation over time
  - Describing depreciation of tangible assets
4. Auditing
  - Core audit terminology
  - Communication during audit processes
5. Financial statements & financial ratios
  - Structure and key elements of financial statements
  - Explaining financial ratios in business context
6. Cost accounting & pricing
  - Cost and margin terminology
  - Talking about cost structures and profitability
7. Stocks and shares
  - Basic capital markets vocabulary
  - Talking about investments and performance
8. Taxation
  - Core taxation terminology
  - Communication in corporate tax context

## AIM OF THE TRAINING

The training is created to develop participants' ability to communicate effectively in Business and Financial English in professional contexts, improving accuracy, confidence, and fluency when discussing financial, accounting, and corporate topics.

## BENEFITS

- Gain confidence in using Business and Financial English in real work situations
- Improve accuracy and clarity when discussing financial and corporate topics
- Develop practical communication skills for meetings, reporting, and presentations

## LECTURER

**Olga Druszkiewicz, MSc**

She holds an MA in English Philology from the Jagiellonian University in Kraków and has continuously developed her expertise through participation in professional courses and conferences.

Since 1995, she has been a lecturer at the Kraków University of Economics, where she also delivered Business English training courses under various EU-funded programs.

## TRAINING DETAILS

**Duration:** 7 sessions, 2-hour each  
**Time:** Mondays, 17:00–19:00  
**Date:** 12,19,26 October & 9,16,23,30 November  
**Language:** English  
**Place:** live on-line, Zoom platform  
**Price:** 765 PLN brutto

**For registration until: 18 September 2026**

/ 10% - individual discount

/ 15% - group discount – 2 people or more