Table of Contents

UNIT 1
Getting started in tax accounting 6

Reading 1: Tax Accounting Careers 6
Focus on vocabulary: Collocations 8
Focus on grammar: Mixed tenses 9
Reading 2: Educational Requirements 9
Writing task: CPA Licence 11
Building up a new vocabulary 11

UNIT 2
What is What in Tax Accounting 12

Reading 1: Key Taxation Vocabulary 12
Focus on vocabulary: Prepositions 14
Focus on grammar: Present Simple Tense 14
Reading 2: Tax Deductible Expenses 15
Writing task: Taxation System 16
Building up a new vocabulary 17

UNIT 3
Types of Taxes 18

Reading 1: Direct and Indirect Taxes 18
Focus on vocabulary: Phrasal Verbs 20
Focus on grammar: Present Continuous Tense 21
Reading 2: Taxation Methods 21
Writing task: High Vs Low Income Tax 22
Building up a new vocabulary 23

UNIT 4
Focus on Payroll Tax and Personal Income Tax 24

Reading 1: Payroll Taxes 24
Focus on vocabulary: Idiomatic Expressions 26
Focus on grammar: Past Simple Tense 27
Reading 2: Personal Income Tax 27
Writing task: Payroll Taxes 28
Building up a new vocabulary 29

UNIT 5
Focus on Corporate Income Tax 30

Reading 1: Corporate Income Tax 30
Focus on vocabulary: Tax Accounting Synonyms 32
Focus on grammar: Past Continuous Tense 33
Reading 2: Completing a Corporate Income Tax Return 33
Writing task: CIT Report 34
Building up a new vocabulary 35

UNIT 6
Focus on VAT 36

Reading 1: VAT 36
Focus on vocabulary: Communicating with Clients 38
Focus on grammar: Present Perfect Simple 39
Reading 2: Completing a VAT Return 39
Writing task: VAT Report 40
Building up a new vocabulary 41

UNIT 7
Focus on Capital Gains Tax 42

Reading 1: Capital Gains Tax 42
Focus on vocabulary: Accounting Terms 44
Focus on grammar: Present Perfect Continuous 45
Reading 2: Other Forms of Taxation 45
Writing task: CGT Report 46
Building up a new vocabulary 47

UNIT 8
Tax Accounting Vs Financial Accounting 48

Reading 1: Accounting Profit Vs Taxable Income 48
Focus on vocabulary: Reconciling Accounting Profit to Taxable Income 50
Focus on grammar: Future Forms 1 51
Reading 2: Permanent and Temporary Differences 51
Writing task: Reconciling Accounting Profit to Taxable Income 52
Building up a new vocabulary 53

UNIT 9
Tax Consultants **54**

Reading 1: Roles of Tax Consultants 54
Focus on vocabulary: Tax Consultant's Professional Vocabulary 56
Focus on grammar: Future Forms 2 57
Reading 2: Mergers and Acquisitions 58
Writing task: Merger Proposal 59
Building up a new vocabulary 59

UNIT 10
Understanding Legal English **60**

Reading 1: Legal Language 61
Focus on vocabulary: Legal Collocations 62
Focus on grammar: Passive Voice 63
Reading 2: Tax Lawyers 63
Writing task: Law Making Process 64
Building up a new vocabulary 65

UNIT 11
Roles of Tax Authorities **66**

Reading 1: Roles of Tax Authorities 66
Focus on vocabulary: Tax-Related Crimes 68
Focus on grammar: 1St Conditional 68
Reading 2: Tax Havens 69
Writing task: Tax Administration 70
Building up a new vocabulary 71

UNIT 12
Insolvency Proceedings and Liquidation **72**

Reading 1: Insolvency Proceedings 72
Focus on vocabulary: Insolvency Proceedings and Liquidation Collocations 74
Focus on grammar: 2nd Conditional 74
Reading 2: Liquidation Proceedings 75
Writing task: Liquidation Procedure 76
Building up a new vocabulary 77

UNIT 13
Tax Due Diligence **78**

Reading 1: Due Diligence Vs Financial Audit 78
Focus on vocabulary: Transfer Pricing 80
Focus on grammar: Modal Verbs of Obligation 80
Reading 2: Tax Due Diligence 81
Writing task: Tax Due Diligence 82
Building up a new vocabulary 83

UNIT 14
Tax Compliance and Tax Assurance **84**

Reading 1: Tax Compliance 84
Focus on vocabulary: Tax Audit Vocabulary 86
Focus on grammar: Modal Verbs of Deduction 87
Reading 2: Tax Assurance 87
Writing task: Tax Compliance Procedure 88
Building up a new vocabulary 89

UNIT 15
Tax Planning and Tax Harmonisation **90**

Reading 1: Tax Planning 90
Focus on vocabulary: Tax Planning Vocabulary 92
Focus on grammar: Reported Speech 93
Reading 2: Tax Harmonisation 93
Writing task: Tax Planning Strategies 94
Building up a new vocabulary 95

Glossary **96**