

Financial presentations and reports are important communication activities where language **use and confidence is key**.

This course will provide you with the language, communication skills and confidence to deliver high quality financial presentations and reports in English. You will not only learn how to minimize potential misunderstandings and errors, but also how to interpret, develop and explain a convincing message with data and trends.

For more details please visit: www.tjtaylor.net/english/courses-financial-reporting

Complete Programme

Day 1

Activities	Content & objectives	Timing
Introduction		0.5 hours
Internal versus external reporting Users, information included, analysis	Examples of various styles of reporting for internal and external uses To highlight the differences and to start discussion about financial reporting	1.5 hours
Vocabulary building Part 1	To introduce or revise common terms through 2/3 activities	1 hour
Budgets and forecasts Building a budget or forecast, language for making assumptions and predictions, start of analyzing results, using key metrics	To build a budget or forecast using past and current financial information of the company, the industry, and the economy. The objective is to begin analyzing the financial data for this task, but without having to describe their analysis yet - this will be accomplished through a mini case study which will carry through the seminar	4 hours
Vocabulary building Part 2	To introduce or review common terms, based on authentic documents	1 hour

Day 2

Activities	Content & objectives	Timing
Financial analysis Describing trends and an earnings release video This section of the seminar is modular based on client preference for internal reporting only, or both internal and external reporting	Vocabulary introduction through clippings from financial newspapers and magazines Describing trends 1: financial summaries and preparing charts, graphs, etc. Earnings release video: short video to identify and build language and vocabulary The objective is for the participants to identify the phrasing and language used to report results	1 hour 1.5 hours 2 hours
Reporting results Case study continued Simulations of each of the 3 activities, video recorded for feedback	Summarizing results (for a period of time) and explaining why they changed Making comparisons - year over year, quarter over quarter Describing how results have changed over time - describing trends using graphs, charts, etc.	1.5 hours 1 hour 1 hour

Day 3

Activities	Content & objectives	Timing
Reporting results Part 2	Making predictions - using budgets and forecasts To consolidate and build fluency through preparation, role-play and feedback	1.5 hours
Simulations	Simulated conference calls or meetings involving all participants	2 hours
Feedback & review	Individual and group feedback Team coaching based on video recordings	0.5 hours

Customisation Options

We can further customise the course content in the following areas:

Corporate Finance, Taxation, Banking, Project Finance, Mergers & Acquisitions, Internal Auditing, US GAAP, and Capital Markets

Contact Us

If you would like to learn more, or if you have any questions, please contact us:

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