Course: Business English Level 3

Day №25

Unit 13 Finance

13.1 Describing simple formulae

Do you do calculations at work?

What do you use to do calculations at work or in your personal life?

What are spreadsheets used for?

Do you always depend on spreadsheets?
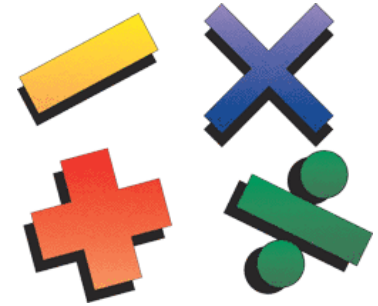
Microsoft® Excel 2002

Vocabulary

Look at the items listed in the box. Match them with the items on the spreadsheet below.

minus sign open bracket close bracket plus sign cell column times sign row equals sign percentage sign division sign

	A	B	C	D	E	F	
1	Product	Price	Number sold this month	Revenue -(B*C)	Revenue last month	%change = 100*(D-E)/E	-6.9
2	TR21Z	Transitor	0.88	3543	3117.84	3350.50	
3	Amplifier AP62-5	3.45	856	2097.20	1977.00	+6.1	

Language focus

Write/recite these calculations out in full. Use the words below.

plus   **minus**   **times**   **divided by**   **equals**

Example:

2*48-15% = 8.6

Two times forty-eight, minus fifteen percent, equals eighty-one point six.

1) 27+34+25X3 = 258   2) 35X9.99+15% = 402.1   3) 166 ÷3+17% = 64.74

Look at the customer order below. This is the summary of the conversation between Greg from Total Chips and his customer, Linda. The list price and discount in columns C and D for each item are already given.

	A	B	C	D	E
1	Product	Quantity (cases)	List price	Discount	Net price
2					
3	Potato Twists	10	$40	15%	?
4	Shrimp Crunch	5	$55	25%	?
5	Tortilla Chips	5	$55	12%	?
6	Chip Stacks	15	$48	18%	?
7	TOTAL				?

What formula do you need to calculate the net price? Calculate the net price for each item.

Thank you for today!

I'm looking forward to seeing you again!