

English for Accountants

The German Institute for Certification in Accounting (DIZR e.V.) has passed the following certification guidelines for the examination “English for Accountants” by virtue of the decision of July 10, 2009, made by the board as the responsible body according to § 13 par. 5 of its statutes.

§ 1 Objective of the Examination

- (1) DIZR e.V. is entitled to hold examinations according to §§ 2 - 6 to certify the knowledge, skills and experience acquired through advanced professional training in the field “English for Accountants”.
- (2) The examination assesses whether the examinee possesses the necessary knowledge, skills and proficiency to express himself/herself in spoken or written English in the field of accountancy.

§ 2 Outline and Contents of the Examination

- (1) By taking the exam “English for Accountants” (**B1 level**) the examinee demonstrates his/her language proficiency.

The examinee is able to

- collect and process information in his/her field of work
- understand simple information and correspondence concerning accounting and controlling matters
- pass on professional information in conversations or phone calls
- deliver brief explanations and arguments
- make agreements based on familiar language structures
- write simple letters, emails and reports

- (2) By taking the exam “English for Accountants” (**B2 level**) the examinee demonstrates his/her advanced language proficiency.

The examinee is able to

- understand comprehensive information of financial presentations and meetings
- understand the main content of financial reports, contracts and other documents with specific accounting-related content.
- describe programs and projects
- share information on financial reports and annual statements
- understand a technical discussion concerning one’s own specialist area
- express one’s views and ideas regarding a range of subjects clearly and in detail, press one’s point and describe and discuss the pros and cons of a variety of options
- write independently job-related correspondence, reports and presentation texts.

§ 3 Examination Requirements

- (1) The examination “English for Accountants” assesses whether the examinee possesses the necessary expertise, skills and proficiency to express himself/herself in spoken or written English in the field of accountancy and is able to allocate and assess its terminology in both languages.
- (2) The objective of the examination “English for Accountants” is to assess in particular the listening and reading comprehension of finance-related texts, grammar proficiency and the ability to write a letter or a report.

§ 4 Conduct of the Examination

- (1) The subjects quoted in § 2 are examined in a written online test and in an oral examination.
- (2) The supervised written exam “English for Accountants” (**B1 level**) consists of a multiple choice questionnaire and the composition of a letter.

Time: 110 minutes

- (3) The supervised written exam “English for Accountants” (**B 2 level**) consists of a multiple choice questionnaire and the composition of a letter or report.

Time: 135 minutes

- (4) The time period for the oral exam is

B 1 level: **12 minutes**

B 2 level: **15 minutes**

The examinee is granted a preparation period of 20 minutes.

§ 5 Examination Results

- (1) The examinee has successfully passed the exam when he/she has scored **a minimum** of 50% in both the written and the oral exam.
- (2) The exams are marked according to the overview of marks enclosed in section 1.
- (3) The ratio for rating the written exam against the oral exam is
 - 4:1 for the B 1 level
 - 3:1 for the B 2 level.

- (4) The successful examinee receives a certificate with a detailed listing of the individual grades and the cumulative grade.

§ 6 Commencement and Validity Period

The guidelines for the certification of the “English for Accountants” examination come into effect on the day after their publication on the homepage of DIZR e.V.

Wuerzburg, Germany, July 17, 2009, DIZR e.V.



Prof. Dr. Volker Peemoeller, Chairman



Dr. Monique Reis, Board Member



Dr. Silke Peemoeller, Board Member

Appendix 1:

Grade guidelines (German system)											
Excellent (A) 100 - 92	Points	100 - 99	98,9 - 97	96,9 - 96	95,9 - 95	94,9 - 94	93,9 - 92				
	Grade	1,0	1,1	1,2	1,3	1,4	1,5				
Good (B) 91,9 - 81	Points	91,9 - 91	90,9 - 90	89,9 - 89	88,9 - 88	87,9 - 87	86,9 - 86	85,9 - 85	84,9 - 84	83,9 - 83	82,9 - 81
	Grade	1,6	1,7	1,8	1,9	2,0	2,1	2,2	2,3	2,4	2,5
Satisfactory (C) 80,9 - 67	Points	80,9 - 80	79,9 - 79	78,9 - 78	77,9 - 77	76,9 - 76	75,9 - 74	73,9 - 72	71,9 - 70	69,9 - 68	67,9 - 67
	Grade	2,6	2,7	2,8	2,9	3,0	3,1	3,2	3,3	3,4	3,5
Adequate (D) 66,9 - 50	Points	66,9 - 66	65,9 - 65	64,9 - 64	63,9 - 62	61,9 - 60	59,9 - 58	57,9 - 56	55,9 - 54	53,9 - 52	51,9 - 50
	Grade	3,6	3,7	3,8	3,9	4,0	4,1	4,2	4,3	4,4	4,5
Poor (E) 49,9 - 30	Points	49,9 - 47	46,9 - 45	44,9 - 43	42,9 - 41	40,9 - 40	39,9 - 39	38,9 - 37	36,9 - 35	34,9 - 33	32,9 - 30
	Grade	4,6	4,7	4,8	4,9	5,0	5,1	5,2	5,3	5,4	5,5
Unsatisfactory (F) 29,9 - 0	Points	29,9 - 25	24,9 - 20	19,9 - 15	14,9 - 10	9,9 - 0					
	Grade	5,6	5,7	5,8	5,9	6,0					