

## **Abstract**

The title of this research is “The English Terminologies of Accounting Department at Harris Hotel & Conventions”. The goal of the research is to find out the possible English accounting terminologies at Harris Hotel & Conventions, the writer felt that English language is important to be understood not just for the front office department of a hotel but also in accounting department, and the writer felt that researching about English terminologies in accounting department at a hotel is rarely done especially in Unpas. English terminologies are a set of words that related to a study or a subject while accounting department is a department that handles financial recording and reporting of a hotel, hotel is a business that provides its guests rooms for commercial purpose. In this research, the writer gathered the data with documentation research instrument, where he collected documents from Harris Hotel & Conventions Ciumbuleuit like purchase order, purchase requisition, bin card and chart of accounts, he researched and analyzed the data with qualitative method. After analyzing the research, the writer found many English accounting terminologies, there are around 66 English terminologies gotten from this research, where most of them were alphabetized and their use in accounting were explained, the terminologies were mostly related to administration, purchasing and storage operations. After doing the research, the writer suggests that English language must be considered as an essential language to be learned because it can also be applicable not to front office department but to accounting department as well, because there are many of accounting terminologies are in English, it would help the readers understand the terminologies much easier.

*Keywords: English Language, Terminologies, Accounting, Hotel.*