The Budget





This week...

Fiona and Mark are discussing the upcoming annual budget. They are discussing how best to manage their company's finances.

Lesson Objectives...

- Talking about budgets
- Discussing finances

Business English Conversation

Advanced Class

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Warm Up – Topic Question





Does your department or job come with a budget?

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Picture Description



What budget are they going over?







What are they having a meeting about?

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Fiona	Good to see you, Mark. I was hoping we could have a quick chat before the annual budget meeting.			
Mark	Of course, Fiona. I'm more than happy to go over it with you.			
Fiona	Great. It's my first budget meeting, and I want to make sure I know what I'm talking about.			
Mark	Basically, at the annual budget meeting, we go over our income and expenditure for the upcoming year. We adjust to meet our financial argets.			
Fiona	My department overspent last year.			
Mark	It happens. That's the point of a budget meeting. So we can find out if actual expenses meet budgeted expenses.			
Fiona	The department won't be in trouble, then?			
Mark	Don't worry. The annual budget just helps us stay on top of things.			
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Sentence Building



I want to make sure we have enough budget for next year.

- 1. I was hoping we could
- 2. I'm more than happy to
- 3. I want to make sure
- 4. That's the point of



Role Play – The Budget



Student A is about to have a meeting with the boss to set the annual budget for his/her department for the next fiscal year. Student A is asking for advice from Student B about how to handle the meeting.



Student A: Ask Student B for some advice before your budget meeting. Student B: Give Student A advice about getting the budget they want.

Key Phrases

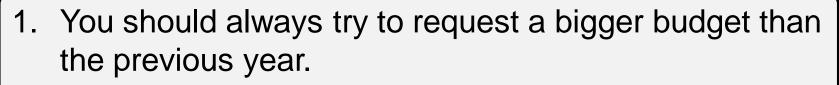
- I'm worried that I won't get a good enough budget.
- What if the boss won't give me enough money?
- How do I get what I want without seeming rude or aggressive?
- Just try to
- Make sure you're able to
- Don't ask for less than last year's budget!
- Other

Approach

- be clear
- be confident
- be honest
- be reasonable
- justify your requests
- other







- 2. Strict budgets can be detrimental to projects.
- 3. Staff who exceed the budget should be punished.

Agree or Disagree

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- Do you think it is a good idea to spend all of your annual budget?
- What is the hardest part about having a budget?
 - If you had an unlimited budget, what would you do?

Word Index



adjust	-	We just need to adjust our plan slightly.
budget	-	We have a big <mark>budget</mark> for next year.
department	-	This department is very productive.
expenses	-	We have to limit our <mark>expenses</mark> .
finances	-	Our finances are not looking very good.
justify	-	It's hard to justify asking for a lot of money.
reasonable	-	I think my budget request is reasonable.
targets	-	If we hit all of our targets, it will be a success.

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