

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

Warm Up – Topic Question



Does your department or job come with a budget?

Picture Description

What budget are they going over?



B



A

What are they having a meeting about?

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 targets.
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.

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*

Agree or Disagree



1. You should always try to request a bigger budget than the previous year.
2. Strict budgets can be detrimental to projects.
3. Staff who exceed the budget should be punished.

- 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?

- adjust - *We just need to **adjust** our plan slightly.*
- budget - *We have a big **budget** for next year.*
- department - *This **department** is very productive.*
- expenses - *We have to limit our **expenses**.*
- 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.*