Warm Up – Topic Question





Does your department or job come with a budget?

The E	Budget
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Basic Class

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Picture Description



What budget are they going over?





What are they having a meeting about?

*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?

The Budget





We need to **adjust** our annual **budget**.

*Create simple sentences using the vocabulary

1. budget

2. finances

3. adjust

4. department









- 1. Can we have a quick chat before you leave the office?
- 2. I want to make sure we're well within our budget.
- 3. My department had a tough time last year.
- 4. That's why we need a proper review.





- Words
- Phrases

Fiona	Good to see you, Mark. Can we have a quick chat before the annual budget meeting?			
Mark	Of course, Fiona. I'm happy to help.			
Fiona	Thanks. It's my first budget meeting. I want to make sure I understand what is happening.			
Mark	At the annual budget meeting, we go over finances for the upcoming year. Then, we adjust to meet our fiscal targets.			
Fiona	My department overspent last year.			
Mark	It's fine. That's why we have budget meetings. So we can check whether actual expenses match budgeted expenses.			
Fiona	The department won't be in trouble, then?			
Mark	Don't worry. The annual budget just helps us stay organized.			
The Budget	Basic Class Negotiations 5			

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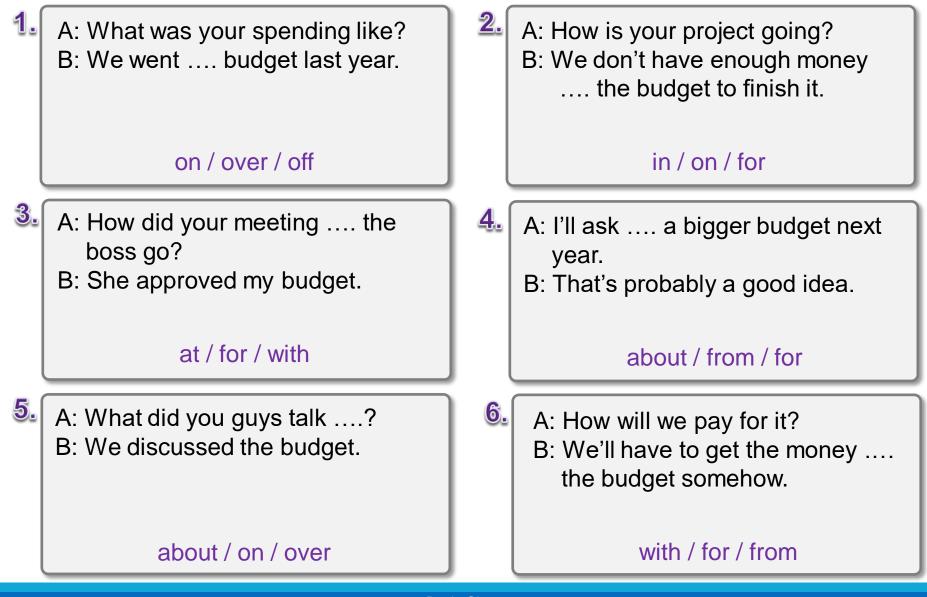


- 1. Can we have a quick chat before?
- 2. I want to make sure
- 3. My department last year.
- 4. That's why we

Responses - Prepositions

*please select the most appropriate response for each item below:





The Budget

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: I'm about to have my very first budget meeting. Can you give me some advice? Student B: Of course. * Continue the conversation using the Key Phrases and Approaches from below.

Key Phrases

- I'm worried that I won't get a good enough budget.
- What if the boss won't give me enough money?
- I want to make sure
- 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





Do you think it is a good idea to spend all of your annual budget?

What is the hardest part about having a budget?







adjust	-	We just need to adjust our plan.
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.
reasonable	-	I think my budget request is reasonable.
targets	-	If we hit all of our targets, it will be a success.

Next Time





New Hires

A company has done the hard work and successfully brought a candidate or candidates through to the finish line to start work. The next step of the process is to get them settled in and make them feel comfortable with their new surroundings. Next time, we will look at onboarding new hires.

The Budget