

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?

*Create a short story using the following format

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

*Create simple sentences using the vocabulary

1. budget
2. finances
3. adjust
4. department

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



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.

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:

1. A: What was your spending like?
B: We went budget last year.

on / over / off

2. A: How is your project going?
B: We don't have enough money
.... the budget to finish it.

in / on / for

3. A: How did your meeting the
boss go?
B: She approved my budget.

at / for / with

4. A: I'll ask a bigger budget next
year.
B: That's probably a good idea.

about / from / for

5. A: What did you guys talk?
B: We discussed the budget.

about / on / over

6. A: How will we pay for it?
B: We'll have to get the money
the budget somehow.

with / for / from

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 **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.*
- reasonable - *I think my budget request is **reasonable**.*
- targets - *If we hit all of our **targets**, it will be a success.*



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.