

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

Super Class

Warm Up – Topic Question



Does your department or job come with a budget?

Picture Description

What budget are they going over?



B



A



Fiona	Good to see you, Mark. I was hoping we could sit down and have a quick chat before the annual budget meeting.
Mark	Always a pleasure, 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 make adjustments so we can meet our fiscal targets .
Fiona	I'm worried about my department. I know we 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	It should be fine. The annual budget just lets us get our ducks in a row .



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.

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*



Talk about one of the following topics for one minute:

1. The problems associated with having a strict budget.
2. Asking for a bigger budget.
3. The organizational skills required to properly manage a budget.

*Other students in the class, ask one question each to the presenter after the speech

- 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?

It looks as though I went **over budget** this month.



break the bank – cost more money than one can afford

- I'm afraid buying new equipment will **break the bank**.

over budget – beyond the amount of money than had been planned for

- If we hire new staff then we'll go **over budget**.

budget (something) for (something) – to set aside a specific amount of something, often money or time, for something else (such as an expense or task)

- We need to **budget** \$10,000 **for** the new marketing campaign.