MANAGING MONEY

I. Paul Dugan is a financial advisor. He is giving a seminar to students in their last year of university. Listen to the first part of the seminar and tick the thing below that he talks about.

(cut back =cut down, reduce=decrease, savings-сбережения,накопления, employer- работодатель, retirement-уход на пенсию)

save money
keep to a budget
use credit cards
borrow money
earn a good salary
plan for retirement
pay tax on time
invest money

II. Listen again and complete Sara's notes.

Important tips:

1. Watch how much you .....

– don't overspend, e.g. if you earn $2000, don't spend $2500.

– cut back on ..... things.

2 . Check how much you .....

– before you accept a job, compare your ..... with similar jobs in other companies.

– make sure you get paid .....

3 . Have a ..... i.e. a simple financial plan

– ..... it. Don't forget it.

III. Now listen to the second part of Paul's seminar. Does Paul give the following advice?

(assets=property, non-essentials=not very important, properly=correctly, pay the total bill-оплатить счёт полностью, focus on=concentrate on, pay interest-платить проценты)

You should never borrow money.

You should use credit cards carefully.

As you start to earn more, you can save less.

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IV. Listen again and complete Sara's notes below.

4. Manage your debt

Think about what you borrow money for

- borrow to buy assets e.g. ..... or education
- don't borrow money for things which aren't essential e.g. ..... , ... , ...

It's important to know how much you spend on your ..... :

- pay the whole bill every .....
- if you pay small amounts, you also pay ..... so you pay more for something.

5. Plan your savings

- save ..... percent of your salary.
- try to increase how much you save every .....

V. How many tips were given at the seminar? What tips can help you to manage your money according to Mr. Dugan's opinion? Be ready to discuss them.

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