

Financial meeting dialogue



Read the dialogue below between a manager, an accountant, and a marketing lead during a budget meeting. Fill in the blanks using the appropriate expressions from the vocabulary box provided. n financial meetings.

Use each expression only once. Pay close attention to the context of each line to help you choose the correct phrase.

- One important point to note is
- Let's break this down into
- Let's begin by
- There has been a significant increase
- The purpose of today's meeting is
- We have identified a decrease in
- According to our financial statement
- I'd like to start with
- It would be beneficial to mention
- This table highlights

Manager: Good morning, team. (1) _____ reviewing our budget plan for the next quarter. Thank you all for being here on time.

Accountant: Thank you. (2) _____ to go over our projected revenue and expenses, identify any cost concerns, and suggest possible improvements to optimize our budget.

Manager: That's exactly what we need right now. Please start when you're ready.

Accountant: (3) _____ a breakdown of the current figures, which I've included in your handouts. (4) _____, our revenue has grown by 6% this quarter. That's mostly due to an increase in online sales and better conversion rates in our e-commerce channels. However, (5) _____ in equipment and maintenance costs. These were higher than expected due to unexpected repairs in our logistics department.

Marketing Lead: That's interesting. (6) _____, the increase in costs is also linked to the product launch campaign. We had additional spending on influencers and digital ads.



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Accountant: You're absolutely right. (7) _____ the difference in spending between this quarter and the previous one. Marketing expenses alone rose by nearly 20%. (8) _____ fixed and variable costs so we can better evaluate areas where we can make changes without compromising output.

Manager: (9) _____ that we also invested heavily in employee training. While that adds to costs now, it will likely improve efficiency in the long run.

Marketing Lead: Are there any areas where we've saved money?

Accountant: Yes. (10) _____ travel costs thanks to our shift toward virtual meetings and fewer in-person events.

Manager: That's good to hear. How are we looking for Q2?

Accountant: If we stick to the current plan and limit non-essential spending, our projections indicate we will remain within budget. However, we'll need to monitor marketing and R&D spending carefully.

Now, let's discuss.

- What are some of the main financial highlights discussed in the meeting?
- Why have equipment and maintenance costs increased this quarter?
- What marketing expenses contributed to the budget increase?
- Do you think employee training is a necessary investment even if it increases short-term costs? Why or why not?
- What cost-saving strategies were mentioned? Can you think of any others?



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- Why is it important to monitor fixed and variable costs separately?
- If you were the manager, what areas would you prioritize for spending next quarter?
- Do you think shifting to virtual meetings is a good long-term strategy? Why?
- What does the accountant suggest as a way to stay within budget for Q2?
- How can clear communication in meetings like this help improve a company's financial decisions?

