

# 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. In 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?

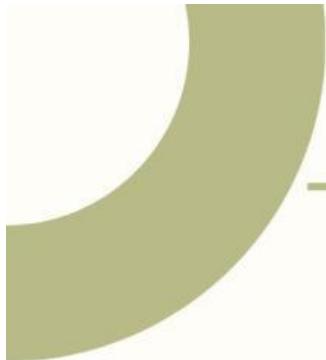
**Accountant:** Yes. (10) \_\_\_\_\_ travel costs thanks to our shift toward virtual meetings and fewer in-person events.

**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?