

## READING COMPREHENSION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### Finance Department Presentation

During yesterday's meeting, the finance department presented a chart showing the company's quarterly expenses. The bar chart compared spending in four areas: marketing, operations, salaries, and research & development (R&D) over the last three months.

According to the chart, marketing expenses decreased slightly from January to March, while operations costs remained steady. Salaries represented the highest cost in all three months, showing a small but steady increase. In contrast, R&D expenses rose significantly in February but dropped in March.

Mr. Thomas, the head of finance, explained that the rise in R&D costs was due to the launch of a new product prototype. He also mentioned that reducing marketing expenses was a strategic decision to invest more in product innovation. The team was advised to monitor these trends closely for the next quarter to ensure the budget stays balanced.

**Read again and answer the questions below.**

**1. What did the finance department present in the meeting?**

- a) A pie chart of last year's income
- b) A table of company profits
- c) A bar chart of quarterly expenses
- d) A line graph of annual sales

**2. Which area showed a slight decrease in expenses from January to March?**

- a) Salaries
- b) Operations
- c) R&D
- d) Marketing

**3. Which cost remained steady throughout the three months?**

- a) Marketing
- b) Operations
- c) Salaries
- d) R&D

**4. What category had the highest cost each month?**

- a) Marketing
- b) Operations
- c) Salaries
- d) R&D

**5. What happened to R&D expenses in February?**

- a) They decreased sharply
- b) They increased significantly
- c) They stayed the same
- d) They were not reported

**6. Why did R&D expenses rise in February?**

- a) Because of increased salaries
- b) Due to a new product prototype
- c) Because of marketing cuts
- d) Due to staff training

**7. What was the reason for lowering marketing expenses?**

- a) To cut costs in general
- b) Because of low sales
- c) To spend more on salaries
- d) To focus on product innovation

**8. Who explained the changes in the chart?**

- a) The CEO
- b) Mr. Thomas
- c) The operations manager
- d) The marketing director

**9. What did the team receive as advice?**

- a) Increase all spending areas
- b) Focus on marketing only
- c) Monitor trends for the next quarter
- d) Stop investing in R&D

**10. What is the main purpose of the text?**

- a) To advertise a new product
- b) To explain a financial report
- c) To train staff on presentations
- d) To promote the finance department

**True (T) or False (F) Statements**

11. Salaries remained the same throughout the quarter. \_\_\_\_\_

12. R&D expenses dropped in March after increasing in February. \_\_\_\_\_

13. Marketing expenses increased over the three months. \_\_\_\_\_

14. Mr. Thomas said reducing marketing expenses was a strategic decision. \_\_\_\_\_

15. The chart compared profits in four departments. \_\_\_\_\_