

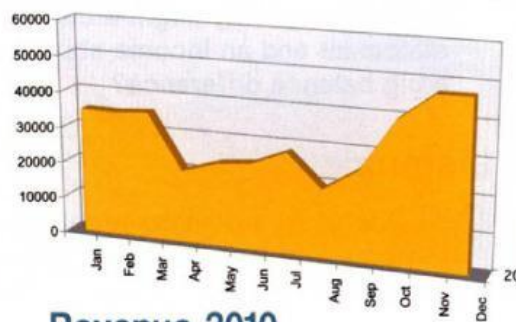
## 2010 Annual Sales Report



Between January and March, revenue **hovered** around \$35,000. In April, the cost of goods went up **slightly**. As a result, we increased prices. This had a negative effect on sales. In fact, revenue **plummeted sharply** to \$20,000.

From April to June, revenue **stabilized** and **steadily** increased. In July, sales dropped **dramatically** from \$28,000 to just \$19,000. This was the result of a new competitor opening up across town.

We **recovered** quickly in September just before the busy season. This was partly due to a sharp **decline** in cost of goods. It allowed us to lower our prices. From October through December, we experienced our usual seasonal increases.



Revenue 2010



rise, increase,  
go up



fall, decrease,  
go down



stable,  
unchanged



fluctuating,  
unstable



sharp/dramatic  
increase,  
skyrocket



sharp/dramatic  
decrease,  
plummet



## Get Ready!

- 1 Before you read the passage, talk about these questions.

- What words describe changing amounts?
- What are some of the ways to say something increased or decreased?

## Reading

- 2 Read the graph and the company's annual report. Then, mark the following statements as true (T) or false (F).

- Revenue usually increases during a certain season.
- Revenue dropped after a new store opened.
- The company's revenue declined from April to June.

## Vocabulary

- 3 Match the words (1-5) with the definitions (A-E).

- |               |                  |
|---------------|------------------|
| 1 — steadily  | 4 — slightly     |
| 2 — stabilize | 5 — dramatically |
| 3 — plummet   |                  |

- A to stop changing  
B to drop very far quickly  
C without much change; consistently  
D with great, rapid change  
E to change in a small way

- 4 Fill in the blanks with the correct words from the word bank.

## word BANK

hovered recovered declined sharply

- The company \_\_\_\_\_ from its losses.
- Sales \_\_\_\_\_ and the company went out of business.
- Net income had minimal movement; it \_\_\_\_\_ at a moderate level.
- Due to a large increase in costs, profits fell \_\_\_\_\_.



- 5 Listen and read the annual report again. What enabled the company to drop their prices?

## Listening

- 6 Listen to a conversation between a manager and an accountant. Choose the correct answers.

- 1 What is the dialogue mostly about?
  - A the effects of competition on setting prices
  - B reasons why the company must decrease prices
  - C the results of the holiday season price increases
  - D the causes of changes in sales revenue throughout the year
- 2 What caused an additional increase in sales revenue?
  - A a decrease in prices
  - B an increase in advertising
  - C an unusually busy holiday season
  - D a competitor going out of business

- 7 Listen again and complete the conversation.

**Accountant:** Here's the sales report, Mr. Porter.

**Manager:** Ah, yes, thank you. Wow. Sales revenue really 1 \_\_\_\_\_ in April.

**Accountant:** Yes, it did. I'm 2 \_\_\_\_\_ why.

**Manager:** Well, it was 3 \_\_\_\_\_ a result of our price increases.

**Accountant:** That 4 \_\_\_\_\_. But why did sales increase so much from October to December?

**Manager:** Well, that's the holiday season.

**Accountant:** Yes, but I've never seen sales go 5 \_\_\_\_\_. What else caused it?

**Manager:** It's probably 6 \_\_\_\_\_ Mike's Toy Shop going out of business. They were major competition.

## Speaking

- 8 With a partner, act out the roles below based on Task 7. Then switch roles.

### USE LANGUAGE SUCH AS:

*Wow. Sales revenue really ...*

*I'm not sure why.*

*It's probably due to ...*

**Student A:** You are an accountant. Talk to Student B about:

- rising/falling revenue
- causes

**Student B:** You are a manager. Answer Student A's questions.

## Writing

- 9 Use the graph and the conversation from Task 8 to fill out the sales report. Make up a name for the accountant.

### 2010 ANNUAL SALES REPORT

Prepared by \_\_\_\_\_

Between January and March, sales revenue \_\_\_\_\_

In April, the cost of goods increased \_\_\_\_\_

As a result, we increased prices \_\_\_\_\_

sales revenue plummeted \_\_\_\_\_

In July, sales revenue, although previously stabilized, \_\_\_\_\_

This was a result of \_\_\_\_\_

From October through December, \_\_\_\_\_





## Get Ready!

- 1 Before you read the passage, talk about these questions.

- How do accountants use records to determine the health of companies?
- What are some of the ways they interpret financial records?

## Reading

- 2 Read the email. Then, choose the correct answers.

- What is the passage mainly about?
  - opportunities for growth
  - ways to interpret financial records
  - methods for reducing return on sales
  - options for increasing return on equity
- Which equation is NOT presented in the email?
  - Return on Equity
  - Return on Sales
  - Return on receivables
  - Year-Over-Year Growth
- What can be inferred about the company's customers?
  - They keep detailed records.
  - Some expect a high return on sales.
  - They interpret financial information.
  - Some do not pay for their purchases.

From: John Simmons, Senior Accountant  
To: Becky Johnson, Human Resources; Charles Stanley, Sales; Nicolas Long, Marketing

Good morning! Many employees complain about keeping records. We do keep lots of records, but there's a good reason. We need them to **assess** the health of the company. Here are some ways we **interpret** your records.

### Return on Sales

$$\text{Net Income} \div \text{Revenue} = \text{Return on Sales}$$

### Return on Equity

$$\text{Net Income} \div \text{Equity} = \text{Return on Equity}$$

### Year-Over-Year Growth Rate

$$\text{Profit 2011} \div \text{Profit 2010} = \text{Year-Over-Year Growth Rate}$$

These equations and others help us examine **factors** that **eat away at** our profits. Last year we had **thin** profits. Because we had accurate records, we found out that it was due to **uncollectible** receivables.

## Vocabulary

- 3 Match the words (1-5) with the definitions (A-E).

- |             |                       |
|-------------|-----------------------|
| 1 __ assess | 4 __ return on sales  |
| 2 __ factor | 5 __ return on equity |
| 3 __ thin   |                       |

- not having much substance; small in quantity
- net income in comparison to total revenue
- something that has an influence on something else
- net income in comparison to the value of the company
- to test something



- 4 Fill in the blanks with the correct words and phrases from the word bank.

### Word BANK

interpret   year-over-year growth rate  
uncollectible   eat away at

- The \_\_\_\_\_ shows that the company is expanding.
- The company went out of business. Its debts are \_\_\_\_\_.
- It's the accountant's job to \_\_\_\_\_ the financial records.
- Declining sales will definitely \_\_\_\_\_ profits.

- 5 Listen and read the email again. How is year-over-year growth rate calculated?

## Listening

- 6 Listen to a conversation between a salesperson and an accountant. Mark the following statements as true (T) or false (F).

- \_\_\_ The woman fills out a sales report monthly.
- \_\_\_ The man thinks paperwork is a waste of time.
- \_\_\_ The woman prefers paperwork over selling.

- 7 Listen again and complete the conversation.

**Salesperson:** Here's my weekly sales report.  
**Accountant:** Wonderful. Thank you.  
**Salesperson:** I'm 1 \_\_\_\_\_. Why do we have to keep such 2 \_\_\_\_\_ records?  
**Accountant:** Because they help us 3 \_\_\_\_\_ the company's health. Why do you ask?  
**Salesperson:** Well, it 4 \_\_\_\_\_ me down. I'd rather 5 \_\_\_\_\_ selling than doing paperwork.  
**Accountant:** I know what you mean. It takes time to 6 \_\_\_\_\_. But it's worth it.  
**Salesperson:** How so?  
**Accountant:** Accurate records help us see if anything is eating away at our profits.

## Speaking

- 8 With a partner, act out the roles below based on Task 7. Then switch roles.

### USE LANGUAGE SUCH AS:

*I'm curious. Why do we ...  
 Because ... Why do you ask?  
 I'd rather ... than ...*

**Student A:** You are a salesperson. Talk to Student B about:

- sales reports
- their purpose
- their uses

**Student B:** You are an accountant. Answer Student A's questions.

## Writing

- 9 Use the email and the conversation from Task 8 to fill out the financial statement.

### 2011 FINANCIAL STATEMENT

Profit 2010	11,750
Profit 2011	13,500
Sales revenue	56,500
Net income (profit)	13,500
Owner's equity	41,000

### Return on Sales

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_

### Return on Equity

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_

### Year-Over-Year Growth Rate

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_