

TOEIC 900 Business English Lesson:

Lesson 16: Business Travel and Expense Report Discussion

Role-Play Dialogue Text (Approx. 10 minutes):

Finance Manager: Good morning. I'd like to review your recent expense report for business travel.

Employee: Good morning. I have prepared the report and gathered all necessary receipts.

Finance Manager: That's good to hear. I believe we should ensure that all expenses are in line with company policy. If discrepancies are found, then adjustments must be made.

Employee: I understand. Could you clarify which expenses require further documentation?

Finance Manager: I propose that we focus on travel and accommodation costs first. This approach might streamline the review process.

Employee: I agree. I will review the report and update any missing details immediately.

Finance Manager: Excellent. Please resubmit the revised report by tomorrow.

Employee: Will do. I'm confident this will help maintain accurate financial records.

Comprehension Questions and Sample Answers (Approx. 5 minutes):

1. **Q:** What is the main topic of the discussion?

A: The discussion focuses on reviewing a business travel expense report.

2. **Q:** How does the conditional sentence function in the dialogue?

A: "If discrepancies are found, then adjustments must be made" shows the consequence of any errors.

3. **Q:** Which modal verbs are used?

A: “Should” and “must” (e.g., “we should ensure” and “adjustments must be made”).

4. **Q:** What is the next step for the employee?

A: To review and resubmit the revised expense report by tomorrow.

Teacher’s Lesson Points (Concise Version):

- **Prep:** Review vocabulary (expense report, travel, receipts, discrepancies, documentation).
 - **Intro (2–3 min):** Start with a brief discussion on business travel policies.
 - **Reading & Analysis (10 min):** Student reads dialogue aloud; focus on clear articulation of financial terms.
 - **Comprehension (5 min):** Ask questions; provide feedback.
 - **Role-Play:** Teacher as Finance Manager, student as Employee.
 - **Wrap-Up (2–3 min):** Summarize key terms; assign homework (prepare a mock expense report revision using modal verbs and conditionals).
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