

Cost Reduction Initiative Discussion

1. Role-Play Dialogue Text (~10 minutes)

Characters:

- **CFO** (Chief Financial Officer)
- **Department Head**

CFO: Thank you for joining me today. As you know, we need to find ways to optimize our budget for the next quarter. Have you identified any potential cost reductions?

Department Head: Yes, we have been reviewing our department's expenditures. If we optimize our internal workflows, then we could reduce operational costs by 10%.

CFO: That's a good start. We should also review external vendor contracts. Some agreements may no longer be cost-effective.

Department Head: I agree. In fact, we found that if we negotiate better terms with suppliers, we might achieve additional savings.

CFO: That sounds promising. We could also consider automating some of our processes. Have you looked into that?

Department Head: Yes, we are assessing automation tools. If we implement AI-driven systems, then we may reduce manual errors and increase efficiency.

CFO: Excellent. We should present these findings to the executive team. Could you prepare a detailed proposal by the end of the week?

Department Head: Absolutely. I'll also include risk assessments to ensure feasibility.

CFO: Great. Let's reconvene after the presentation to discuss next steps.

2. Comprehension Questions & Sample Answers (~5 minutes)

1. What is the primary goal of the discussion?

Sample Answer: The main goal is to find ways to reduce costs and optimize spending for the next quarter.

2. What cost-saving strategies does the department head propose?

Sample Answer: He suggests optimizing workflows, renegotiating vendor contracts, and implementing automation.

3. How does the CFO suggest further reducing costs?

Sample Answer: The CFO recommends reviewing external vendor contracts and considering automation.

4. What is the next step after the meeting?

Sample Answer: The department head will prepare a proposal, including risk assessments, for the executive team.

3. Teacher's Lesson Points (Concise Version)

Pre-Class Preparation

- Review key vocabulary: cost reduction, optimization, automation, efficiency, expenditures.
- Be ready to explain modal verbs (should, could, might) and conditionals (if-then statements).

Introduction (~2-3 minutes)

- Warm-up discussion: "How do companies typically reduce costs without affecting productivity?"
- Introduce the lesson objectives: understanding cost reduction strategies and practicing conditionals and modal verbs.

Reading & Analysis (~10 minutes)

- Student reads the dialogue aloud.

- Teacher corrects pronunciation and intonation.
- Highlight key grammar points: conditionals (“If we optimize, then we could reduce costs”) and modal verbs (“We should review expenditures”).

Comprehension Check (~5 minutes)

- Ask the comprehension questions and provide immediate feedback.

Role-Play Practice (Remaining Time)

- Teacher plays the CFO, and the student plays the Department Head.
- Encourage the student to use target vocabulary and grammar.

Wrap-Up (~2-3 minutes)

- Summarize key points from the lesson.
- Assign homework: “Prepare a short proposal outlining a cost reduction strategy using modal verbs and conditionals.”