

# Financial Forecasting and Budget Revision

---

## 1. Role-Play Dialogue Text (Approximately 10 minutes)

### Characters:

- **CFO (Chief Financial Officer)**
- **Finance Manager**
- **Senior Accountant**

### Setting:

A conference room where the finance team is discussing the latest financial forecast and possible budget revisions.

**CFO:** Good morning, everyone. We need to go over our financial forecast for the next quarter and decide if we need to adjust the budget.

**Finance Manager:** I've analyzed the latest figures, and if we update our forecasts, then we could adjust our budget accordingly to reflect the projected revenue and expenses.

**Senior Accountant:** That makes sense. However, I noticed that our Q2 expenses were higher than anticipated. If we don't revise our spending plan now, we may exceed our annual budget.

**CFO:** Exactly. One key factor is the increase in operational costs. If these costs continue to rise, we should consider cost-cutting measures in non-essential areas.

**Finance Manager:** We also need to reassess our revenue projections. If our sales team secures the new contracts they're negotiating, then our cash flow will improve significantly.

**Senior Accountant:** On the other hand, if market conditions remain uncertain, then we should prepare for a more conservative budget.

**CFO:** Agreed. I propose we draft two budget scenarios—one based on optimistic projections and another assuming minimal growth.

**Finance Manager:** That’s a solid approach. If we have flexible budget plans, then we can respond more effectively to any unexpected changes.

**Senior Accountant:** I’ll update the financial models and present the revised budget options by tomorrow.

**CFO:** Great. Let’s reconvene in 24 hours to finalize our approach. Thanks, everyone.

---

## **2. Comprehension Questions and Sample Answers (Approximately 5 minutes)**

### **1. What is the purpose of the meeting?**

*The team is discussing financial forecasting and whether they need to revise the budget.*

### **2. Why does the Finance Manager suggest updating forecasts?**

*He believes that adjusting forecasts will allow them to modify the budget accordingly.*

### **3. What concerns does the Senior Accountant raise?**

*She is worried about higher-than-expected expenses that could cause the company to exceed its annual budget.*

### **4. What solution does the CFO propose?**

*The CFO suggests creating two budget scenarios—one optimistic and one conservative—to remain flexible.*

---

## **3. Teacher’s Lesson Points (Concise Version)**

### **Pre-Class Preparation:**

- Review the dialogue, key vocabulary (forecasting, budget, revision), and grammar points (modal verbs and conditionals).
- Be prepared to explain financial concepts briefly if necessary.

### **Introduction (2–3 minutes):**

- Warm-up discussion: Ask the student about their experience with budgeting or financial forecasting in their industry.
- Introduce the lesson objectives: Discussing financial forecasts, revising budgets, and using conditionals and modal verbs in a professional setting.

### **Reading & Analysis (10 minutes):**

- Have the student read the dialogue aloud. Focus on pronunciation, intonation, and fluency.
- Pause to clarify vocabulary and grammar structures (e.g., "If we update our forecasts, then we could...").

### **Comprehension Check (5 minutes):**

- Ask the provided comprehension questions and encourage discussion.
- Provide constructive feedback, emphasizing key vocabulary and grammar.

### **Role-Play Practice (Remaining Time):**

- Assign roles and have the student participate in a role-play scenario.
- Encourage them to apply key phrases and grammar structures in a natural conversation.

### **Wrap-Up (2–3 minutes):**

- Summarize key vocabulary and grammar points.

- Assign a short homework task: *Prepare a brief proposal or email summarizing financial forecast adjustments using conditionals and modal verbs.*