

Internal Audit and Compliance Review Discussion

1. Role-Play Dialogue (Approx. 10 minutes)

Participants:

- **Internal Audit Manager (IAM)**
- **Operations Manager (OM)**

Scenario:

The Internal Audit Manager and the Operations Manager are discussing the company's compliance situation and ways to improve internal auditing processes.

Dialogue:

IAM: Thank you for meeting with me today. We recently completed our internal audit, and I'd like to discuss the compliance situation with you.

OM: Of course. Were there any major findings?

IAM: Yes. We identified some gaps in documentation and inconsistencies in the procurement process. If we conduct regular audits, then we could improve compliance significantly.

OM: That makes sense. What specific areas need immediate attention?

IAM: The most critical issue is the lack of standardized reporting. If employees were trained properly, they would be able to follow compliance procedures more effectively.

OM: I see. We have been planning to implement additional training sessions. Would that help?

IAM: Absolutely. In addition, we need to ensure that all departments conduct self-assessments before external audits.

OM: I understand. We could set up quarterly reviews to track our progress.

IAM: That's a great approach. If we align our policies with regulatory requirements, we can reduce risks and improve operational efficiency.

OM: Agreed. Let's finalize an action plan and assign responsibilities accordingly.

IAM: Sounds good. I'll draft the plan and send it for your review by tomorrow.

OM: Perfect. Let's ensure we stay ahead of compliance issues moving forward.

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

Q1: What were the key compliance issues mentioned in the discussion?

A1: The key issues included gaps in documentation, inconsistencies in the procurement process, and a lack of standardized reporting.

Q2: How does the Internal Audit Manager suggest improving compliance?

A2: By conducting regular audits, implementing proper employee training, and ensuring self-assessments before external audits.

Q3: What actions does the Operations Manager propose?

A3: Setting up quarterly reviews and implementing additional training sessions for employees.

Q4: What is the final decision made in the discussion?

A4: The Internal Audit Manager will draft an action plan, and both managers will ensure compliance policies align with regulatory requirements.

3. Teacher's Lesson Points (Concise Version)

Pre-Class Preparation:

- Review key vocabulary: audit, compliance, review, regulatory, self-assessment.
- Understand the usage of conditionals (e.g., "If we conduct regular audits, then we could improve compliance").

- Be prepared to explain modal verbs such as "could," "would," and "should."

Lesson Flow:

1. Introduction (2–3 minutes):

- Start with a warm-up question: "Why is compliance important in a company?"
- Explain the lesson objectives: Understanding compliance discussions and using conditional and modal verb structures.

2. Reading & Analysis (10 minutes):

- Have the student read the dialogue aloud.
- Correct pronunciation, emphasize natural intonation, and clarify any difficult vocabulary.
- Highlight the usage of conditionals and modal verbs.

3. Comprehension Check (5 minutes):

- Ask the comprehension questions.
- Provide feedback on sentence structure and vocabulary usage.

4. Role-Play Practice (Remaining Time):

- Assign roles (e.g., Teacher as IAM, Student as OM).
- Encourage natural conversation flow and use of target vocabulary.
- Switch roles if time permits.

5. Wrap-Up (2–3 minutes):

- Summarize key vocabulary and grammar points.
- Assign a homework task: "Prepare a short proposal on how to improve internal auditing processes using at least three conditional statements."