

Business Meeting Buzzwords 2

B1 · Intermediate | Student Worksheet

quick win (noun)

something you can achieve easily and quickly that gives a good result

"Let's find a quick win to show progress this week."

on the radar (phrase)

something people are aware of and paying attention to

"This issue is on the radar, but we haven't started fixing it yet."

game plan (noun)

a plan for how to do something successfully

"We need a clear game plan before the client meeting."

buy-in (noun)

agreement and support from other people for an idea

"We need buy-in from the whole team before we start."

align (verb)

to make sure people agree and are working towards the same goal

"Let's align on the next steps before we finish the call."

pain point (noun)

a problem that causes difficulty for someone

"Slow loading times are a major pain point for our customers."

step up (phrase)

to do more or take more responsibility when needed

"We need someone to step up and lead this project."

wrap up (phrase)

to finish something

"Let's wrap up the meeting in the next five minutes."

on track (phrase)

making the progress you planned or expected

"The project is on track to finish by next month."

push back (phrase)

to disagree with or resist an idea or plan

"The client pushed back on the new pricing plan."

big picture (noun)

the whole situation, not just one small part of it

"Don't focus on small details — think about the big picture."

follow up (phrase)

to check on something again after the first time

"I'll follow up with you tomorrow about the contract."

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Exercise 1: True or False

Read each statement below and write **True** or **False** on the line.

1. "Wrap up" means to start something new. _____
2. "Quick win" means something that takes a very long time to achieve. _____
3. To "align" means to make sure people are working towards the same goal. _____
4. "On the radar" means people are aware of something. _____
5. "Buy-in" means people disagree with an idea. _____
6. To "push back" means to agree immediately with an idea. _____
7. A "pain point" is something that makes people very happy. _____
8. If a project is "on track," it is making the progress that was planned. _____
9. To "step up" means to take more responsibility when needed. _____
10. A "game plan" is a plan for how to do something successfully. _____

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Exercise 2: Multiple Choice

Circle the phrase that best completes each sentence.

1. Let's _____ on the next steps before we finish the call.
a) step up b) follow up c) align d) wrap up
2. This problem is _____, but we haven't fixed it yet.
a) on the radar b) on track c) align d) big picture
3. Let's _____ the meeting in the next five minutes.
a) step up b) align c) on track d) wrap up
4. We need a clear _____ before the client meeting.
a) follow up b) quick win c) pain point d) game plan
5. Slow loading times are a major _____ for our customers.
a) game plan b) quick win c) buy-in d) pain point
6. Let's find a _____ to show the client some early progress.
a) pain point b) quick win c) buy-in d) game plan
7. We need someone to _____ and lead this project.
a) push back b) follow up c) step up d) wrap up
8. We need _____ from the whole team before we start.
a) align b) big picture c) push back d) buy-in
9. Some clients may _____ on the new pricing plan.
a) follow up b) buy-in c) align d) push back
10. The project is _____ to finish by next month.
a) on track b) on the radar c) pain point d) big picture

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Exercise 3: Matching

Match each phrase (1-12) with its correct definition (a-l). Write the letter on the line.

- | | |
|------------------------|--|
| 1. game plan _____ | a) something you can achieve easily and quickly that gives a good result |
| 2. push back _____ | b) to check on something again after the first time |
| 3. follow up _____ | c) something people are aware of and paying attention to |
| 4. quick win _____ | d) the whole situation, not just one small part of it |
| 5. align _____ | e) to finish something |
| 6. step up _____ | f) to disagree with or resist an idea or plan |
| 7. pain point _____ | g) to make sure people agree and are working towards the same goal |
| 8. on track _____ | h) a plan for how to do something successfully |
| 9. big picture _____ | i) a problem that causes difficulty for someone |
| 10. on the radar _____ | j) agreement and support from other people for an idea |
| 11. buy-in _____ | k) to do more or take more responsibility when needed |
| 12. wrap up _____ | l) making the progress you planned or expected |

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Exercise 4: Gap Fill

Word Bank: follow up • pain point • wrap up • quick win • game plan • step up • align • buy-in • big picture • push back • on track • on the radar

1. Our _____ for the launch needs to be ready by Friday.
2. Everything is _____ for a launch next month.
3. I'll _____ with you after the meeting.
4. Without _____ from senior management, the plan won't move forward.
5. That issue is _____, and we'll address it soon.
6. Let's not lose sight of the _____ here.
7. Some clients may _____ on the new terms.
8. Let's aim for a _____ this week to boost morale.
9. We should _____ our goals before the next quarter starts.
10. Someone needs to _____ and take charge of this task.
11. Can we _____ this discussion soon? We're low on time.
12. Long wait times are a common _____ for our users.

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Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. is / This / on / issue / the / radar

2. project / track / The / is / on

3. from / buy-in / need / We / everyone

4. Let's / the / wrap / meeting / up

5. align / Let's / on / next / steps

6. clear / a / game / plan / We / need

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Exercise 6: Word Sort

Sort the phrases below into the correct category: Action, Thing, or Description.

Phrases: on track • buy-in • on the radar • big picture • pain point • game plan • step up • push back • align • quick win • wrap up • follow up

Action	Thing	Description

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Exercise 7: Complete the Conversation

Two colleagues are discussing a client project. Complete the conversation using the phrases in the box.

Word Bank: step up • wrap up • on track • quick win • follow up • on the radar • buy-in • align

Maya: Hi Chris, before we start, is the client issue still _____?

Chris: Yes, it's on our list, but we haven't found a _____ yet.

Maya: Okay. Let's _____ on how to prioritise it today.

Chris: Sounds good. We'll also need _____ from the design team.

Maya: I agree. Can you _____ and lead that conversation with them?

Chris: Sure, I can do that. Are we _____ for the deadline?

Maya: Mostly, yes. Let's _____ this meeting and get back to it.

Chris: Great, I'll _____ with you tomorrow with an update.

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: True or False

1. False
2. False
3. True
4. True
5. False
6. False
7. False
8. True
9. True
10. True

Exercise 2: Multiple Choice

1. c) align
2. a) on the radar
3. d) wrap up
4. d) game plan
5. d) pain point
6. b) quick win
7. c) step up
8. d) buy-in
9. d) push back
10. a) on track

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ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 3: Matching

1. game plan = h
2. push back = f
3. follow up = b
4. quick win = a
5. align = g
6. step up = k
7. pain point = i
8. on track = l
9. big picture = d
10. on the radar = c
11. buy-in = j
12. wrap up = e

Exercise 4: Gap Fill

1. game plan
2. on track
3. follow up
4. buy-in
5. on the radar
6. big picture
7. push back
8. quick win
9. align
10. step up
11. wrap up
12. pain point

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 5: Word Order

1. This issue is on the radar.
2. The project is on track.
3. We need buy-in from everyone.
4. Let's wrap up the meeting.
5. Let's align on next steps.
6. We need a clear game plan.

Exercise 6: Word Sort

Action: align, step up, wrap up, push back, follow up

Thing: quick win, game plan, buy-in, pain point, big picture

Description: on the radar, on track

Exercise 7: Complete the Conversation

1. Maya: on the radar
2. Chris: quick win
3. Maya: align
4. Chris: buy-in
5. Maya: step up
6. Chris: on track
7. Maya: wrap up
8. Chris: follow up