

Business Meeting Buzzwords 3

B1 · Intermediate | Student Worksheet

touch point (noun)

a moment of contact or interaction with someone, such as a customer

"Every touch point with a customer should feel professional."

drill down (phrase)

to look at something in more detail

"Let's drill down into the sales figures from last month."

run it by (phrase)

to check something with someone before deciding

"I'll run it by the manager before we confirm."

on board (phrase)

agreeing to support or join a plan

"Once everyone is on board, we can start the project."

red flag (noun)

a warning sign that something might be wrong

"Missing the first deadline was a red flag for the whole team."

bring to the table (phrase)

to offer or contribute something useful

"She brings a lot of experience to the table."

in the loop (phrase)

kept informed about what's happening

"Please keep me in the loop about any changes."

take ownership (phrase)

to accept responsibility for something

"It's important to take ownership of your mistakes."

game changer (noun)

something that changes a situation significantly

"This new software could be a real game changer for our team."

no-brainer (noun)

a decision that is very easy to make

"Choosing the cheaper option was a no-brainer."

think outside the box (phrase)

to think creatively, in a new way

"We need to think outside the box to solve this problem."

hit the ground running (phrase)

to start something quickly and effectively

"The new employee hit the ground running on her first day."

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Exercise 1: True or False

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

1. "Touch point" means a moment of contact with someone. _____
2. A "red flag" is a sign that something might be wrong. _____
3. To "bring to the table" means to take something away from a group. _____
4. "Drill down" means to avoid looking at details. _____
5. To "take ownership" means to accept responsibility for something. _____
6. A "game changer" is something that changes a situation significantly. _____
7. If you are "in the loop," you don't know what's happening. _____
8. If people are "on board," they disagree with a plan. _____
9. To "run it by" someone means to check something with them first. _____
10. A "no-brainer" is a very difficult decision. _____

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Exercise 2: Multiple Choice

Circle the phrase that best completes each sentence.

1. With her experience, she'll definitely _____ in this role.
a) take ownership b) run it by c) drill down d) bring to the table
2. Missing the deadline was a clear _____ for the project.
a) red flag b) touch point c) game changer d) no-brainer
3. I'll _____ the manager before we make a final decision.
a) on board b) take ownership c) run it by d) drill down
4. It's important to _____ when something goes wrong.
a) drill down b) take ownership c) run it by d) bring to the table
5. Let's _____ into the numbers to see what happened.
a) drill down b) bring to the table c) run it by d) take ownership
6. Please keep me _____ about any updates.
a) on board b) in the loop c) a red flag d) a touch point
7. Once the whole team is _____, we can move forward.
a) on board b) a red flag c) in the loop d) a no-brainer
8. Every _____ with a customer should feel professional.
a) red flag b) game changer c) touch point d) no-brainer
9. This new tool could be a real _____ for our business.
a) red flag b) no-brainer c) touch point d) game changer
10. Choosing the faster option was a total _____.
a) red flag b) no-brainer c) touch point d) game changer

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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. red flag _____ | a) a moment of contact or interaction with someone, such as a customer |
| 2. take ownership _____ | b) to offer or contribute something useful |
| 3. game changer _____ | c) to look at something in more detail |
| 4. think outside the box _____ | d) to start something quickly and effectively |
| 5. on board _____ | e) a warning sign that something might be wrong |
| 6. in the loop _____ | f) to check something with someone before deciding |
| 7. touch point _____ | g) a decision that is very easy to make |
| 8. bring to the table _____ | h) something that changes a situation significantly |
| 9. no-brainer _____ | i) to accept responsibility for something |
| 10. hit the ground running _____ | j) kept informed about what's happening |
| 11. run it by _____ | k) to think creatively, in a new way |
| 12. drill down _____ | l) agreeing to support or join a plan |

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Exercise 4: Gap Fill

Word Bank: red flag • on board • drill down • no-brainer • in the loop • think outside the box • touch point
• game changer • take ownership • run it by • bring to the table • hit the ground running

1. Please keep me _____ about any changes to the plan.
2. The delay was a big _____ for management.
3. With her experience, she'll definitely _____ in this role.
4. The new manager really _____ from her very first day.
5. Sometimes you need to _____ to find a creative solution.
6. We need everyone _____ before we can start the project.
7. Every _____ with a client should feel personal and professional.
8. Picking the cheaper, faster option was a total _____.
9. It's important to _____ when something goes wrong.
10. This new app could be a real _____ for small businesses.
11. Let's _____ into the numbers before deciding.
12. I'll _____ my manager before confirming anything.

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Exercise 5: Word Order

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

1. be / on / Everyone / needs / board / to

2. Please / the / keep / in / me / loop

3. hit / ground / running / She / the

4. Let's / down / drill / details / the / into

5. mistake / That / a / red / was / flag

6. it / run / I'll / team / by / the

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Exercise 6: Word Sort

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

Phrases: take ownership • think outside the box • run it by • in the loop • bring to the table • touch point • red flag • game changer • hit the ground running • on board • drill down • no-brainer

Action	Thing	Description

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Exercise 7: Complete the Conversation

Two colleagues are preparing for a client pitch. Complete the conversation using the phrases in the box.

Word Bank: game changer • drill down • bring to the table • in the loop • red flag • on board • run it by • take ownership

Sara: Hi Ben, before the pitch, can I _____ the slides by you?

Ben: Sure. Also, are we sure the client is fully _____ with this plan?

Sara: I think so, but let's _____ into their feedback from last time.

Ben: Good idea. Missing their concerns could be a _____ later.

Sara: Agreed. What do you think you can _____ for this presentation?

Ben: I can add some data and visuals. I'll also make sure to _____ once it's live.

Sara: Perfect. And please keep me _____ if anything changes.

Ben: Will do. This new pitch could really be a _____ for us.

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: True or False

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

Exercise 2: Multiple Choice

1. d) bring to the table
2. a) red flag
3. c) run it by
4. b) take ownership
5. a) drill down
6. b) in the loop
7. a) on board
8. c) touch point
9. d) game changer
10. b) no-brainer

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 3: Matching

1. red flag = e
2. take ownership = i
3. game changer = h
4. think outside the box = k
5. on board = l
6. in the loop = j
7. touch point = a
8. bring to the table = b
9. no-brainer = g
10. hit the ground running = d
11. run it by = f
12. drill down = c

Exercise 4: Gap Fill

1. in the loop
2. red flag
3. bring to the table
4. hit the ground running
5. think outside the box
6. on board
7. touch point
8. no-brainer
9. take ownership
10. game changer
11. drill down
12. run it by

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 5: Word Order

1. Everyone needs to be on board.
2. Please keep me in the loop.
3. She hit the ground running.
4. Let's drill down into the details.
5. That mistake was a red flag.
6. I'll run it by the team.

Exercise 6: Word Sort

Action: drill down, run it by, bring to the table, take ownership, think outside the box, hit the ground running

Thing: touch point, red flag, game changer, no-brainer

Description: on board, in the loop

Exercise 7: Complete the Conversation

1. Sara: run it by
2. Ben: on board
3. Sara: drill down
4. Ben: red flag
5. Sara: bring to the table
6. Ben: take ownership
7. Sara: in the loop
8. Ben: game changer