

Business Meeting Buzzwords 5

B1 · Intermediate | Student Worksheet

due diligence (noun)

careful research and checking before making a decision

"We need to do our due diligence before signing the contract."

fast-track (verb)

to make something happen more quickly than usual

"We decided to fast-track the approval process."

stakeholder (noun)

a person or group with an interest in a project or business

"All stakeholders need to agree before we move forward."

iron out (phrase)

to resolve small problems, disagreements, or details

"Let's iron out the details before the client arrives."

scope creep (noun)

when a project slowly grows bigger than originally planned

"Without clear limits, scope creep can delay the whole project."

rubber stamp (phrase)

to approve something quickly without much thought

"The board tends to just rubber stamp proposals without much discussion."

close the loop (phrase)

to finish a task or conversation completely

"Let's close the loop on this before the end of the week."

table an idea (phrase)

to postpone discussing an idea until later

"We decided to table that idea until next quarter."

value add (noun)

something extra and useful that improves a product or service

"Free training is a real value add for our customers."

pain-free (adjective)

easy and without problems or difficulty

"We want the sign-up process to be completely pain-free."

on the back burner (phrase)

something delayed and not currently a priority

"That project has been on the back burner for months."

move the goalposts (phrase)

to unfairly change the rules or targets during a process

"It's frustrating when a client keeps moving the goalposts."

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Exercise 1: True or False

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

1. To "table an idea" means to postpone discussing it. _____
2. If something is "on the back burner," it is currently the top priority. _____
3. A "value add" is something extra and useful added to a product. _____
4. A "stakeholder" has no interest in a project or business. _____
5. "Due diligence" means careful research before making a decision. _____
6. To "close the loop" means to leave a task unfinished. _____
7. To "fast-track" something means to make it happen more slowly. _____
8. To "iron out" a problem means to resolve it. _____
9. To "rubber stamp" something means to approve it without much thought. _____
10. "Scope creep" means a project stays exactly the same size. _____

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Exercise 2: Multiple Choice

Circle the phrase that best completes each sentence.

1. The team decided to _____ the approval process.
a) close the loop b) rubber stamp c) iron out d) fast-track
2. The board tends to just _____ proposals without much discussion.
a) fast-track b) rubber stamp c) iron out d) table an idea
3. Without clear limits, _____ can delay the whole project.
a) due diligence b) value add c) scope creep d) stakeholder
4. Let's _____ the remaining details before the client arrives.
a) iron out b) close the loop c) fast-track d) table an idea
5. The committee chose to _____ rather than decide today.
a) rubber stamp b) fast-track c) table an idea d) close the loop
6. We want the checkout process to be completely _____.
a) value add b) fast-track c) due diligence d) pain-free
7. Let's _____ on this before the end of the week.
a) iron out b) close the loop c) fast-track d) table an idea
8. We need to do our _____ before signing anything.
a) scope creep b) due diligence c) value add d) stakeholder
9. Free customer support is a real _____ for our service.
a) scope creep b) stakeholder c) due diligence d) value add
10. Every _____ needs to agree before we proceed.
a) stakeholder b) value add c) scope creep d) due diligence

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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. on the back burner _____ | a) when a project slowly grows bigger than originally planned |
| 2. pain-free _____ | b) to make something happen more quickly than usual |
| 3. stakeholder _____ | c) to unfairly change the rules or targets during a process |
| 4. move the goalposts _____ | d) to resolve small problems, disagreements, or details |
| 5. table an idea _____ | e) a person or group with an interest in a project or business |
| 6. scope creep _____ | f) something extra and useful that improves a product or service |
| 7. fast-track _____ | g) to approve something quickly without much thought |
| 8. iron out _____ | h) to postpone discussing an idea until later |
| 9. close the loop _____ | i) easy and without problems or difficulty |
| 10. due diligence _____ | j) something delayed and not currently a priority |
| 11. value add _____ | k) careful research and checking before making a decision |
| 12. rubber stamp _____ | l) to finish a task or conversation completely |

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Exercise 4: Gap Fill

Word Bank: scope creep • pain-free • stakeholder • value add • fast-track • iron out • on the back burner
• move the goalposts • close the loop • rubber stamp • table an idea • due diligence

1. Every _____ needs to be kept informed about progress.
2. Without control, _____ can slow the whole project down.
3. Let's _____ the final details before the meeting.
4. Management wants to _____ the approval process.
5. It's unfair when a client keeps _____ during a project.
6. Some managers just _____ decisions without checking the details.
7. Please _____ on this issue by Friday.
8. That proposal has been _____ for over a year.
9. We need to do our _____ before signing the contract.
10. The board chose to _____ rather than approve it today.
11. Our goal is to make the process completely _____.
12. Fast delivery is a great _____ for online shoppers.

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Exercise 5: Word Order

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

1. Don't / the / move / goalposts / again

2. out / details / iron / the / Let's

3. the / on / That / is / back / project / burner

4. fast-track / to / She / this / wants

5. diligence / first / due / We / need

6. soon / loop / the / close / Please

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Exercise 6: Word Sort

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

Phrases: rubber stamp • stakeholder • on the back burner • iron out • due diligence • fast-track • close the loop • table an idea • pain-free • move the goalposts • value add • scope creep

Action	Thing	Description

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Exercise 7: Complete the Conversation

Two colleagues are discussing a new vendor contract. Complete the conversation using the phrases in the box.

Word Bank: move the goalposts • value add • stakeholder • fast-track • pain-free • iron out • close the loop • due diligence

Noah: Before we sign anything, have we done our _____ on this vendor?

Ella: Yes, mostly. I just need to _____ a few final details with legal.

Noah: Good. Are all the _____ happy with the proposed terms?

Ella: I think so. Client support said the extra reporting tool is a nice _____.

Noah: Great. Can we _____ the signing process so we don't lose the discount?

Ella: I'll try, but let's make sure we _____ with legal before Friday.

Noah: Agreed. I just hope the vendor doesn't _____ once we're locked in.

Ella: True. As long as everything stays _____, we should be fine.

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

Exercise 2: Multiple Choice

1. d) fast-track
2. b) rubber stamp
3. c) scope creep
4. a) iron out
5. c) table an idea
6. d) pain-free
7. b) close the loop
8. b) due diligence
9. d) value add
10. a) stakeholder

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 3: Matching

1. on the back burner = j
2. pain-free = i
3. stakeholder = e
4. move the goalposts = c
5. table an idea = h
6. scope creep = a
7. fast-track = b
8. iron out = d
9. close the loop = l
10. due diligence = k
11. value add = f
12. rubber stamp = g

Exercise 4: Gap Fill

1. stakeholder
2. scope creep
3. iron out
4. fast-track
5. move the goalposts
6. rubber stamp
7. close the loop
8. on the back burner
9. due diligence
10. table an idea
11. pain-free
12. value add

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 5: Word Order

1. Don't move the goalposts again.
2. Let's iron out the details.
3. That project is on the back burner.
4. She wants to fast-track this.
5. We need due diligence first.
6. Please close the loop soon.

Exercise 6: Word Sort

Action: fast-track, iron out, rubber stamp, close the loop, table an idea, move the goalposts

Thing: due diligence, stakeholder, scope creep, value add

Description: pain-free, on the back burner

Exercise 7: Complete the Conversation

1. Noah: due diligence
2. Ella: iron out
3. Noah: stakeholder
4. Ella: value add
5. Noah: fast-track
6. Ella: close the loop
7. Noah: move the goalposts
8. Ella: pain-free