

Business Meeting Buzzwords 6

B1 · Intermediate | Student Worksheet

silo (noun)

a department or team that doesn't communicate well with others

"Different departments were working in silos instead of sharing information."

cross-functional (adjective)

involving people from different departments or teams

"We need a cross-functional team to solve this problem."

north star (noun)

a main goal or guiding vision for a team or company

"Customer satisfaction is our north star this year."

pivot (verb)

to change strategy or direction quickly

"The company had to pivot when the market changed suddenly."

flesh out (phrase)

to add more detail to an idea or plan

"Let's flesh out this proposal before the meeting."

keep tabs on (phrase)

to monitor or watch something closely

"I'm keeping tabs on the budget every week."

read the room (phrase)

to understand how people are feeling in a situation

"She's good at reading the room during difficult meetings."

connect the dots (phrase)

to understand how different pieces of information relate

"Once I saw the report, I could connect the dots."

cover all bases (phrase)

to prepare for every possible situation

"We double-checked everything to cover all bases."

par for the course (phrase)

something that is normal or expected

"Delays like this are par for the course in construction."

elephant in the room (noun)

an obvious problem that people avoid discussing

"The budget cuts were the elephant in the room during the meeting."

skin in the game (noun)

having a personal stake or investment in the outcome

"Investors want founders to have skin in the game."

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Exercise 1: True or False

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

1. To "connect the dots" means to see how different pieces of information relate. _____
2. A "north star" is a main goal or guiding vision. _____
3. A "silo" describes teams that communicate very well with each other. _____
4. To "cover all bases" means to prepare for only one possible outcome. _____
5. To "keep tabs on" something means to ignore it completely. _____
6. "Cross-functional" means involving people from different departments. _____
7. To "flesh out" an idea means to add more detail to it. _____
8. To "pivot" means to keep doing exactly the same thing forever. _____
9. "Par for the course" means something unusual and unexpected. _____
10. To "read the room" means to understand how people are feeling. _____

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Exercise 2: Multiple Choice

Circle the phrase that best completes each sentence.

1. We double-checked everything to _____.
a) cover all bases b) keep tabs on c) pivot d) connect the dots
2. Different teams were working in a _____ instead of sharing information.
a) skin in the game b) north star c) silo d) elephant in the room
3. Customer satisfaction is our _____ this year.
a) elephant in the room b) north star c) silo d) skin in the game
4. I try to _____ the budget every week.
a) cover all bases b) read the room c) connect the dots d) keep tabs on
5. Once I saw the report, I could _____.
a) flesh out b) connect the dots c) cover all bases d) read the room
6. The company had to _____ when the market changed suddenly.
a) cover all bases b) connect the dots c) flesh out d) pivot
7. Delays like this are _____ in construction.
a) skin in the game b) par for the course c) a silo d) a north star
8. We need a _____ team to solve this properly.
a) north star b) par for the course c) cover all bases d) cross-functional
9. She always manages to _____ during difficult meetings.
a) read the room b) keep tabs on c) connect the dots d) flesh out
10. Let's _____ this proposal before the meeting.
a) keep tabs on b) pivot c) read the room d) flesh out

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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. par for the course _____ | a) to prepare for every possible situation |
| 2. keep tabs on _____ | b) to monitor or watch something closely |
| 3. read the room _____ | c) to understand how different pieces of information relate |
| 4. flesh out _____ | d) to understand how people are feeling in a situation |
| 5. pivot _____ | e) having a personal stake or investment in the outcome |
| 6. connect the dots _____ | f) something that is normal or expected |
| 7. skin in the game _____ | g) to change strategy or direction quickly |
| 8. cross-functional _____ | h) a department or team that doesn't communicate well with others |
| 9. silo _____ | i) to add more detail to an idea or plan |
| 10. north star _____ | j) a main goal or guiding vision for a team or company |
| 11. elephant in the room _____ | k) involving people from different departments or teams |
| 12. cover all bases _____ | l) an obvious problem that people avoid discussing |

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Exercise 4: Gap Fill

Word Bank: flesh out • pivot • keep tabs on • elephant in the room • connect the dots • cover all bases • silo • cross-functional • read the room • north star • par for the course • skin in the game

1. Please _____ the project costs so nothing gets out of control.
2. We reviewed every detail to _____ before the launch.
3. Different departments were working in _____ instead of sharing information.
4. Investors like founders who have _____ in their own company.
5. Improving customer experience is our _____ this year.
6. We formed a _____ team to tackle the issue properly.
7. Small delays like this are _____ on big projects.
8. A good manager knows how to _____ during a tense discussion.
9. Let's _____ this idea before presenting it to the board.
10. After reviewing all the data, we finally _____.
11. The company decided to _____ after losing its biggest client.
12. Nobody wanted to mention the budget cuts — it was the _____.

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Exercise 5: Word Order

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

1. the / She / room / can / read

2. par / the / That's / for / course

3. Teams / work / often / silos / in

4. out / Let's / idea / flesh / this

5. to / quickly / We / need / pivot

6. He / game / the / in / has / skin

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Exercise 6: Word Sort

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

Phrases: cover all bases • par for the course • silo • north star • cross-functional • keep tabs on • elephant in the room • flesh out • pivot • connect the dots • read the room • skin in the game

Action	Thing	Description

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Exercise 7: Complete the Conversation

Two colleagues are discussing a new company initiative. Complete the conversation using the phrases in the box.

Word Bank: silo • north star • flesh out • cover all bases • cross-functional • keep tabs on • read the room • pivot

Dana: I feel like different departments are stuck in their own _____.

Marcus: I agree. That's why we're building a _____ team for this project.

Dana: Good idea. What's our main _____ for this quarter?

Marcus: Growing customer retention. We may need to _____ our current strategy a bit.

Dana: Makes sense. Can you _____ that idea before Friday's meeting?

Marcus: Sure. I'll also _____ our competitors' pricing this week.

Dana: Great. Just remember to _____ when presenting — some stakeholders are nervous about change.

Marcus: Good point. I'll make sure we _____ before the presentation.

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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. False
6. True
7. True
8. False
9. False
10. True

Exercise 2: Multiple Choice

1. a) cover all bases
2. c) silo
3. b) north star
4. d) keep tabs on
5. b) connect the dots
6. d) pivot
7. b) par for the course
8. d) cross-functional
9. a) read the room
10. d) flesh out

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ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 3: Matching

1. par for the course = f
2. keep tabs on = b
3. read the room = d
4. flesh out = i
5. pivot = g
6. connect the dots = c
7. skin in the game = e
8. cross-functional = k
9. silo = h
10. north star = j
11. elephant in the room = l
12. cover all bases = a

Exercise 4: Gap Fill

1. keep tabs on
2. cover all bases
3. silo
4. skin in the game
5. north star
6. cross-functional
7. par for the course
8. read the room
9. flesh out
10. connect the dots
11. pivot
12. elephant in the room

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 5: Word Order

1. She can read the room.
2. That's par for the course.
3. Teams often work in silos.
4. Let's flesh out this idea.
5. We need to pivot quickly.
6. He has skin in the game.

Exercise 6: Word Sort

Action: pivot, flesh out, keep tabs on, read the room, connect the dots, cover all bases

Thing: silo, north star, elephant in the room, skin in the game

Description: cross-functional, par for the course

Exercise 7: Complete the Conversation

1. Dana: silo
2. Marcus: cross-functional
3. Dana: north star
4. Marcus: pivot
5. Dana: flesh out
6. Marcus: keep tabs on
7. Dana: read the room
8. Marcus: cover all bases