

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

touch base (phrase)

to make quick contact with someone to talk or share news

"Let's touch base tomorrow morning about the report."

circle back (phrase)

to return to a topic or task later

"We don't have time now, but let's circle back to this next week."

on the same page (phrase)

to have the same understanding or agreement

"Before we start, let's make sure we're all on the same page."

bandwidth (noun)

the time or energy a person has available to do something

"I don't have the bandwidth to take on a new project right now."

deliverable (noun)

something that must be finished and given to someone

"The first deliverable is due by Friday."

actionable (adjective)

something you can act on or do immediately

"We need actionable steps, not just ideas."

low-hanging fruit (phrase)

easy tasks or goals you can achieve quickly

"Let's start with the low-hanging fruit before tackling the harder problems."

deep dive (noun)

a detailed look at something

"We did a deep dive into the sales numbers yesterday."

ballpark figure (phrase)

a rough number or estimate

"Can you give me a ballpark figure for the total cost?"

move the needle (phrase)

to make a noticeable difference or improvement

"This new strategy really moved the needle on customer satisfaction."

take it offline (phrase)

to discuss something separately, not in the main meeting

"That's a good question, but let's take it offline after the call."

get the ball rolling (phrase)

to start something

"Let's get the ball rolling on the new project this week."

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

Exercise 1: True or False

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

1. A "ballpark figure" is an exact, precise number. _____
2. "Bandwidth" can mean the time or energy someone has to do something. _____
3. "Circle back" means to return to something later. _____
4. A "deliverable" is something you must finish and hand over. _____
5. A "deep dive" is a quick, shallow look at something. _____
6. "Touch base" means to avoid someone completely. _____
7. To "get the ball rolling" means to start something. _____
8. "Low-hanging fruit" refers to the easiest tasks to complete. _____
9. If people are "on the same page," they disagree about something. _____
10. "Actionable" describes something too vague to act on. _____

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

Exercise 2: Multiple Choice

Circle the phrase that best completes each sentence.

1. We're out of time, so let's _____ this topic next week.
a) get the ball rolling b) deep dive c) touch base d) circle back
2. Before we begin the project, we need to make sure everyone is _____.
a) on the same page b) actionable c) a ballpark figure d) low-hanging fruit
3. The first _____ for this project is due next Friday.
a) actionable b) deep dive c) bandwidth d) deliverable
4. Let's deal with the _____ first before the harder problems.
a) bandwidth b) low-hanging fruit c) deep dive d) deliverable
5. We need _____ steps we can start today, not just general ideas.
a) actionable b) low-hanging fruit c) deep dive d) ballpark figure
6. This idea could really _____ on customer satisfaction.
a) move the needle b) take it offline c) circle back d) touch base
7. The team did a _____ into last quarter's sales figures.
a) deep dive b) bandwidth c) ballpark figure d) deliverable
8. Let's _____ tomorrow to check on your progress.
a) circle back b) touch base c) take it offline d) move the needle
9. I have too much work already; I don't have the _____ for another task.
a) deep dive b) bandwidth c) ballpark figure d) deliverable
10. Can you give me a _____ for how much this will cost?
a) deep dive b) deliverable c) bandwidth d) ballpark figure

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

Exercise 3: Matching

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

- | | |
|-------------------------------|--|
| 1. low-hanging fruit _____ | a) to have the same understanding or agreement |
| 2. bandwidth _____ | b) to return to a topic or task later |
| 3. touch base _____ | c) easy tasks or goals you can achieve quickly |
| 4. deliverable _____ | d) the time or energy a person has available to do something |
| 5. ballpark figure _____ | e) to make a noticeable difference or improvement |
| 6. circle back _____ | f) to make quick contact with someone to talk or share news |
| 7. on the same page _____ | g) to start something |
| 8. get the ball rolling _____ | h) something that must be finished and given to someone |
| 9. take it offline _____ | i) to discuss something separately, not in the main meeting |
| 10. move the needle _____ | j) something you can act on or do immediately |
| 11. deep dive _____ | k) a detailed look at something |
| 12. actionable _____ | l) a rough number or estimate |

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

Exercise 4: Gap Fill

Word Bank: ballpark figure • actionable • deliverable • bandwidth • on the same page • touch base • low-hanging fruit • circle back • take it offline • get the ball rolling • deep dive • move the needle

1. Can you give a rough _____ before the meeting ends?
2. She doesn't have the _____ to help with this right now.
3. It's a small issue — let's _____ after this call.
4. It's time to _____ on the new project.
5. We need something _____, not just a general idea.
6. Our next _____ is a new marketing plan.
7. This change should really _____ for our team.
8. We're low on time, so let's _____ later.
9. Let's _____ next week to see how things are going.
10. Let's start with the _____ to build momentum.
11. The manager asked for a _____ into the budget numbers.
12. Everyone needs to be _____ before we move forward.

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

Exercise 5: Word Order

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

1. morning / touch / tomorrow / base / Let's

2. rolling / get / Let's / the / soon / ball

3. next / should / We / week / back / circle

4. today / steps / We / actionable / need

5. Friday / due / on / The / deliverable / is

6. you / give / Can / ballpark / figure / a

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

Exercise 6: Word Sort

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

Phrases: deep dive • get the ball rolling • deliverable • touch base • low-hanging fruit • actionable • move the needle • ballpark figure • take it offline • circle back • on the same page • bandwidth

Action	Thing	Description

Business Meeting Buzzwords

B1 · Intermediate | Student Worksheet

Exercise 7: Complete the Conversation

Two colleagues are planning a project together. Complete the conversation using the phrases in the box.

Word Bank: get the ball rolling • circle back • deep dive • deliverable • bandwidth • touch base • on the same page • low-hanging fruit

Tom: Hi Ana, do you have a few minutes to _____ about the project?

Ana: Sure, but I don't have much _____ today — can we talk quickly?

Tom: No problem. I just want to make sure we're _____ about the deadline.

Ana: Yes, the first _____ is due next Friday, right?

Tom: Exactly. Let's start with the _____ so we make quick progress.

Ana: Good idea. That should help us _____ on this project.

Tom: If we need to look closer later, we can do a _____ into the details.

Ana: Sounds good. Let's _____ again on Thursday.

Business Meeting Buzzwords

B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: True or False

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

Exercise 2: Multiple Choice

1. d) circle back
2. a) on the same page
3. d) deliverable
4. b) low-hanging fruit
5. a) actionable
6. a) move the needle
7. a) deep dive
8. b) touch base
9. b) bandwidth
10. d) ballpark figure

Business Meeting Buzzwords

B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 3: Matching

1. low-hanging fruit = c
2. bandwidth = d
3. touch base = f
4. deliverable = h
5. ballpark figure = l
6. circle back = b
7. on the same page = a
8. get the ball rolling = g
9. take it offline = i
10. move the needle = e
11. deep dive = k
12. actionable = j

Exercise 4: Gap Fill

1. ballpark figure
2. bandwidth
3. take it offline
4. get the ball rolling
5. actionable
6. deliverable
7. move the needle
8. circle back
9. touch base
10. low-hanging fruit
11. deep dive
12. on the same page

Business Meeting Buzzwords

B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 5: Word Order

1. Let's touch base tomorrow morning.
2. Let's get the ball rolling soon.
3. We should circle back next week.
4. We need actionable steps today.
5. The deliverable is due on Friday.
6. Can you give a ballpark figure?

Exercise 6: Word Sort

Action: touch base, circle back, move the needle, take it offline, get the ball rolling

Thing: bandwidth, deliverable, low-hanging fruit, deep dive, ballpark figure

Description: on the same page, actionable

Exercise 7: Complete the Conversation

1. Tom: touch base
2. Ana: bandwidth
3. Tom: on the same page
4. Ana: deliverable
5. Tom: low-hanging fruit
6. Ana: get the ball rolling
7. Tom: deep dive
8. Ana: circle back