

Office Dialogue & Roleplay

B1 · Intermediate | Student Worksheet

Meeting Script

Scene: A weekly project sync call. Sam (Project Manager), Priya (Team Lead), Jordan (Client Success), and Alex (Developer) are discussing the Meridian project, which is behind schedule.

Sam: Thanks for joining, everyone. Let's **touch base** on where we are with the Meridian project before we **get the ball rolling** on this week's tasks.

Priya: Sure. Overall we're mostly **on track**, but there's one big **pain point** I want to flag.

Sam: Go ahead.

Priya: The design phase took much longer than expected. We're seeing some serious **scope creep** — the client keeps adding new requirements.

Jordan: That's a **red flag** for me too. I got a **heads-up** from the client yesterday that they're expecting the new features by next Friday.

Alex: Wait, nobody told me about that. I think we **dropped the ball** on communicating the new scope to the dev team.

Sam: Okay, let's not worry about blame right now. Alex, can you **take ownership** of reviewing the updated requirements today?

Alex: Yes, I can do that.

Priya: We also need to **iron out** the testing schedule — it's still not finalised.

Sam: Agreed. Before we agreed to any of this, did we do our **due diligence** on how much extra work this would actually involve?

Jordan: Honestly, not enough. That's on me — I should have checked with the team before promising a date.

Sam: No problem, we'll fix it together. Alex, do you have the **bandwidth** to take on the extra testing this week?

Alex: It'll be tight, but yes.

Priya: Given the timeline, I think this needs to be **all hands on deck** for the next few days.

Sam: Agreed. Let's look for a **quick win** first — is there anything simple we can finish today to build momentum?

Alex: Actually, yes — the login bug fix is basically done. I can ship that today.

Sam: Great, that's a good start. Let's keep the **big picture** in mind though — the real goal is a stable launch, not just fast fixes.

Jordan: Agreed. If we handle this well, it could actually be a **game changer** for how the client sees us going forward.

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Sam: I like that. Okay — Priya, can we **circle back** to the testing schedule tomorrow once Alex has reviewed the new scope?

Priya: Sounds good.

Sam: Great. Let's **follow up** individually after this call, and I'll send a summary email today.

Exercise 1: Comprehension Check

Read the meeting script, then write **True** or **False** on the line.

1. Scope creep happened because the client kept adding requirements. _____
2. The login bug fix is offered as a quick win. _____
3. The team decides the situation needs "all hands on deck." _____
4. The team is completely on track with no problems. _____
5. Sam suggests forgetting about the big picture and just fixing bugs quickly. _____
6. Alex was informed about the new client deadline before the meeting. _____
7. Alex has no time at all to help with additional testing. _____
8. Jordan admits he should have checked with the team before promising a new date. _____

Exercise 2: Vocabulary in Context

Match each buzzword (1-18) with its correct meaning (a-r). Write the letter on the line.

- | | |
|--------------------------------|--|
| 1. take ownership _____ | a) to make quick contact with someone to talk or share news |
| 2. heads-up _____ | b) to accept responsibility for something |
| 3. big picture _____ | c) to check on something again after the first time |
| 4. on track _____ | d) the time or energy a person has available to do something |
| 5. due diligence _____ | e) making the progress you planned or expected |
| 6. touch base _____ | f) to resolve small problems, disagreements, or details |
| 7. circle back _____ | g) a warning sign that something might be wrong |
| 8. quick win _____ | h) something that changes a situation significantly |
| 9. scope creep _____ | i) something you can achieve easily and quickly that gives a good result |
| 10. get the ball rolling _____ | j) when a project slowly grows bigger than originally planned |
| 11. follow up _____ | k) to return to a topic or task later |
| 12. red flag _____ | l) the whole situation, not just one small part of it |
| 13. pain point _____ | m) to start something |
| 14. all hands on deck _____ | n) a problem that causes difficulty for someone |
| 15. bandwidth _____ | o) a warning or piece of advance information |
| 16. game changer _____ | p) everyone needs to help with something |
| 17. iron out _____ | q) to fail to do something you were responsible for |
| 18. drop the ball _____ | r) careful research and checking before making a decision |

Exercise 3: Roleplay Task

New Scenario: Your team is about to launch a new product next month. You've just found out a competitor plans to launch something similar next week. Decide together what to do.

Work in groups of three. Each person takes one role card below. During your conversation, try to naturally use **all** of your target phrases. You have about 8–10 minutes.

Team Lead

You want the launch to stay on schedule if possible, but you're open to hearing the risks. You need to keep the discussion focused and assign responsibility clearly.

Try to use these phrases:

touch base • on track • big picture • take ownership • all hands on deck • get the ball rolling

Marketing Lead

You're worried about losing attention to the competitor. You want a fast decision and you're not afraid to point out problems.

Try to use these phrases:

heads-up • red flag • quick win • game changer • pain point • circle back

Developer

You know the technical reality better than anyone. You need to be honest about time and risk without sounding negative.

Try to use these phrases:

bandwidth • iron out • due diligence • scope creep • follow up • drop the ball

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: Comprehension Check

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

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 2: Vocabulary in Context

1. take ownership = b
2. heads-up = o
3. big picture = l
4. on track = e
5. due diligence = r
6. touch base = a
7. circle back = k
8. quick win = i
9. scope creep = j
10. get the ball rolling = m
11. follow up = c
12. red flag = g
13. pain point = n
14. all hands on deck = p
15. bandwidth = d
16. game changer = h
17. iron out = f
18. drop the ball = q