

Office Dialogue & Roleplay 2

B1 · Intermediate | Student Worksheet

Meeting Script

Scene: A strategy meeting. Maya (Director), Chris (Sales Lead), Priya (Finance), and Sam (Operations) are discussing whether to expand into a new market.

Maya: Thanks everyone for joining. Before we start, has everyone had a chance to **get up to speed** on the market research report?

Chris: Yes, I've read it. It looks promising, but we need **buy-in** from all the key **stakeholders** before we commit.

Priya: Agreed. The **bottom line** is that this expansion could double our revenue in two years, but it's a big financial risk.

Sam: That's the **elephant in the room**, isn't it? Nobody wants to say it, but if this fails, it could hurt the whole company.

Maya: That's fair. Let's not avoid it. I think our **north star** here should be sustainable growth, not just quick profit.

Chris: I agree. If we're all **aligned** on that, the decision gets easier.

Priya: We'll need a **cross-functional** team to handle this properly — finance, sales, and operations all need to be involved from day one.

Sam: I can **take the lead** on the operations side if that helps.

Maya: Great. Chris, can you **flesh out** the sales strategy in more detail before our next meeting?

Chris: Sure, I'll have a full plan by Friday.

Priya: One thing I want us to **keep tabs on** is the currency risk. It could really affect our margins.

Maya: Good point. Let's make sure someone can **connect the dots** between the financial risks and the marketing timeline.

Sam: I can do that. I'll also make sure we're not just **putting out fires** once we launch — we need a proper support plan.

Maya: Exactly. This needs to be a **win-win** for the company and for our new customers, not just a quick expansion.

Priya: Should we **fast-track** the launch, or take our time?

Maya: I'd rather we **table** that decision until we've seen Chris's full plan.

Chris: That works for me.

Maya: One more thing — everyone here has **skin in the game** with this decision, so please be honest in your feedback.

Sam: Understood. I think we're all **on the same wavelength** about moving forward carefully.

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Maya: Perfect. Let's reconvene next week once we have more details.

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Exercise 1: Comprehension Check

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

1. The team feels they are on the same wavelength about moving carefully. _____
2. Maya decides to table the decision about fast-tracking the launch. _____
3. Sam avoids talking about the risk of failure. _____
4. Priya wants to ignore the currency risk completely. _____
5. Sam offers to take the lead on the sales strategy. _____
6. The team agrees to skip getting stakeholder buy-in. _____
7. The team agrees their north star is sustainable growth. _____
8. Priya says the expansion could double revenue in two years. _____

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Exercise 2: Vocabulary in Context

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

- | | |
|---------------------------------|--|
| 1. north star _____ | a) to monitor or watch something closely |
| 2. align _____ | b) to postpone discussing an idea until later |
| 3. bottom line _____ | c) agreement and support from other people for an idea |
| 4. connect the dots _____ | d) having a personal stake or investment in the outcome |
| 5. on the same wavelength _____ | e) to make sure people agree and are working towards the same goal |
| 6. flesh out _____ | f) to make something happen more quickly than usual |
| 7. take the lead _____ | g) a situation that is good for everyone involved |
| 8. skin in the game _____ | h) a main goal or guiding vision for a team or company |
| 9. put out fires _____ | i) to add more detail to an idea or plan |
| 10. fast-track _____ | j) an obvious problem that people avoid discussing |
| 11. keep tabs on _____ | k) a person or group with an interest in a project or business |
| 12. table an idea _____ | l) to deal with urgent problems as they happen |
| 13. get up to speed _____ | m) to learn the most recent information about something |
| 14. stakeholder _____ | n) the most important point or final result |
| 15. buy-in _____ | o) to understand how different pieces of information relate |
| 16. elephant in the room _____ | p) to be in charge of something |
| 17. cross-functional _____ | q) involving people from different departments or teams |
| 18. win-win _____ | r) thinking or feeling the same way as someone else |

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Exercise 3: Roleplay Task

New Scenario: Your company is considering a merger with a smaller competitor. Discuss together whether to proceed.

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.

CEO

You are leading the discussion. You want everyone's honest opinion and a decision that works for the whole company.

Try to use these phrases:

stakeholder • buy-in • north star • align • take the lead • win-win

CFO

You are focused on the financial risks and rewards. You want a clear, realistic plan before agreeing to anything.

Try to use these phrases:

bottom line • fast-track • skin in the game • keep tabs on • connect the dots • flesh out

Head of Operations

You are thinking about how this will actually work day to day. You're not afraid to raise difficult topics.

Try to use these phrases:

cross-functional • elephant in the room • put out fires • table an idea • on the same wavelength • get up to speed

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Answer Key

Exercise 1: Comprehension Check

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

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B1 · Intermediate | Teacher Answer Key

ANSWER KEY — DO NOT DISTRIBUTE TO STUDENTS

Exercise 2: Vocabulary in Context

1. north star = h
2. align = e
3. bottom line = n
4. connect the dots = o
5. on the same wavelength = r
6. flesh out = i
7. take the lead = p
8. skin in the game = d
9. put out fires = l
10. fast-track = f
11. keep tabs on = a
12. table an idea = b
13. get up to speed = m
14. stakeholder = k
15. buy-in = c
16. elephant in the room = j
17. cross-functional = q
18. win-win = g