

# ACTIVITY 1:

Complete the sentences with the correct idiom.

- 1) After some casual chat, the manager said:  
“Let’s \_\_\_\_\_ and review  
the budget proposal.”
- 2) Could we \_\_\_\_\_ next  
week to check the progress on the client’s  
order?
- 3) The team leader made sure everyone was  
\_\_\_\_\_ before the  
presentation started.
- 4) Please keep me \_\_\_\_\_  
about any updates from headquarters.
- 5) It’s time to \_\_\_\_\_ on the  
new advertising campaign.
- 6) During the call, Sarah asked to  
\_\_\_\_\_ later that day to  
discuss next steps.
- 7) Once we \_\_\_\_\_, we can  
move forward with assigning tasks.



# ACTIVITY 2:

Select the most natural idiom to complete each business context.

- 1) **Conversation:**  
“We’ve got a lot to discuss. Let’s stop wasting time and \_\_\_\_\_.”
- 2) **Email:**  
“I’d like to \_\_\_\_\_ with you tomorrow to confirm the client’s requirements.”
- 3) **Presentation:**  
“We already agreed on the strategy, so let’s \_\_\_\_\_ and assign the first tasks.”
- 4) **Chat with a colleague:**  
“Don’t forget to keep me \_\_\_\_\_ about the IT changes.”
- 5) **Team leader:**  
“Thanks everyone for being here. Shall we \_\_\_\_\_?”

