

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 _____?”

