

Choose the words/phrases that best suit the sentences and pictures.

Contemporary business vocabulary

esflow

pivot | deep dive | visibility | reach out | move the needle
headwinds and tailwinds | level up | circle back |
escalation | touch base | drill down | key takeaways



1. Just _____ to me when you finish the report.



4. The issue requires _____ to the senior management team.



7. With this new AI software, our team will be ready to _____.



10. I'll _____ to our partners for collaboration opportunities.

11. We should _____ after the conference.

12. Increasing _____ will help the new product make an impact in the market.

LIVEWORKSHEETS

Elements of office work vocabulary

eslflow.com

Match the vocabulary to the pictures.



13 _____



12 _____



11 _____



10 _____



9 _____

filling in an order

presenting a new project

preparing packages

picking up papers

a cluttered desk

comparing trends

absent from
the office

finding solutions

closing a deal

calculating payments

searching for files

showing appreciation

taking questions



1 _____



2 _____



3 _____



6 _____



8 _____



4 _____

7 _____



5 _____