

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

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.



2. We need a \_\_\_\_\_ into the quarterly reports before making a decision.



3. To understand which products are performing, we should \_\_\_\_\_ into the data.



4. The issue requires \_\_\_\_\_ to the senior management team.



5. We've faced a lot of \_\_\_\_\_ with supply chain issues. But the new marketing campaign is a major \_\_\_\_\_.



6. The \_\_\_\_\_ from the seminar will guide our strategy moving forward.



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



8. We've tried so many strategies, but nothing seems to \_\_\_\_\_.



9. Given the market dynamics, it might be time to \_\_\_\_\_ our business model.



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.



## Elements of office work vocabulary

eslflow.com

Match the vocabulary to the pictures.

filling in an order

presenting a new project

preparing packages

picking up papers

suffering from neck pain

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



4



5



7



6



8



13



12



11



10



9