

## **Business English Activity**

### **Scenario:**

You're in a project update meeting. The team member has been out of the office for a week. The team leader needs to bring the team member up to speed on what has happened.

Fill in the blanks with the appropriate business expressions from the provided vocabulary list

### **Vocabulary List:**

1. bring someone up to speed
2. get to the point
3. in a nutshell
4. keep someone in the loop
5. all ears
6. bringing me up to speed

**Team Leader:** Hello, welcome back. I hope you had a good week off. We've made some progress on the project while you were away, and I want to \_\_\_\_\_ you.

**Team Member:** Hi, thank you. I'm eager to catch up and get back into the swing of things.

**Team Leader:** Great! To \_\_\_\_\_, we've finalized the budget for this phase, and we're on track to meet our deadlines. \_\_\_\_\_, things are looking good.

**Team Member:** That's good to hear. Can you give me a quick overview of the key changes or updates?

**Team Leader:** Absolutely. First, we secured a new vendor for the supplies, which should help cut costs. Secondly, we've decided to adjust the marketing strategy to target a wider audience. I wanted to \_\_\_\_\_ about these decisions.

**Team Member:** Thanks for filling me in. It all sounds positive. I'm \_\_\_\_\_ for any other details you think I should be aware of.

**Team Leader:** Glad to hear you're on board. One more thing - I've scheduled a meeting with the client next week to go over the progress. I'd like you to join to give your perspective.

**Team Member:** Of course, I'll make sure I'm prepared for that meeting.

**Team Leader:** Perfect, I appreciate your cooperation. If you have any questions or need more information, feel free to reach out.

**Team Member:** Will do. Thanks for \_\_\_\_\_, and I'm looking forward to contributing to the project.

**Team Leader:** You're welcome. It's good to have you back on the team.