

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.