

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 _____?”

