**Corporate Jargons**

**What are Jargons:** In communication, jargon refers to the language used by a particular group or profession to talk about things that happen in that profession

1. **Above my paygrade.** Outside the scope of your responsibility and/or needs to be addressed by someone higher up.
2. **Back burner.** A task or responsibility thatyou will revisit at a later date.
3. **Bandwidth.** Related to workload and the ability and/or time to address a situation. "I don't have the bandwidth to complete that task."
4. **Clock watcher.** An employeewho continually looks at the time waiting for the workday to be over.
5. **Core competencies.** An organization's or person's strengths, including skills, knowledge and capabilities.
6. **Deep dive.** A thorough analysis of something.
7. **Deliverable.** An item that must be produced at the end of a project.
8. **Drill down.** Analyzing something more in depth.
9. **Flesh out.** Providing more information about something.
10. **Game changer.** A newly introduced element that significantly affects an existing situation.
11. **Hard stop.** A specific end time for something because you have something scheduled immediately behind it.
12. **Herding cats.** A negative phrase used by managers to describe a team that is difficult to deal with.
13. **Let's circle back on that.** To suggest talking about something again later.
14. **Let's take this offline.** To suggest discussing something in private.
15. **Low-hanging fruit.** Low-effort tasks with high-yield results.
16. **Make hay.** Taking advantage of an opportunity.
17. **Micromanager.** A boss who excessively observes and controls team members.
18. **Office drone.** A white-collar worker who does the same mundane tasks from day to day.
19. **One-on-one.** A regularly scheduled meeting or check-in between two people -- usually, a manager and employee.
20. **Per my last email.** A polite way of telling someone you've already addressed their question in a previous email.
21. **Put a pin in it.** Putting something on hold, intending to come back to it later.
22. **Put out a fire.** Addressing an expected problem.
23. **Reinvent the wheel.** Recreating something that already exists, often unnecessarily.
24. **Run the numbers.** Performing numerical calculations -- often used in accounting and other financial departments.
25. **Stand-up.** A brief daily meeting to discuss goals and plans for the day.
26. **Think outside the box.** Pondering or brainstorming unusual and off-the-beaten-path ideas.
27. **Throw under the bus.** Blaming someone else to avoid negative consequences or gain an advantage.
28. **Top-down.** A management approach where business leaders make companywide decisions that then filter down to the employees.
29. **Trim the fat.** When a business reduces unnecessary expenditures to save money.
30. **You're crushing it.** Doing something extremely well and/or exceeding goals.’

**Slangs**

A slang is a vocabulary (words, phrases, and linguistic usages) of an informal register, common in verbal conversation but avoided in formal writing. It also sometimes refers to the language generally exclusive to the members of particular in-groups in order to establish group identity, exclude outsiders, or both.

1. **(To) ace (v.)**: To pass a test, exam, etc. really easily. "Robert aced his physics exam."
2. **All-ears:** When someone says "I'm all ears", they are telling you that they are listening to you, that they are giving you their undivided attention.
3. **Are you kidding me?** Phrase often used rhetorically to express frustration or excitement.
4. **Blue or Have the Blues**: to feel depressed or sad
5. **By the skin of your teeth**: just barely
6. **Couch Potato**: a lazy person, one who sits on a couch and watches TV.
7. **Drive up the wall**: to irritate; “He is driving me up the wall.”
8. **Dutch or go Dutch**: each person pays for his/her own meal.
9. **Get under one’s skin**: bother
10. **Give the cold shoulder**: ignore
11. **Hit the books**: study.
12. **Hit the road**: to leave.
13. **Hold your horses**: Wait a minute!
14. **I feel you**: I understand/empathize with you
15. **It is what it is**: it’s a fact that cannot be changed.
16. **Jacked**: really strong/muscular, “He’s jacked”
17. **Lemon**: a bad buy or purchase.
18. **Lighten up (v.)**: To relax; to not take things too seriously. "You gotta learn to lighten up a bit!"
19. **My Bad**: my fault or my mistake.
20. **Once in a blue moon:** infrequently
21. **Pass the buck**: transfer responsibility to someone else.
22. **Piece of cake**: easy or effortless.
23. **Put up a front**: trying to act/appear tough
24. **Screw up (v.)**: To make a mistake, do something badly/wrong “I really screwed up my audition."
25. **Spill the beans**: reveal a secret.
26. **Take for granted**: to assume.
27. **Twenty four seven (24/7)**: Non-stop, around the clock. "That place is open 24/7. It never closes."
28. **Wrap up** (v.): To finish; to bring something to a close. "OK, let's wrap things up for today."
29. **You can say that again**! Phrase meaning "I agree with you completely."

**Cliché**

A cliché is a tired, stale phrase or idiom that, because of overuse, has lost its impact. What was once a fresh way of looking at something has become a weak prop for writing that feels unimaginative and dull. Clichés are what you write when you don’t have the energy or inspiration to think of a new way to express an idea.’’

1. **play your cards right** : to act cleverly, sensibly, or cautiously: e.g. - If you play your cards right, you may get mentioned in her will.
2. **better safe than sorry** : used to say that it is better to be careful now so that problems do not occur later on. E.g., It's probably not necessary to check the figures again, but *it's better to be safe than sorry*.
3. **the grass is always greener on the other side** : used to say that the things a person does not have always seem more appealing than the things he or she does have.
4. **ignorance is bliss**: used to say that a person who does not know about a problem does not worry about it.
5. **Cry over spilled milk** **:** to express vain regrets for what cannot be recovered or undone
6. **All’s well that ends well** : used to say that a person can forget about how unpleasant or difficult something was because everything ended in a good way
7. **Haste makes waste** **:** used to say that doing something too quickly causes mistakes that result in time, effort, materials, etc., being wasted
8. **The writing’s on the wall :** an omen or sign of one's unpleasant fate
9. **What goes around comes around :** used to say that if someone treats other people badly he or she will **a bad egg** : someone who does bad things
10. **a bed of roses** : a place or situation of agreeable ease
11. **Cat got your tongue?** : ‘A comment made when someone is unaccountably or unusually quiet, as in *We haven't heard from you all morning—has the cat got your tongue?*’
12. **Read between the lines** : ‘look for or discover a meaning that is implied rather than explicitly stated.’
13. **Only time will tell** : used to say that the results of a situation will be known only after a certain amount of time has passed.
14. **In the nick of time** : just before the last moment when something can be changed or something bad will happen
15. **In a jiffy** : a very short period of time
16. **The time of my life** : to enjoy oneself very much **:** to have a lot of fun
17. **As old as the hills** : very old
18. **Fit as a fiddle** : in good physical condition **:** very healthy and strong
19. **A diamond in the rough** : one having exceptional qualities or potential but lacking refinement or polish
20. **Nerves of steel** : an impressive ability to remain calm in dangerous or difficult situations
21. **Every cloud has a silver lining** : used to say that every bad situation holds the possibility of something good
22. eventually be treated badly by someone else