

# Speak English With Vanessa

## Free PDF Worksheet Daily Business English

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*Dear English Learner,*

*Get ready to speak confidently with all the top phrases for daily life English. I recommend reading these sample sentences out loud, [watching the original YouTube lesson here](#), and using the blank space on the last page to answer my challenge question using what you've learned. Thanks so much for learning English with me!*

*Your teacher,  
Vanessa*

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### Workplace Phrases

A case of the Mondays/Mondays, am I right?

*This phrase is used as a way to explain the feeling of being at work the day after the weekend or after a long holiday.*

Ugh, I've got **a case of the Mondays**—I don't wanna do anything today!

The printer isn't working and the network is down. **Mondays, am I right?**

I'd like to bounce some ideas off of you.

*This phrase means that someone wants to discuss some ideas with you and get your thoughts or opinions on those ideas.*

Do you want to grab coffee? **I'd like to bounce some ideas off of you** for the new assignment.

I've been thinking about this project and **I have some ideas I'd like to bounce off of you**—do you have a minute?

First thing in the morning: *to do something as soon as you wake up or as soon as the day begins*

**First thing in the morning**, I make a pot of coffee or a cup of tea.

If I don't hear from her today, I'll call her **first thing in the morning**.

Pick your brain: *to talk to someone who has more knowledge on a subject and get their ideas or input*

Since you've worked here a long time, I would love to **pick your brain** on what you think about the company and its goals.

I know you have traveled a lot, I would love to **pick your brain** on the best travel destinations for people who love nature.

Hop on a call: *to take a quick, unplanned phone call or Zoom meeting to discuss something*

Do you have a minute to **hop on a call**? The client has some questions and I am not sure how to answer them.

I was going to send it in an email but it might be easier to talk—can you **hop on a call**?

Fire off an email/Shoot me an email/text: *to send an email or text quickly, without planning it out too much; usually used as a reminder or follow-up*

I am going to **fire off an email** with these questions before we meet with the client this afternoon.

**Shoot me an email** about the report that you need, and I will get to it first thing in the morning.

Keep (me) in the loop: *to keep someone informed about things that are going on*

**Keep me in the loop** and let me know if you need help.

The boss wants you to **keep her in the loop** on this project.

**Brainstorm:** *a group discussion used to produce ideas or solve a problem*

Let's **brainstorm** about the best way to deal with this issue.

The team got together to **brainstorm** better ways to help their customers.

**Debrief:** *a series of questions or a discussion following an event*

After the project is complete, let's have a meeting to **debrief**.

We had a **debrief** and agreed that we need to make some changes before the next project.

**Slacker:** *someone who is lazy and does the bare minimum of what is required*

He is such a **slacker**—he's always late on assignments and his work is really sloppy.

It seems like in every group project, there is a **slacker**, someone who doesn't want to do the work but is happy to take the credit.

**Workhorse:** *someone who is dependable and works hard*

He's a **workhorse**—whether he's working in the office or around the house, he's always working hard.

She deserves that promotion—she's a **workhorse**! Everyone on her team knows how hard she works.

**All hands on deck or all-hands:** *a term used to indicate that all members of a team are required*

We need **all hands on deck** if we're going to get this project finished on time.

The boss called for an **all-hands** meeting on Thursday.

**Micromanage:** *to control every part of something, no matter how small*

He tries to **micromanage** his team by telling everyone how to do their job.

No one likes to be **micromanaged**. Can't you just trust me to do my work?

**Align:** *to be in agreement with or to support something;*

That doesn't **align** with my goals, so it isn't a priority right now.

The company **aligns** itself with other companies and organizations that benefit the community.

**Streamline:** *to make something more efficient and more effective*

If we take some time to **streamline** this process, we'll lower cost and improve productivity.

The organization **streamlined** its operations by reducing the number of managers.

**Scalable:** *in business, the ability to overcome challenges and operate efficiently while growing and increasing profits*

This business may be small, but is **scalable** and has a lot of potential for growth.

She proved that her idea was **scalable** and brought in record profits for the company.

**In the weeds:** *to get lost in the details of something or to become overwhelmed by tasks*

Let's not get too **in the weeds** on this, we need to focus our time and energy on the main goal. We can sort out the details later.

I volunteered for this project at work, and now I'm **in the weeds**. There is so much to do, I think I need to ask someone for help.

Circle back: *to come back to something or to reconsider something*

**To circle back to** my earlier question, when would you like this work done by?

Can we **circle back** to this at the end of the meeting? I want to make sure we have time to get through everything else.

Put a pin in it for now/put it in the parking lot: *make a note (literal or metaphorical) to come back to a question or topic at a later time, especially if it isn't relevant to the current discussion*

**Let's put a pin in it for now** and discuss this at next month's meeting.

That is a great question that we can talk about later. But for now, I am going to **put it in the parking lot**.

*\*\*note that the person who will use these terms is typically a person in a position of power, or at the very least the person leading the meeting or discussion. If you use these terms and don't revisit the issue or topic, it could make you seem untrustworthy or unconcerned*

## Bonus!

### Workplace Abbreviations

EOD: *End of Day, usually the end of the business day which is typically 5pm*

I need this report by **EOD** on Wednesday.

You need to send that request by **EOD** Friday if you want management to approve it.

OOO: *Out of Office, a term used when people are on vacation or away from work; this is usually used to refer to the automated message that you get when you email someone who is away*

He told me to email him, but I just got his **Out of Office** message that says he won't be back to work until January.

OK, I finished my reports, set up my **OOO**, and am ready to go on vacation!

*ASAP: As Soon As Possible, a term used when something is urgent*

Can you help me with this report? The boss says he needs it **ASAP**.

I need to find out why my computer isn't working **ASAP**—it has all my work on it!

*FYI: For Your Information, a term used to inform someone about something that they don't necessarily have to take action on*

**FYI**, the meeting time has changed from 1 o'clock to 1:30.

**FYI**, I will be out of the office starting on Friday, so if you need anything while I am out, ask my boss.

*TGIF: Thank God it's Friday! This is a term for the relief that people feel when it's (finally) Friday, signaling the end of the work week and the beginning of the weekend*

**TGIF**, I thought this week was never gonna end!

Hey, Dan! **TGIF**! Do you have any fun plans this weekend?

*\*\*note that this term is a little corny or cheesy, meaning that you would only use it in a joking way with friends or close co-workers\*\**

## Vanessa's Challenge Question

*Use the space below to write a few sentences answering this question.*

**Using some of the phrases and vocabulary you learned in this lesson, write a sentence below about your job or a job you have had before.**

Sample: *I really enjoy my job. The mission of the company aligns with my values and I really like my team. My boss doesn't micromanage me, which I really appreciate, and there are no slackers on my team. We're working on streamlining our processes to make our work easier and more efficient. FYI, we're hiring, if you're looking for a new job!*

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