

## THE LAST WORD

### Workplace jargon

- 1 Jargon and buzzwords have become increasingly common in workplaces. Why is that? Why do many people hate them?
- 2 **T 3.9** Listen to these examples of workplace jargon being used. How else could you express their meaning?
  - 1 a going forward                      3 e mission-critical
  - b grow the business                4 f best practice
  - 2 c to task sb (with sth)            5 g to impact sth
  - d to action                            6 h a win-win situation
- 3 Match the following expressions with their meanings.



#### A

- 1 drill down
- 2 go the extra mile
- 3 give people a heads-up
- 4 keep sb in the loop
- 5 bring sth to the table
- 6 hit the ground running
- 7 think outside the box
- 8 touch base
- 9 bring sb up to speed
- 10 be on sb's radar

#### B

- a have original and radical ideas about sth
- b continually inform sb of all developments
- c make contact with sb briefly to check that things are OK
- d be aware of sth that will need attention in future
- e look at sth in more depth and detail
- f contribute sth of value to a project or discussion
- g work harder than most people would, to get a job done
- h start work on sth successfully and enthusiastically
- i warn of a future development people need to be aware of
- j inform sb of the latest developments on a project



*I need an interpreter.  
Send in someone who speaks jargon.*

### Buzzword Bingo!

- 4 In meetings and presentations, workers have been known to play Buzzword Bingo. Try it.  
Fill in the Bingo card with some of the expressions in exercises 2 and 3.
- T 3.10** Listen to a presentation and cross the expressions on your card as you hear them. The first person to get three in a line shouts, 'Heads-up!'
- 5 Are any of the expressions in exercises 2 and 3 used in your language?
- 6 Which expressions in 3 do you think were the most hated in a survey of British workers? Put a **X**. Which do you think people thought were actually OK and useful? Put a **✓**.
- T 3.11** Listen to **Sara** and **Danny** talking about workplace jargon and compare your ideas. Which expressions do they mention? What do they say about them? What do they think are the problems with using these expressions a lot?
- 7 Plan and give a short presentation using just *a few* of the expressions you think are useful. Remember, enough is enough!

