



Business Idioms in Action

Follow along with this project management meeting to better understand how to use business idioms in real situations.

Alex: Good morning, everyone. I hope you're all ready for an exciting discussion today. As you know, we're embarking on a new project, and it's time for us to **hit the ground running**.

Alex: Our goal is to create something truly **cutting-edge**—something that will not only meet but exceed our clients' expectations. To achieve this, we need to **nail down** the specifics of the project. I want each of you to contribute your ideas on how we can make this project stand out.

Alex: Before we delve into the details, I'd like to get a **ballpark figure** for the budget. I understand it's early in the process, but having a rough estimate will help us plan more effectively.


Alex: Now, to make this project a success, we need to **think outside the box**. I encourage each of you to bring your innovative ideas to the table. Let's not limit ourselves to conventional thinking; instead, let's explore new and creative solutions.

Alex: It's crucial that we're all **on the same page** throughout this journey. Clear communication is key. If you have questions or concerns, please don't hesitate to reach out. We can't afford any misunderstandings.

Alex: I know this project may seem challenging, but I believe in each and every one of you. We have the skills, the talent, and the dedication to make this a success. It's time for us to be a unified team, working together to achieve our common goal.

Alex: As we venture into this project, remember that we're not just creating something remarkable; we're pushing the boundaries and staying **cutting-edge** in our industry. Let's use our collective intelligence to **think outside the box** and bring fresh ideas to the forefront.

Alex: Thank you for your commitment and hard work. I'm confident that together, we will achieve great things with this project. Let's get started and make it happen.



Idioms:

Hit the ground running

- *Definition:* To start something immediately and with great energy and enthusiasm.
- *Example sentences:*
 - "After graduating from college, Sarah hit the ground running by starting her own business."
 - "The new employee was eager to hit the ground running on her first day of work."

Cutting-edge

- *Definition:* At the forefront of innovation or advancement; the latest and most advanced.
- *Example sentences:*
 - "The company prides itself on its cutting-edge technology, always staying ahead of the competition."
 - "Their research team is known for producing cutting-edge solutions to complex problems."

Nail down

- *Definition:* To finalize or settle something; to determine or specify something precisely.
- *Example sentences:*
 - "We need to nail down the details of the contract before we can move forward."
 - "The team spent hours trying to nail down the exact date for the product launch."

Ballpark figure

- *Definition:* An approximate or rough estimate; a rough idea of the cost, value, or size of something.
- *Example sentences:*
 - "Can you give me a ballpark figure for how much the project will cost?"
 - "We're looking at a ballpark figure of around \$10,000 for the renovations."

Think outside the box

- *Definition:* To think creatively and innovatively, considering unconventional solutions or perspectives.
- *Example sentences:*
 - "The company encourages its employees to think outside the box when brainstorming ideas."
 - "To solve the problem, we need to think outside the box and explore new approaches."

On the same page

- *Definition:* To be in agreement or understanding about a particular topic or plan.
- *Example sentences:*
 - "It's important for the team to be on the same page regarding the project's objectives."
 - "Let's have a meeting to ensure everyone is on the same page before we proceed."

Fill in the blanks with the correct idiom:

1. Let's make sure everyone is _____ before we present our proposal to the client.
2. The contractor gave us a _____ for the renovation costs, but we'll need a detailed estimate before proceeding.
3. The CEO encourages employees to _____ and come up with innovative solutions to challenges.
4. The new manager decided to _____ by implementing changes on her first day.
5. Their _____ research in artificial intelligence has led to significant breakthroughs in the field.

Conversation Questions:

1. What's a project or task you recently started where you had to hit the ground running?
2. Can you think of a new technology or innovation you've seen recently that you would describe as cutting-edge?
3. When planning an event or project, what details do you find most important to nail down early on?
4. When budgeting for a purchase or project, do you typically start with a specific amount in mind or a ballpark figure?
5. Can you share a time when you had to think outside the box to solve a problem or come up with a creative solution?
6. In a group project or team setting, how do you ensure that everyone stays on the same page and understands the goals?

Listen to the audio and fill in the blanks with the correct idioms:

Alex: Good morning, everyone. I hope you're all ready for an exciting discussion today. As you know, we're embarking on a new project, and it's time for us to _____.

Alex: Our goal is to create something truly _____—something that will not only meet but exceed our clients' expectations. To achieve this, we need to _____ the specifics of the project. I want each of you to contribute your ideas on how we can make this project stand out.

Alex: Before we delve into the details, I'd like to get a _____ for the budget. I understand it's early in the process, but having a rough estimate will help us plan more effectively.

Alex: Now, to make this project a success, we need to _____. I encourage each of you to bring your innovative ideas to the table. Let's not limit ourselves to conventional thinking; instead, let's explore new and creative solutions.

Alex: It's crucial that we're all _____ throughout this journey. Clear communication is key. If you have questions or concerns, please don't hesitate to reach out. We can't afford any misunderstandings.

Alex: I know this project may seem challenging, but I believe in each and every one of you. We have the skills, the talent, and the dedication to make this a success. It's time for us to be a unified team, working together to achieve our common goal.

Alex: As we venture into this project, remember that we're not just creating something remarkable; we're pushing the boundaries and staying _____ in our industry. Let's use our collective intelligence to _____ and bring fresh ideas to the forefront.

Alex: Thank you for your commitment and hard work. I'm confident that together, we will achieve great things with this project. Let's get started and make it happen.