

Business Speak

John: It's time we rolled out our **2.0 branding** for this campaign.
 Jill: Yes, we need to get that **bottom-lined** before the end of today.
 John: There are still a lot of loose ends.
 Jill: Right, but after the last **hotwash** we don't want to **boil the ocean**, OK?
 John: I'm glad we're on the same page. Please **advise** which strategy you wish to begin with.
 Jill: Have you noticed anything urgent regarding production?
 John: I noticed the high volume of customer complaints due to some **breakage** on that item. We might want to facilitate **signage** so there's some **verbage** out there as to proper **usage**.
 Jill: Excellent suggestion. We don't have the **bandwidth** to retool at this point, but we can certainly swing better signage.
 John: So, objective one is better signage. What's next?
 Jill: Has your team met their **deliverables**?
 John: Yes, all deadlines have been met. Here is our progress report.
 Jill: Very good. A new high-level report has come across my desk, and the implications for the smaller sections of the organization need to be ascertained. That calls for a session of "**drilling-down**" between managers.
 John: I'll get right on it and e-mail all the pertinent policy **wonks**.
 Jill: Great idea. Let's call a meeting for 2 P.M. this afternoon to work it all out.

1. 2.0
2. Bottom Line
3. Advise
4. Hotwash
5. Boil the ocean
6. -age
7. Bandwidth
8. Deliverables
9. Drilling-down
10. Wonk
11. Branding



_____ a word normally reserved for formal communication in English, but used in mundane circumstances for business speak.
 _____ this phrase essentially means to tackle too many objectives at once

_____ the amount of data that can be pushed through a wire since different wires have different capacities. Some people will say they don't have time to do something by telling people that they 'don't have the b. _____

_____ anything that has to be done by a certain date to be verified by another party.

_____ 'two point oh' a phrase referring to next generation ideas and processes, such as, "It's time we rolled out our 2.0 branding for this campaign"

_____ Expert who studies a subject or issue thoroughly or excessively

_____ Military and government term describing discussions and evaluations of an agency's performance following training or a major event

_____ is to get into the "nitty-gritty" of a situation or scenario

_____ Used as a verb to indicate that something needs to be done urgently _

_____ this suffix is appended to mundane words to create a more official tone

_____ handling of a company's marketing; generally related to the overall feeling evoked by the company's products, advertisements, and graphic design in the public or the company's customers

Business Speak

Victor M. Corman



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Business Speak Introduction

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