



20 Common Corporate Phrases

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Touch base:

Meaning: to check in or have a brief discussion

Example: Let's touch base on the project progress later this afternoon.

Close the loop:

Meaning: to complete a task or finish a process

Example: I'll close the loop on this project by sending the final report

Follow up:

Meaning: to check on the progress of something

Example: I'll follow up with the client to see if they received our proposal.

Up to speed:

Meaning: to be fully informed or knowledgeable about a situation

Example: I need to get up to speed on the latest industry trends.

Get the ball rolling:

Meaning: to start a process or initiative

Example: Let's have a quick meeting to get the ball rolling on the new project.

Take the lead:

Meaning: to assume a leadership role

Example: Can you take the lead on organizing the team meeting?

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Think outside the box:

Meaning: to think creatively or unconventionally

Example: We need to think outside the box to solve this problem.

Bring on board:

Meaning: to hire or add to a team

Example: We're excited to bring a new member on board next month.

Bring to the table:

Meaning: to contribute or offer

Example: What skills do you bring to the table for this project?

Crunch the numbers:

Meaning: to analyze and process numerical data

Example: I'll crunch the numbers and provide a financial report.

Hit the ground running:

Meaning: to start a new activity quickly and energetically

Example: I'm excited to join the team and hit the ground running.

Run it by:

Meaning: to share an idea or proposal for feedback

Example: Before the meeting, can I run the presentation by you?

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Move the needle:

Meaning: to make a significant impact or progress

Example: Our marketing campaign needs to move the needle on sales.

Lay the groundwork:

Meaning: to establish the initial foundation for something

Example: We need to lay the groundwork for the upcoming project.

Circle back:

Meaning: to revisit a topic or discussion later

Example: Let's table this for now and circle back to it next week.

In the pipeline:

Meaning: something planned or in progress

Example: We have several new products in the pipeline for next year.

On the same page:

Meaning: to have a shared understanding or agreement

Example: It's important that the team is on the same page regarding the project goals.

Out of the loop:

Meaning: not informed or aware of something

Example: I feel out of the loop; can you update me on the latest developments?

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Bottom line:

Meaning: the most important result or conclusion

Example: The bottom line is that we need to increase our sales.

Run with an idea:

Meaning: to enthusiastically pursue or implement an idea

Example: I like your proposal; let's run with that idea for the marketing campaign.