

Business English Idioms

Practice Worksheet

Part 1: Match the Idiom

Match each idiom with its correct meaning:

1. Ball is in your court ____
 2. Get down to business ____
 3. Cut corners ____
 4. Back to the drawing board ____
 5. Think outside the box ____
 6. Touch base ____
 7. On the same page ____
 8. Up to speed ____
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- a) Start over after a failure
 - b) Make brief contact to update
 - c) Your turn to take action
 - d) Have the same understanding
 - e) Start focusing on work
 - f) Be fully informed
 - g) Do something the cheap/easy way
 - h) Think creatively

Part 2: Fill in the Blanks

Complete each sentence with the appropriate business idiom:

1. After sending the email, I told my client “the _____ now.”
2. The meeting started with “Okay everyone, let’s _____.”
3. The proposal was rejected, so it’s _____.
4. We need to _____ with the team in New York next week.
5. Before we continue, are we all _____?

Part 3: Situational Response

What idiom would you use in these situations? Write a complete sentence.

1. Your colleague asks for creative solutions to a problem:

2. A new employee needs to learn about current projects:

3. You want to warn someone not to take shortcuts:

4. You need to check if everyone understands the plan:

Part 4: Create Your Own Examples

Write your own sentences using these idioms:

1. Ball is in your court:

2. Get down to business:

3. Think outside the box:

4. Up to speed:

Part 5: Email Writing

Write a short business email using at least three idioms from the lesson:

To: _____ Subject: _____

Best regards, [Your name]

Part 6: Dialogue Completion

Complete this business conversation using appropriate idioms:

A: Have you reviewed the proposal I sent? B: Yes, I have.
_____ now.

A: Great. Should we meet to discuss it? B: Yes, let's
_____. How about tomorrow?

A: Perfect. I'll make sure everyone is
_____ before the meeting.

Answer Key

Part 1: 1. c 2. e 3. g 4. a 5. h 6. b 7. d 8. f

Part 2: 1. ball is in your court 2. get down to business 3. back to the drawing board 4. touch base 5. on the same page

[Additional answers will depend on student responses]