

About this file

This post-watching file helps you review and actively use key vocabulary and expressions from the preparation and note-taking files. It includes error-correction and paraphrasing tasks that help you focus on collocations, preposition use, and natural Business English phrasing.

Error correction

Find and cross out the mistake in each sentence. Then write a correction in the gap.

1. How many reasons did we come on with?
2. What a lot of people over look, I think, is that life is not food.
3. Mark is innocent with Petey's departure from Lumon.
4. Before we hop to that, let's chat about the work/life balance.
5. Supporting documentation is available with request.

Paraphrasing

Rewrite each sentence using the target vocabulary in blue. Keep the meaning the same.

1. You may follow Sarah around for a week to understand the reporting process.

shadow + grasp

2. His explanation is reasonable, and I support him without a doubt.

plausible + stand behind

3. A public dispute with the client could cause permanent damage and mess up the project.

irreparable + derail

4. The proposal sounds realistic, but the revenue projections don't.

plausible + buy

5. Completion bonus motivates the team to finish the project up before quarter-end.

incentivize + wrap

Workplace issue

Describe a small problem at work and how it was resolved, using the expressions in blue.

to shadow

comprehensive

irreversible

irreparable

to grasp

low hanging fruit

to incentivize