

# FluentMinds Podcast - Episode 2A: Work Meeting Vocabulary

## Vocabulary Cheat Sheet

- Let's align on today's priorities: Start the meeting by agreeing on goals.
- We're still waiting on a few pieces before we move forward: Delay action until missing parts are available.
- Let's park that and circle back later: Postpone discussion and return to it later.
- I'll take the lead on that: Volunteer to be responsible for something.

## Podcast Script Excerpt

Alex: Welcome to the FluentMinds Podcast, Episode 2A. Today, we're jumping into how to speak naturally and confidently during English work meetings.

Sam: I always feel awkward starting a meeting. I either sound too stiff or too casual.

Alex: Totally normal. Let's practice some phrases you can use to sound fluent and professional...

## Exercise: Fill in the blank

Complete the sentences using one of the phrases from the vocabulary list.

1. \_\_\_\_\_ and circle back later.
2. I'll \_\_\_\_\_ on that.
3. Let's \_\_\_\_\_ on today's priorities.

## Exercise: Rewrite for fluency

Rewrite the following sentences using a more natural business phrase.

1. I will start the meeting.
2. That topic can wait.
3. We are not ready yet.

## Exercise: Match the meaning

Match the phrase with its correct meaning.

- A. Let's align on today's priorities

B. We're still waiting on a few pieces

C. Let's park that

D. I'll take the lead on that