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Phrases That Sound Off at Work: Account For, In the Loop, and More

Hard | B2 | Upper Intermediate | Adverb | Clause | Object | Phrasal verb | Phrase | Preposition | Pronoun | Questions | Verb | Word order | Collocations | Idiom

1. Complete the manager's meeting note by selecting the correct phrase.

(Meeting) We need to _____ the sudden drop in Acme's Q3 orders.

Choose the correct option for each gap.

A) count for
B) account for
C) make account for

2. Help the engineer complete this bug report with the correct expression.

(Ticket) The server was running normally, but then, _____, it crashed and locked everyone out.

Choose the correct option for each gap.

A) all of a sudden
B) out of a sudden
C) all at a sudden

3. Choose the correct phrasing for this quick message to a colleague.

(Team chat) Tom, can you send a screenshot so I can see _____ on a mobile device?

Choose the correct option for each gap.

A) what it looks like
B) how it looks like
C) what it looks

4. Complete the HR manager's email by choosing the correct phrasing.

(HR email) Mei, could you jump on a quick call and _____?

Choose the correct option for each gap.

A) explain me the new vacation policy
B) explain the new vacation policy to me
C) explain me about the new vacation policy

5. Choose the correct phrase to complete the meeting update.

(Meeting) During yesterday's sync, Ana ___ update the onboarding budget.

Select one.

A) suggested me to
B) suggested that we
C) suggested us to
D) suggested to me to

6. Complete the account manager's email by choosing the correct phrase for each gap.

(Email to a client) Hi Ana, I'll _____ the Northwind renewal from now on, and I'll keep you _____ as it moves forward.

Choose the correct option for each gap.

Blank 1

- **A)** take ownership of
- **B)** take owner of
- **C)** make ownership of

Blank 2

- **A)** on the loop
- **B)** in the loop
- **C)** at the loop

7. Help Raj choose the clearest phrasing for his IT request to the global support team.

(Ticket) I need to _____ a ticket for the login error; could someone please _____ before Friday?

Choose the correct option for each gap.

Blank 1

- **A)** lift
- **B)** draw
- **C)** raise

Blank 2

- **A)** take care of this
- **B)** do the needful
- **C)** make the needful

8. Choose the most concise, correct wording for this meeting update.

(Standup update) The audio cut out for a second. Could you _____ for the team?

Choose the correct option for each gap.

- **A)** repeat that again
- **B)** repeat back that
- **C)** repeat that

9. Select the clearest, most globally understood phrase to finish this email.

(Email to a client) Please review the Northwind contract and ___ by Friday.

Select one.

- **A)** revert back to me
- **B)** reply to me
- **C)** return back to me
- **D)** repeat back to me

10. Choose the clearest, most globally understood phrase for each blank in this standup update.

(Standup update) I'm almost done with the new dashboard. Can we _____ so I can show you _____? I want to make sure we are all _____.

Choose the correct option for each gap.

Blank 1

- **A)** bring the meeting forward
- **B)** prepone the meeting
- **C)** postpone the meeting earlier

Blank 2

- **A)** how it looks like
- **B)** what it looks like
- **C)** what it looks

Blank 3

- **A)** in the same page
- **B)** at the same page
- **C)** on the same page