



Office Jargon

Match each term to its meaning. Not all words will be used.

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| 1. the skills a person possesses | A going forward |
| 2. from this point on | B leverage |
| 3. an assigned task | C due diligence |
| 4. make use of | D on the same page |
| 5. having the same point of view | E skill set |
| 6. people with a vested interest in something | F feedback |
| 7. become informed before making an important decision | G stakeholders |
| 8. constructive comments | H action item |
| 9. to briefly make or renew contact with someone | I blue sky thinking |
| 10. willingness to participate in and support something | J touch base |
| 11. ability to increase sales when resources are increased | K buy in |
| 12. brainstorming without limits | L scalable |

