

# Business Terms & Office Jargon

# A Great First Week of School activity to get students thinking about business.

**NO PREP!**  
**Saves you time!**

# BASIC BUSINESS TERMS

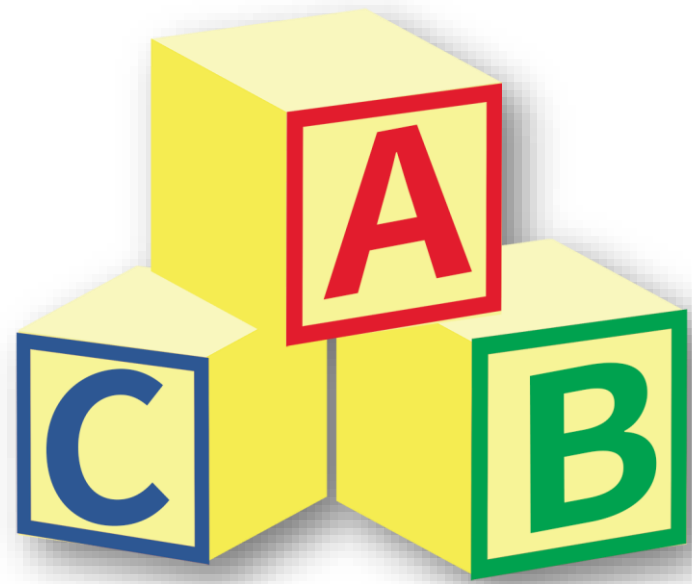
TEACHER: MAKE THIS FILE EDITABLE FOR ALL STUDENTS...ASSIGN A TERM/PHRASE OR 2 TO EACH STUDENT. GIVE 3 TO 5 MINUTES FOR STUDENTS TO SEARCH THE WEB FOR THE MEANING OF THEIR TERM/PHRASE. ALLOW CLASS TIME FOR EACH STUDENT TO REPORT THEIR FINDINGS TO THE CLASS.

Business Plan	
Start-up	
Balance Sheet	
Forecast	
Marketing	
USP	
HR	
Recruitment	
Brand	
PR	
Minutes	
Cold Call	
B2B	
B2C	
Synergy	
Charisma	
Acumen	
Catalyst	
Income Statement	
Customer Avatar	

GON

Tiger Team	
Gain Traction	
Bandwidth	
Bring to the table	

Business Education with a Gender Lens! © 2020



# The ABCs of Business

This is a list of **BASIC BUSINESS TERMS & OFFICE JARGON** that I compiled over my 28 years of teaching business education.

*I couldn't believe when a student did not know a certain term or phrase, so I started keeping a list.* 🙄

**A Great First Week of School Activity...or ANYTIME!**

# BASIC BUSINESS TERMS

TEACHER: MAKE THIS FILE EDITABLE FOR ALL STUDENTS...ASSIGN A TERM/PHRASE OR 2 TO EACH STUDENT. GIVE 3 TO 5 MINUTES FOR STUDENTS TO SEARCH THE WEB FOR THE MEANING OF THEIR TERM/PHRASE. ALLOW CLASS TIME FOR EACH STUDENT TO REPORT THEIR FINDINGS TO THE CLASS.

Business Plan	
Start-up	
Balance Sheet	
Forecast	
Marketing	
USP	
HR	
Recruitment	
Brand	
PR	
Minutes	
Cold Call	
B2B	
the	
A	
ata	
Income Statement	
Customer Avatar	

**NO PREVIEW**

Going Forward	
Thinking outside of the box	
It	
Sto	
Touch Base	
On the same page	
Feedback	
Price Point	
End of play	
Drill down	

# BASIC BUSINESS TERMS

TEACHER: MAKE THIS FILE EDITABLE FOR ALL STUDENTS...ASSIGN A TERM/PHRASE OR 2 TO EACH STUDENT. GIVE 3 TO 5 MINUTES FOR STUDENTS TO SEARCH THE WEB FOR THE MEANING OF THEIR TERM/PHRASE. ALLOW CLASS TIME FOR EACH STUDENT TO REPORT THEIR FINDINGS TO THE CLASS.

Business Plan	
Start-up	
Balance Sheet	
Forecast	
Marketing	
USP	
HR	
Recruitment	
Brand	
PR	
Minutes	
Cold Call	
B2B	
the	
A	
ata	
Income Statement	
Customer Avatar	

**NO PRESENTATION**

Going Forward	
Thinking outside of the box	
It	
Sto	
Touch Base	
On the same page	
Feedback	
Price Point	
End of play	
Drill down	

# BASIC BUSINESS TERMS

TEACHER: MAKE THIS FILE EDITABLE FOR ALL STUDENTS...ASSIGN A TERM/PHRASE OR 2 TO EACH STUDENT. GIVE 3 TO 5 MINUTES FOR STUDENTS TO SEARCH THE WEB FOR THE MEANING OF THEIR TERM/PHRASE. ALLOW CLASS TIME FOR EACH STUDENT TO REPORT THEIR FINDINGS TO THE CLASS.

Business Plan	
Start-up	
Balance Sheet	
Forecast	
Marketing	
USP	
HR	
Recruitment	
Brand	
PR	
Minutes	
Cold Call	
B2B	
the	
A	
ata	
Income Statement	
Customer Avatar	

**NO PREVIEW**

Going Forward	
Thinking outside of the box	
It	
Sto	
Touch Base	
On the same page	
Feedback	
Price Point	
End of play	
Drill down	

# OFFICE JARGON

Going Forward	
Thinking outside of the box	
It's a numbers game	
Stay on message	
Touch Base	
On the same page	
Feedback	
Price Point	
End of play	
Drill down	
Best practice	
Core Competency	
Scalable	
Skill Set	
Get the ball rolling	
Annual leave	
Low-hanging fruit	
Quick wins	
Helicopter view	
Lots of moving parts	
'We better make hay'	
Out of pocket	
Tiger Team	
Gain Traction	
Bandwidth	
Bring to the table	

# OFFICE JARGON

Going Forward	
Thinking outside of the box	
It's a numbers game	
Stay on message	
Touch Base	
On the same page	
Feedback	
Price Point	
End of play	
Drill down	
Best practice	
Core Competency	
Scalable	
Skill Set	
Get the ball rolling	
Annual leave	
Low-hanging fruit	
Quick wins	
Helicopter view	
Lots of moving parts	
'We better make hay'	
Out of pocket	
Tiger Team	
Gain Traction	
Bandwidth	
Bring to the table	

# OFFICE JARGON

Going Forward	
Thinking outside of the box	
It's a numbers game	
Stay on message	
Touch Base	
On the same page	
Feedback	
Price Point	
End of play	
Drill down	
Best practice	
Core Competency	
Scalable	
Skill Set	
Get the ball rolling	
Annual leave	
Low-hanging fruit	
Quick wins	
Helicopter view	
Lots of moving parts	
'We better make hay'	
Out of pocket	
Tiger Team	
Gain Traction	
Bandwidth	
Bring to the table	

In the loop	
Trim the fat	
Silver Bullet	
Mow the meadow	
Chain of command	
Knee deep	
Relevant the wheel	
Table the conversation	
Deck	
Deliverable	
Due diligence	

Complete  
digitally or print out

# Great for a Sub Day!

**Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!**

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

