

## Answers

### A) Match the phrases to the definitions

Based on the context of the phrases above, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

to enquire	to follow up on	to reach out to	a heads-up
to refer to	a pressing matter	exhaustive	to urge
to run something by someone	to give something the green light		

1. To encourage someone strongly to do something, or ask someone strongly to do something: **to urge**

*"I would kindly **urge** you to send the required documents as soon as possible."*  
*"I **urge** you to reconsider your decision."*

2. A formal version of the verb to ask: **enquire**

*"I am writing to **enquire** as to whether it would be possible to reschedule our interview next week."*  
*"I am writing to **enquire** about internship opportunities at your company."*

3. To tell someone about something so that they can give their opinion about it: **to run something by someone**

*"I would just like to **run** a few things **by** you regarding the business trip next week."*  
*"Could I quickly **run** my presentation **by** you just to check that it covers all the necessary details?"*  
*"I have some new ideas that I would like to **run by** you in the meeting later."*

4. Something which must be dealt with immediately: **a pressing matter**

*"I would kindly urge you to send the information as soon as possible, because this is quite a **pressing matter**."*  
*"I think we should deal with the more **pressing matter / pressing matters** first."*

5. A warning. It is normally used for warnings which are not so serious, but something that you should pay attention to: **a heads-up**

*"Just a quick **heads-up** that the company owners will be arriving in the office this afternoon."*

6. To try to communicate with a person. It is often used when you try to communicate with someone for the first time, but it doesn't have to be: **to reach out to**

*"I just thought I'd **reach out** to enquire about your new premium service."*

*"Many thanks for **reach out** to me. I would be very happy to help you."*

7. Complete and including everything: **exhaustive**

*"Please see below an **exhaustive** list of potential venues for next month's event."*

*"We carried out an **exhaustive** analysis of the situation."*

8. To give someone permission to start something: **to give someone the green light**

*"We are just waiting for you to **give us the green light**."*

9. To take more action connected to something that has taken place: **to follow up on**

*"I am just writing to **follow up on** the meeting we had earlier."*

10. To mention something, to take the reader or listener's attention to something: **to refer to**

*"Just **refer** back to your previous email, I didn't quite understand what you meant regarding the changes in the department."*

*"I would like to **refer** you to my previous email, where I outlined all the important details."*

## B) Key Words in a New Context

### Sourcing the Best Talent for our Company

Dear Steven,

I am just writing to **follow up on** our meeting yesterday, whereby we discussed the management crisis in our company. As we discussed, several managers are leaving at the end of the year, and these positions need to be filled as soon as possible.

Below is an **exhaustive** list of the positions that we need to fill by the end of the year:

CEO, marketing manager, sales manager, payroll manager.

As this is quite a **pressing matter**, feel free to go ahead immediately with **reaching out to** any potential candidates that you see fit for the roles above. It is not necessary to **run** anything **by** me, as I trust your ability to find the best talent that the market has to offer. Due to the nature of the positions that need to be filled, it is very likely that we will need to poach this talent from other companies. As we discussed, we can **urge** them to leave their current companies by offering them a more competitive salary and generous bonus package.

I will be in touch regarding a **follow-up** meeting, which we can hopefully schedule for the end of next week.

Kind regards,

Alice