

Business English



Useful Language



Give me a rundown

Give me a brief summary



Let's touch base

Communicate again later



Iron out the details

Resolve unfinished parts of a plan or project



Get the ball rolling

Get started or begin



A tight deadline

A limited amount of time to complete a task

Notes






Business English



Writing Task

Respond to this email from your manager

To: Marketing department
Subject: New Project

Please let me know where you are at with the new project for our clients as soon as possible.

