Understanding Common Workplace Phrases or Jargon

What is workplace jargon?
Jargon is the use of certain words and phrases in the workplace that are difficult for others outside of the industry to understand. Jargon in the workplace can be especially difficult for non-native speakers of English, as they often do not directly translate into other languages or settings. Being able to recognize these words and phrases will help in the transition to the American workplace.

Action Items
To do list

Best Practices
A set of procedures or methods that are considered standard within an organization that deliver the best

Benchmarking
Measuring performance by comparing to industry leaders

Buy-in
Having the agreement of another person on an idea or solution to a problem

Leverage
To use something (resources or relationships) to accomplish goals

Key Player or Stakeholder
Important participant

Out of the Loop
Being left out of the line of communication and decision-making

Pitch In
To help as needed

Reach out
Start a conversation or make contact with someone

Think outside the box
Nontraditional and/or creative ideas or suggestions

Tips for Success
1. Try to rehearse presentations beforehand. If you aren’t sure you are using a word correctly, ask for assistance from a colleague.

2. Bring a dictionary or write down words you anticipate will be used in a meeting beforehand so you can quickly look them up.

3. Don’t be afraid to ask a speaker to clarify what they mean or to repeat themselves.