



EXPRESSIONS LIST

1.1: Modes & Channels of Communication

Expression	Definition	Example Usage
Touch base	Make contact or have a brief meeting	Let's touch base next week to discuss the project status.
Loop someone in	Include someone in a communication or discussion	I'll loop Sarah in on this email so she's aware of the decision.
Speak off the record	Say something that should not be officially recorded or quoted	Off the record, I think the merger will happen next quarter.
Keep me posted	Keep me informed about developments	Keep me posted on any changes to the schedule.
Put it on my radar	Make me aware of something	Thanks for putting that issue on my radar – I'll look into it.
Word of mouth	Information passed informally between people	Our best customers come to us through word of mouth.
Water cooler talk	Informal conversations among employees	According to water cooler talk, everyone is excited about the new benefits package.
In the loop	Included in communications about a particular matter	Please keep me in the loop on any client feedback.



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On message	Communicating the agreed-upon position or strategy	Make sure everyone stays on message during the press conference.
Talk shop	Discuss matters related to one's work	We agreed not to talk shop during the dinner party.
Give someone a heads-up	Warn or inform someone in advance	Just giving you a heads-up that the client might call you directly.
Have a quick word	Have a brief conversation	Do you have a moment to have a quick word about the presentation?
Put it in writing	Formalize something by writing it down	We need to put this agreement in writing.
Keep someone in the dark	Not inform someone about something	I don't want to keep you in the dark about the reorganization plans.
On the record	Officially recorded and able to be quoted	Everything I say now is on the record.
Put out a statement	Issue an official announcement	The company will put out a statement about the acquisition tomorrow.

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Keep someone posted	Continue to inform someone about developments	Keep me posted on how the negotiations progress.