

WORKPLACE TERMS:

Learn how to read between the lines



Have you ever come across people talking about something, and then these alien words and phrase suddenly float around you? Nope, you did not enter the Twilight Zone, you're simply hearing jargons. But don't fear, Resume Valley is here! We'll be giving you a bunch of workplace jargons that would help you fit right in.

Miscommunication

Example: "There was a bit of miscommunication here."

What it means: "Some idiot made a mistake!"

When is it used: This is basically someone pointing a finger for a mistake done, but in a professional and indirect manner.

The "Going Back" Promise

Example: "We'll go back to this topic once we've given it more thought."

What it means: "This conversation is going nowhere, so let's stop right now."

When is it used: A very professional way of telling people to shut up and move on.

Your Call

Example: "It's your call."

What it means: "I don't really care! Just do what you have to do!"

When is it used: When someone is annoyed with your barrage of questions.

Rolling Ball

Example: "Let's get this ball rolling!"

What it means: "Stop sitting there and start doing the things I asked you to do!"

When is it used: Normally delivered by the supervisor in an upbeat manner to give the impression that he/she is not upset. This "ball" is thrown out when the supervisor notices that nothing is happening on the project.

Moving Forward

Example: "Moving forward, we'll try to hit our goals and meet our deadlines."

What it means: "Somebody screwed up, but there's nothing else we can do but to look forward to the next time."

When is it used: When your boss is pissed but is nice enough to not show it – much.

Follow-up Meeting

Example: "I think it would be best if we have a follow-up meeting."

What it means: "Why do I feel like we accomplished nothing in the past hour?"

When is it used: This is normally thrown out when the lead feels the meeting was lacking, and that the results were inconclusive

Get Our Ducks in A Row

Example: "Let's get our ducks in a row for this project."

What it means: "You're too disorganized and annoying. Fix yourselves and finish the job!"

When is it used: This is a nice way a supervisor tells his normally disorganized staff to get their act together or there will be consequences.

The "Good" Weekend

Example: "Hey Jane, did you have a good weekend?"

What it means: "I'm going to say something that will ruin whatever kind of weekend you just had."

When is it used: This is a phrase used before "the sh** hits the fan". Your boss might make you do something you wouldn't want to, or you're going to get bad news, my friend.

Pick the Low-Hanging Fruit

Example: "Just pick the low-hanging fruit since you're just starting."

What it means: "You're probably going to screw up if you aim too high. Just do what's easy for you."

When is it used: When you're new. This is a subtle way your boss tells you to "not bite what you can't chew."

Keep in the Loop

Example: "Keep me in the loop with this project, okay?"

What it means: "You better not let me miss any information, or else!"

When is it used: This is normally used by people in the office who feel like people aren't minding them too much. They feel the need to tell coworkers to keep them updated on things.

Transition Process

Example: "We're going through a little bit of a transition process."

What it means: Trouble.

When is it used: This is a very reassuring phrase used to explain an unknown situation which is going to get real bad.

There we have it. It doesn't take a genius to learn and understand workplace terms. Let these tips help you cope up with the corporate world. Good Luck!