

Chapter 11: On The Same Page

Pronunciation focus: (the short i)

Mike: Hi *Jim*, could you please stop by the *office* later. I got the report you sent me, and I also got the report Paul *submitted* to me. There are a few **discrepancies** that I would like to *discuss with* you.

Jim: Oh really, I'm surprised to hear that. Paul and I **touched base** last Friday and we seemed to be **on the same page**. Yeah, of course I'll come *in* and see you.

Mike: *It is* probably something minor, but you know what **sticklers** they are at headquarters. I just want to make sure **all our ducks are in a row**.

Jim: Absolutely, I can drop by at around 2. Would that be good for you?

Mike: I might not be around then. Let's **play it safe** and set *it* for 3. I don't think *it will* take long to **iron out** the problem.

Jim: *Will* Paul be joining us?

Mike: He mentioned that he would be **in and out** of the office today. If he happens to be here, he said he would come *in*. *If* not, I *will* catch up *with him* later.

Jim: I see. I'll see you this afternoon.

Breakdown

A) Discrepancy: This means there is a difference between two or more facts. You can use this when two or more people provide you with information that has some inconsistency.

1) I see the **discrepancy** in the data you provided. The issue we have now is finding the cause.

2) I should have double checked the information before I sent it to the client. I didn't catch the **discrepancy** on page 2.

B) Touch Base: This expression is used when giving and receiving updates on the status of an ongoing project.

1) We need everything to go smoothly with this client. Let's make sure we **touch base** daily.

1) I suggest that we **touch base** daily, just so we can make sure to avoid any stumbling blocks.

2) O.K. I see, but before we act we need to **touch base** with Mike. All final decisions run through him.

C) To Be On The Same Page: This means that you and at least one other person look at a situation or issue in the same way. Additionally, you both agree on how to best handle a situation. In British English, people tend to use "to be on the same wavelength" more frequently.

1) If this team doesn't get **on the same page** right now, we are going to watch that client take his business to our competitors. You do understand the importance of this, don't you?

2) I am really thrilled to see that we are all **on the same page** and the project is proceeding without any major setbacks.

D) A Stickler: This is the type of person who demands perfection. He or she wants everything done precisely and accurately. For example, a stickler for details.

1) Before you submit it to Jim, make sure that everything is accurate. He is such a **stickler** for details that he won't accept anything that isn't done up to his standard.

2) It is just a company baseball game, but Bill doesn't care. He is such a **stickler** for the rules, he won't change them to make it easier.

E) All Our Ducks Are In A Row: This means that you are well organized and have thought about everything before making a decision.

1) Ladies and Gentlemen, I am excited to announce that we now have **all our ducks in a row**, and we are ready to take the company public.

2) I am ready to see the mediator. We have spent the past two months getting **all our ducks in a row**. We will never be more ready than we are now.

F) Play It Safe: This means to be more conservative in your strategic planning and overall business philosophy. In other words, to take fewer business or personal risks.

1) I appreciate the passion you have about this deal. I do. But, after the difficult economic time we had last year, I would like to **play it safe** until our client base expands.

2) The reason we haven't grown the past two quarters is that we are **playing it way too safe**. Since we aren't taking any risks, we aren't really in a position to grow.

G) Iron Out: This means to try to eliminate or get rid of small problems.

) I can see that you are upset about this, but it isn't that big of a deal. Calm down. Come to my office and we can try to **iron it out**.

2) We should have all the minor issues **ironed out** by the middle of next week, and hopefully get the contract into their hands by Friday morning.

H) In and Out: If you are in and out of the office, it means you are coming in for a bit, and then going out again. In this type of situation, it occurs throughout the whole day.

1) I'd like to talk about that as well, but tomorrow is not good for me. I will be **in and out** of the office all day. I can't tell you when I'll be here and when I won't.

2) I'm sorry sir, but I can't tell you when he'll be back. He is **in and out** of the office every Wednesday. It might be better to try and reach him tomorrow.

