

## COMMUNICATIVE ENGLISH

### Meanings

- ① Distro = small bar or cafe
- ② Cul de sac = street closed at one end (dead end)
- ③ Bolero = a spanish dance
- ④ Maladroit = clumsy
- ⑤ Malaise = feeling of uneasiness
- ⑥ Tete-a-tete = private conversation
- ⑦ Saviour faire = expertise in doing something
- ⑧ Segue = smooth transition
- ⑨ Haute couture = high fashion
- ⑩ Largesse = generosity

### Meanings - II

- ① Amok = out of control
- ② Angst = mental unease

- ③ Canard = rumour, gossip
- ④ Chutzpah = audacity, x-factor
- ⑤ Latitude = said very often, lost its originality
- ⑥ Cyneure = attraction
- ⑦ Salvage = to recover, retrieve<sup>ie</sup>
- ⑧ Jettison = throw away
- ⑨ Circa = approximately
- ⑩ Glitch = malfunction
- ⑪ Ephemeral = short-lived

### Meanings - III

- ① Preci = summary
- ② ~~Preci~~ Cadre = police group
- ③ Diva = prima-donna
- ④ Trio = group of 3
- ⑤ Decor = a stage setting
- ⑥ Peon = attendant

- ① Torso = human trunk
- ② Ignited = set fire
- ③ Overt = open
- ④ Docile = submissive

### Meanings - IV

- ① Feline = cat-like
- ② Bovine = cow / buffalo like
- ③ Canine = dog-like
- ④ Assine = donkey-like
- ⑤ Leonine = lion-like
- ⑥ Simian = monkey-like
- ⑦ Equine = horse-like
- ⑧ Avian = bird-like
- ⑨ Arbor = tree-like
- ⑩ Vulpine = fox-like
- ⑪ Ursine = bear-like

② Caprine = goat-like

③ Porcine = pig-like

④ Capricious behaviour = child-like behaviour

### Idioms - 1

① To call a spade a spade = to be very blunt

② To get out of bed on the wrong side = to start a day with a wrong word

③ To face the music = to face consequences

④ To hit the nail on the head = to say the right things on the right time

⑤ To have an axe to grind = to have a personal opinion

⑥ To be in hot water = to be in trouble

⑦ To let grass grow under one's shoes = inactive

⑧ To have cold feet = nervous, scared of doing something

⑨ To turn a blind eye = deliberately ignore

⑩ To smell a rat = suspicious

⑪ Raw deal = unfair treatment / behaviour

- (12) The gift of the gab = smooth speaker
- (13) Storm in a teacup = mountain out of a molehill, big issue out of nothing
- (14) Bad blood = enmity
- (15) Tall talk = boastful talk.

## Project Management

Begins with:

- Objective
  - what is hoped to be achieved
- Scope of the project
- Constraints
  - Time
  - Quality
  - Resources
  - Budget

Associated Terms:

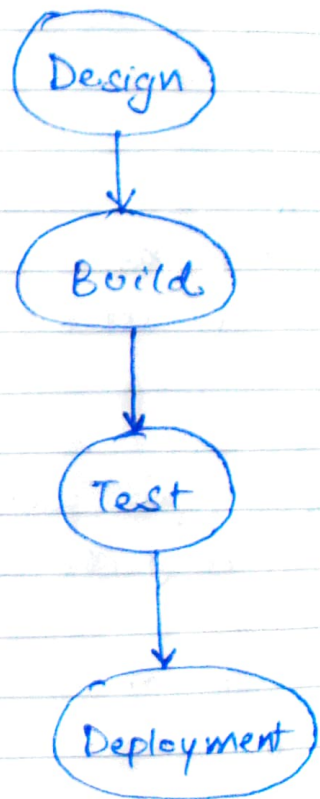
- ① Sign of Conception
  - ② Design
  - ③ Quality gate
  - ④ Milestone
- decision gates



④ Green light.  
⑤

## Associated Terms:

- ① Conception
- ② Design
- ③ Green light
- ④ Pick off Lounge
- ⑤ Milestone
- ⑥ Quality gate
- ⑦ Decision gate
- ⑧ Exit criteria
- ⑨ Deployment
- ⑩ Deadline
- ⑪ Sign off.



Deadline:

A specific date at which a stage of project plan should be completed.

Quality Gate:

Evaluation of whether a stage has been performed successfully or not is performed by quality gate.

It is often linked to a mile-stone.

It consists of a set of quality criteria defined at the beginning of the project.

Exit Criteria:

The project must complete its exit criteria in order to proceed to the next stage, i.e., open the quality gate.

Decision gate:

Like a quality gate, but failure to meet this criteria can make the project being shelved/cancelled.

This is a major control point in a project, that is used to move from one phase from another, in the project,

Deliverables:

Measurable, verifiable outcomes that shows whether the project has been achieved or not.

Deployment:

Process of introducing, or disseminating the results of the project either throughout an organization, or company.

## Team

- Have a common objective
- Communicate with each other (know each other)
- Are organized in things

## Team Roles

### ① Action Oriented

#### (i) Shapers: (8)

Are people who challenge the team to improve. They are dynamic and extrovert people who enjoy stimulating others, questioning norms, and finding the best approaches to problems.

[See obstacles as exciting challenges, and never quit]

[Very argumentative, and may offend other people]

#### (ii) Implementers: (5)

They get the things done. They turn ideas and concepts into practical actions. Conservative, disciplined. Work systematically and effectively. Very well organized.

[They may be rigid and resistant to change]

#### (iii) Completers / Finishers: (6)

They ensure that there are no errors in submissions. Pay attention to the smallest of details. Very concerned about deadlines and try to see it that the task is completed in time. Perfectionist.

[May find it hard to delegate tasks]



## ② People Oriented

### (i) Coordinators: (3)

They take up the traditional leadership roles. They push the team towards the objective. Are good listeners and speakers. Always try to push the team to success. Naturally able to recognize the value of each member of the team. They are calm and good natured. Know how to delegate tasks effectively.

[They may delegate tasks completely]

### (ii) Team Worker: (7)

They are the people who provide support, and make sure the team is working together. They fulfill the negotiators in the team. Flexible, perspective, and highly diplomatic people. Their priority always lies with the whole team.

[They may be indecisive]

### (iii) Resource Investigators: (4)

Innovative and curious. Explore available options, develop contacts and negotiate for resources on behalf of the team.

[They may lose enthusiasm quickly, are overtly enthusiastic]

## ③ Thought Oriented

### (i) Plants: (1)

Creative innovator who comes up with ideas and approaches. They thrive on praise, but are eccentric. Highly introvert. Highly impractical.

[Poor communicators]

## (ii) Monitor evaluators: (2)

Give the logicity to the ideas: They are clever, objective people. Logically understand ideas from plants. They are critical and very strategic in their approach.

[They are perceived as unemotional and detached]

## (iii) Specialist: (4)

Have specialized knowledge to get the job done. These are experts

[Are highly preoccupied with technicalities]

## Idioms - 11

- ① Ace up your sleeves = have something secret / hidden that helps one win
- ② Hold all the aces = have all the advantages against anyone else
- ③ Above board = legal / clean / honest / nothing fishy
- ④ Get down to the brass tacks = get to the essential action
- ⑤ Give someone a blank cheque = give authority to do anything
- ⑥ Business as usual = back to normal
- ⑦ Carve out a niche = create one's own identity
- ⑧ Cog in the machine = small role in a big task
- ⑨ Make cold calls = call to potential customers from a list
- ⑩ Corner the market = have total hold of the market

- (11) Creative accounting = hiding losses and showing only the positive side.
- (12) Dead wood = useless
- (13) Do the spade work = do the preliminary work
- (14) Dog eat dog world = intensely competitive world.
- (15) Eager beaver = too enthusiastic / too zealous
- (16) Finger in every pie = involved in too many activities.
- (17) Cro for a song = ridiculously low price, unexpectedly.
- (18) Get the show on the road = get down to the plan of action
- (19) Going concern = ? dynamic and successful plan?
- (20) Someone's farm =
- (21) All hands on the deck = get ready / get down to work
- (22) Hive of activity = full of action
- (23) Hold the fort =
- (24) Jump on the band wagon = be part of something successful.
- (25) Left hand does not know what the right hand is doing = no communication
- (26) Money spinner = highly successful
- (27) Monkey business = illegal business



- ⑬ Move the goal post = changing the rules and conditions
- ⑭ Movers and shakers = well known people
- ⑮ Opposite number = same position (person) in rival company.
- ⑯ Ostrich strategy and policy = deliberately ignore something
- ⑰ Overplay your hand = becoming overconfident
- ⑱ In the pipeline = learn the tricks of the job / learn how to do the job correctly.
- ⑲ Learn the ropes =
- ⑳ Separate the sheep from the goose = separate out the good ones
- ㉑ Shape up or ship out = Improve or leave
- ㉒ Shotgun - approach = not very focussed, non-systematic approach
- ㉓ Skeleton staff / crew = small staff
- ㉔ Sleeping or silent partner = inactive partner
- ㉕ Sweet heart deal = abnormally lucrative deal
- ㉖ Take a nose dive = drop down
- ㉗ Smoke stack industries = polluting industries
- ㉘ Smooth waters = trouble free
- ㉙ Square deal = fair deal

- (45) Steal a march = get an advantage
- (46) Talk shop = talking about work in a social situation
- (47) Nothing mentioned, nothing gained = don't do anything without gain
- (48) Walking papers = leave papers
- (49) Wear many hats = involved in many roles
- (50) Have your work cut out = serious / challenging work.
- (51) Algoran = not very successful
- (52) Back to square one = unsuccessful
- (53) Up a blind alley = take an ineffective course of action.
- (54) Chance one's arm = try one's luck.
- (55) Day duck = abandoned, started to fail.
- (56) Dice are loaded = all disadvantages against me.
- (57) Every dog has his day = someday success will come.
- (58) Flash in pan = temporary success not expected to be repeated.
- (59) Reach first base = reach the first step of objective.



## Meanings - V

- ① Captcha = a type of challenge response test to determine whether or not the user is human.
- ② Chiclet = a type of candy / chewing gum.
- ③ Click bait = eye-catching link on a website that encourages people to read <sup>on</sup>.
- ④ cloud computing = A service provided by a large no. of computers connected on the internet.
- ⑤ Content farm = A company that employs large no. of freelance writers to generate large amount of textual content designed to satisfy search engines. (get top hits)
- ⑥ Couch commerce = Online shopping using tablet and smart phone devices.
- ⑦ Copyleft = the practice of using copyright law to offer the rights to distribute copies and modified versions of a work and requiring the same rights to be preserved in the modified versions of the work.
- ⑧ Docu-soap = a genre of reality show in the style of a documentary made to resemble soap operas.
- ⑨ Dramedy = combination of drama and comedy.
- ⑩ Dwell time = amt of time members spend in their home nation.
- ⑪ Earworm = catchy piece of music that continually repeats in a person's mind.

- (12) E-lancer = free lance worker who carries out work via electronics.
- (13) Flame war = a heated argument between 2 individuals involving personal attacks rather than debating on the topic at hand.
- (14) Flight wear = stretchable garment for optimum comfort
- (15) Hot-Spot = A site that offer internet access over WLAN.
- (16) Gran-lit = literature aimed at older people.
- (17) Glass cliff = high positions for women that have higher risk of failure.
- (18) Mentocracy = new philosophical concept to gather, unite and put in place a universal strategy to address the 'imminent' threats to our tiny planet.
- (19) Road rage = Aggressive or angry behaviour by a driver.
- (20) Spinnish = Language used by spin doctors and other political operatives.
- (21) Viral marketing = use of social networking services to help increase brand awareness
- (22) Fringe benefits = non-wage compensations provided to employees.
- (23) Venture capital = financial capital provided to early stage high-potential, high-risk, growth startup companies.
- (24) Benchmarking = Comparing one's processes and performance to industry bests.

⑤ Salad days = youth/bot time

⑥ Sunrise industries = new, fast growing, important industry.

⑦ Servant leadership = philosophy of sharing power, putting needs of others first and help people perform their best.