



Advanced English Conversations (2)

*More than 1000 common
phrases and idioms presented
through day-to-day handy
dialogues*

Speak English Like a Native

Advanced English Conversations (2)

***Speak English Like
a Native***

Forward

You may have asked yourself whether there is some effective method that can make you speak English fluently, efficiently and with confidence.

Well, there is such a method!

Advanced English Conversations will first and foremost help you gain mastery and command of those tricky idioms and phrases that are so common in English. In this book you are going to be acquainted with 100 active dialogues that present the language functionally. In other words, you are going to learn exactly where and how to use the phrases effortlessly and with ease.

All you need to do is to do the exercises below the dialogues and subsequently create similar dialogues on your own. This will integrate the phrases in your head in the form of a network. As a result, you are expected to master all the idioms and the phrases practically.

This work is designed to make a difference in the field of acquiring English as a Second Language and to help you take your English to the next level.

Set 1 - I'm going through the same rough patch
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Set 25 - I got the message across
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Set 27 - Willing to make sacrifices
Set 28 - Communication is the name of the game
Set 29 - We can join forces and put together a team
Set 30 - the determination to step up in tough situations
Set 31 - a blurred distinction will undermine your paper
Set 32 - Things can easily slip your mind
Set 33 - we still have a long way to go
Set 34 - the added bonus of educating your staff
Set 35 - none could talk him out of this plan
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Set 37 - The clock is ticking

Set 38 - you would be okay with breaking even?
Set 39 - We just came out smelling like a rose.
Set 40 - Who likes sucking up?
Set 41 - being self-sufficient is a perfect recipe for the poverty-stricken
Set 42 - grew up on the wrong side of the track
Set 43 - our life dramatically took a turn for the worse
Set 44 - Don't make much of it
Set 45 - You don't have to shower me with your wise remarks
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Set 47 - I'm damned if I do, damned if I don't
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Set 49 - I always pack light for the beach
Set 50 - She looked so composed and surefooted
Set 51 - let go and wipe the slate clean
Set 52 - All my troubles and concerns faded away
Set 53 - Why are you sweating it out?
Set 54 - I managed to carve a niche for myself
Set 55 - It's a quite daunting task to narrow the list down
Set 56 - He's doing a job swap with his opposite number
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Set 58 - It's a foregone conclusion
Set 59 - Your attention occasionally wanders in class
Set 60 - It was a really nice gesture
Set 61 - Politicians are clearly cut from the same cloth
Set 62 - leisurewear about to hit the high street
Set 63 - They are making commuters' lives a misery
Set 64 - who is left to carry on the legacy?
Set 65 - you'll be up and about in a few days
Set 66 - drags the novel's name through the mud
Set 67 - Some will be prepared to cut through the red tape for you
Set 68 - Renewable energy can make the difference
Set 69 - credibility can be established through word-of-mouth
Set 70 - I'm considering supplementing my income
Set 71 - you don't have a care in the world
Set 72 - He'll grow out of it
Set 73 - Take the sting out of our adversities
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Set 1 - I'm going through the same rough patch

Jessie: My director is such a **control freak**. "I wouldn't do it that way. That's not right. Don't do that. Do this." While I've somehow managed to continue **trucking along** without **snapping**, I'm getting dangerously close to **the end of my rope**.

Martin: You're not alone dear. **I'm going through the same rough patch** as well. My boss has "**my way or the highway**" sort of attitude. But I know how to deal with him—without constantly **clenching my jaw** and **balling up my fists**.

Jessie: How come? **Give it to me** straight up.

Martin: Well! When we reach a **dead end** and I feel it has become obvious that we're not going to reach any **common ground**, I simply walk away because screaming over each other will get both of nowhere. If we're **on a level playing field** where neither one of us **has the upper hand** or a final say on some point, I just approach a superior to **mediate** the situation.

Jessie: But I'm a **confrontational** person. How on earth can I develop such a laidback attitude?

Vocabulary;

control freak: someone who is determined to make things happen in exactly the way they want.

truck along: to roll or move along especially in an easy untroubled way.

snap: break suddenly and completely, typically with a sharp cracking sound.

at the end of one's rope: at the limit of one's patience; can no longer cope.

go through a rough patch: to experience a lot of problems.

my way or the highway: either you have to agree with my opinion or to leave.

clench one's jaw/teeth: to squeeze your teeth together firmly, because you are angry or upset.

ball up one's fists: to get ready to fight.

Give it to me: to tell something to someone clearly and directly.

a dead end: a situation that is unlikely to be successful or to make any progress.

common ground: shared ideas or beliefs, especially between people who

often disagree.

a level playing field: a situation in which everyone has a fair and equal chance of succeeding.

have the upper hand: have (or gain) advantage or control over someone or something.

mediate: to intervene in a dispute in order to bring about an agreement or reconciliation.

confrontational: tending to deal with situations in an aggressive way; hostile or argumentative.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Her husband's a control - he won't let her leave the house without him.
2. Don't at the child. He has no clue how things work.
3. Come on, it to me straight. I want to know exactly what happened.
4. The lawyer has been appointed to between the employers and the union leaders.
5. We've been doing everything we can for your father, but I'm afraid the cancer has the hand now.
6. It was a very constructive meeting and I feel that we have established a lot of ground.
7. They are still not providing a playing field in terms of opportunities for women.
8. Jack balled up his before seeing his director as the latter had accused him of getting bribes.
9. Lack of further clues meant that the murder investigation came to a end.
10. Patsy had to wait two hours at the door, but she her jaw to suppress her anger.
11. The baby's been crying all morning, and I haven't slept properly in days. I'm just at the end of my
12. He hounds us to make unnecessary renovations, has a "my way or the" attitude, and bullies the choir.
13. But can the economy along strongly enough to boost profits while not pushing interest rates higher?
14. Andy's going through a rough at the moment - his wife wants a divorce.

*1. freak 2. snap 3. give 4. mediate 5. upper 6. common 7. level 8. fists
9. dead 10. clench 11. rope 12. highway 13. tuck 14. patch*

Set 2 - The fact that I was going bald pissed me off

Bill: Oh my God! What happened to your hair?

Brian: Oh no; don't remind me! The fact that I was **going bald pissed me off**. So, I decided to try **alternative medicine**. And indeed I made my way to that bastard who claimed to be a **guru**. He gave me a lotion which turned out to be nothing but **snake oil** and I ended up losing the rest of my hairs. Look; I'm **as bald as a coot**.

Bill: That's horrible! You have to sue him right away.

Brain: Not at all! I won't rest till I **settle the score** my way. I'm **setting a trap** to catch him and apply the lotion on his hairs. He my **must have a taste of his own medicine**!

Bill: Aren't you **going to extremes**? I mean what if the police learned about the story?

Brain: Let them **do their worst**; I **don't give a toss**. At least I feel good in the end.

Vocabulary;

go bald: to lose one's hair.

piss someone off: to greatly anger or irritate someone.

alternative medicine: Treatments that are used instead of standard treatments including acupuncture and herbs.

guru: a person skilled in something who gives advice about it.

snake oil: something which is sold or presented as a cure or a solution to a problem but which, in fact, has no use or value.

as bald as a coot: totally bald.

settle the score: do something to someone because that person did something harmful or insulting to you in the past.

set a trap: to invent a plan to try and catch someone who is doing something wrong.

have a taste of one's own medicine: to get a sample of the unpleasantness that one has been giving other people.

go to extremes: to take drastic measures toward some goal; to act in an excessive manner.

do one's worst: to do as much damage as one can (often used to express defiance).

not to give a toss: not to care at all.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The idea of going grey doesn't bother me, but I'd hate to go bald.
2. The system stopped for three ours as none of the computer
in our department could fix the crash.
3. I don't give a toss about making money, I just want to do something
with my life that makes life better for others.
4. Don't go to scouring your whole house for my charging cord
—just let me know if you happen to see it.
5. Do your, winter! My new coat can withstand your blizzards!
6. This team likes to play rough, so let's go out there and give them a taste
of their own!
7. The undercover agent set a for the senator, inviting her to
accept a bribe in exchange for her efforts to deregulate the industry.
8. After being embarrassed in front of the class, Dan was determined to
settle the
9. My father had long hair as a teen, but now he's bald as a
.....
10. We can continue to buy the oil, potions, ointments, and
elixirs hoping for the quick cure, or we can deal with the real ailment.
11. More than half of adults in the United States say they use some form of
..... medicine.
12. I think I might start cycling to work in the morning—this traffic really
..... me off!

1. bald 2. gurus 3. toss 4. extremes 5. worst 6. medicine 7. trap 8.
score 9. coot 10. snake 11. alternative 12. pisses

Set 3 - Have you got a death wish or something?

Jim: What's wrong with you? Have you **got a death wish** or something?

Richard: What do you mean? What's the matter? You're **freaking me out!**

Jim: You're driving at top speed! The car's engine is gonna **blow up**. Slow down for heave's sake! I don't want to die **prematurely**.

Richard: Come on! You want me to ride **at snail's pace!** Don't panic; you're **in good hands**. All I'm trying to do is to catch the party on time.

Jim: You're still **picking up speed!** I'd be **out of my mind** if I stayed a minute in this car. Stop the car; stop it. **Pull over** right away.

Richard: Okay; okay; don't **get worked up!** I'll slow down. Alas! You've missed the chance of observing my **mind-blowing** driving skills.

Jim: The most **reckless** driver ever!

Vocabulary;

have a death wish: to seem to be willing to take all sorts of needless risks.

freak someone out: to startle or frighten someone.

blow up: to explode; to go off.

prematurely: before the natural or suitable time.

at snail's pace: extremely slowly

in good hands: in the safe, competent care of someone.

pick up speed: to move faster; to accelerate.

out of one's mind: to be silly and senseless; to be crazy and irrational.

pull over: to drive one's vehicle to the curb or side of the road and bring it to a stop.

get worked up: to get upset or very excited about something.

mind-blowing: (adjective) overwhelmingly impressive.

reckless: (adjective) heedless of danger or the consequences of one's actions; rash or impetuous.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The train began to pick up as it went downhill.
2. It's easy to get up when you're tired and everything seems to be against you.
3. If you get stopped by a police car, make sure you over as far to the right as you can.
4. The roads were full of traffic and we were travelling at a snail's for two hours.
5. He brought about his company's collapse by his spending.
6. If Mike is your realtor, you're definitely in good He's the best in the business.
7. The bomb might have up if the children had tried to move it.
8. Watching your baby being born is a experience.
9. He could lose his pension if he quits and leaves the company
10. Look at the way that guy drives. He must have some sort of a wish.
11. The sight of that huge needle completely me out.
12. It's far too much work for me. I must have been out of my when I agreed to it.

1. speed 2. worked 3. pull 4. pace 5. reckless 6. hands 7. blown 8. mind-blowing 9. prematurely 10. death 11. freaked 12. mind

Set 4 - I'm going to skin you alive!

Kathy: I wish I had such a **fertile imagination** like you! Being a **literal thinker**, I struggle with communicating with others. The other day Suzan said "I just **do what floats my boat**"; and my mind **drifted away** thinking about water and boats. **Go figure!**

Sarah: Fair enough! So if I say for instance 'Jack is **wrestling with** accusations of corruptions', what might come to your mind?

Kathy: Well; listen to this one; my husband was annoyed last night and said '**Go fly a kite**', guess what? I just stood for a minute thinking 'we're at home; I can't fly a kite now!'

Sarah: Wow! I clearly don't envy you at all! **Dwelling on** the literal meaning of figurative speech can be frustrating for everyone involved.

Kathy: Even as a child, I had a hard time **digesting** some of the things adults would say. Mom would tell me 'I'm going to **skin you alive!**'. Well; deep down, I knew that she didn't mean it literally. But I did spend hours thinking about the literal meaning of that sentence.

Sarah: Oh **dear me!**

Vocabulary

fertile imagination: to have a creative way of thinking.

literal thinker: the person who interpret what others say based on the actual meaning of the terms used.

what floats one's boat: to do whatever makes you happy or stimulates you.

drift away: to move away from a particular person or thing.

Go figure: It's really strange.; Just try to figure it out.

wrestle with: to attempt to deal with something difficult or troubling, such as a problem or decision.

come to one's mind: to be remembered or thought of by someone.

Go fly a kite: Go away and stop bothering me.

dwel on: to obsessively think or worry about something.

digest: to think over so as to understand; absorb or assimilate.

skin someone alive: to upbraid, scold, or punish one severely and with intense anger.

dear me: an expression of surprise or disappointment.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Ann: "Oh man I love eating cheeseburgers with chocolate covered bacon". Bill: "Ha,".
2. She says she wants to have a conversation, but when I try, she does all the talking.!
3. I didn't mean to offend you. I just said the first thing that
.....
4. It took a minute to the implications of the remark.
5.! This is an occasion that makes a man speculate on all he has lost.
6. If I find out who messed up the Jefferson account, I'll him
.....!
7. Why are you yelling like hell? I didn't see your socks.
.....
8. Try not to this rejection, honey. There are plenty of other nice boys you can ask to the dance.
9. He was on the ice block and there was nothing we could do.
10. Why didn't you laugh at the joke? Don't say that you are a literal thinker.
11. He's clearly his past and trying to make amends for the things he's done.
12. He possessed a sweet and powerful voice, a, and much literary cultivation.

1. whatever floats your boat 2. Go figure 3. came to my mind 4. digest 5. Dear me 6. skin/alive 7. Go fly a kite 8. dwell on 9. drifting away 10. literal thinker 11. wrestling with 12. fertile imagination

Set 5 - Life-work balance is still like an impossible feat

Jessie: What I like about my new work is that we don't have to **dress up** to go to work. We're quite informal in our outlook.

Sally: Great! Speaking of positive stuff; I can say that we have a big emphasis on a good team environment and a **transparent** form of communication. There is **mutual respect** among all employees, regardless of their official statuses.

Jessie: Yeah; but **life-work balance** is still like an **impossible feat** for me. My phone never **gets quiet** which makes me accessible **round the clock**. I **take pride in** my being an **overachiever**, but as they say "Perfectionism is **out of reach**".

Sally: Certainly! I've got a kind of **laid-back** attitude and I guess it is worth striving for excellence rather than perfectionism. I've already solved the phone problem; I just shut it the moment I **set foot in** my house and I no longer get updates from work. I won't **trade** my time with my family **for** the whole world.

Jessie: Right! I might consider following your steps before it's too late.

Vocabulary;

dress up: to dress in smart or formal clothes.

transparent: (adjective) easy to perceive or detect; clear and open.

mutual respect: appreciating differences; a proper regard for the dignity of a person or position.

life-work balance: the balance that a working individual needs between time allocated for work and other aspects of life.

impossible feat: incapable of being done, undertaken, or experienced; incapable of occurring or happening.

get quiet: to make very little noise.

round the clock: all day and all night.

take pride in: to take satisfaction in, be proud of.

overachiever: a person who does more than they are expected to do or who is more successful than others.

out of reach: beyond the capacity of someone to attain something.

laid-back: (adjective) relaxed and easy-going.

set foot in/on: to enter a place or reach it.

trade for: to exchange someone or something for someone or something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Just as Abraham believed that God would bring about the seemingly impossible of giving children to a barren couple.
2. Mom is the light of my eyes. I wouldn't her for the entire world.
3. As soon as I set in there, I knew that I had to be involved somehow.
4. Housing prices in New York are out of for ordinary people.
5. Service is friendly and and there's a lovely garden, with tables for alfresco eating.
6. If you're an, you may put relaxation low on your priority list.
7. Our company has always taken in its excellent customer support and commitment to customer satisfaction.
8. Doctors and nurses worked round the to help those injured in the train crash.
9. There comes a time when the world gets and the only thing left is your own heart.
10. One of the most effective aspects in increasing employees' productivity is maintaining life-work
11. Different perspectives, shared in an atmosphere of respect, will always get a better result than Lone Ranger approaches.
12. I think we should try to make the instructions more
13. You don't need to up just to go to the pub - jeans and a T-shirt will do the job.

1. feat 2. trade 3. foot 4. reach 5. laid-back 6. overachiever 7. pride 8. clock 9. quiet 10. balance 11. mutual 12. transparent 13. dress

Set 6 - I have nagging doubts

Joe: I have **nagging** doubts about your ability to **carry out** this task on your own.

Mary: What makes you **come to this conclusion**?

Joe: Alec **showed up** a couple of days ago and **fueled speculation** that you are not qualified. He gave me an account of your failures while you were working for him.

Mary: Alec's quick to **pass judgments on** other people but he's far from perfect herself. He used to be the **ballbuster** and gave everybody around a hard time.

Joe: Don't judge him too harshly. He really couldn't have done things differently with a bunch of underperformers around. Alec is an experienced director and far from showing poor judgment of the economic situation or **jump to conclusions**.

Mary: Your remarks are a true **error of judgment**. The truth is Alec **downgraded** me after declining his endless offers to make me **rat on** my colleagues **against my better judgment**.

Vocabulary

nagging: (adjective) annoying or worrying you because it does not completely stop.

carry out: to perform or complete a job or activity; to fulfill.

come to a/the conclusion: to decide (something) after consideration.

show up: to arrive somewhere.

fuel speculation: to intensify possible answers/guesses to a question without having enough information to be certain.

pass judgment: to express a strong opinion about someone or something.

ballbuster: a person who is relentlessly aggressive, intimidating, or domineering.

jump to conclusions: make a hasty judgment before considering all the facts.

error of judgment: a mistake in the way that you examine a situation and decide what to do.

downgrade: to reduce to a lower grade, rank, or level of importance.

rat on: to disclose incriminating information about someone; to report.

against one's better judgment: contrary to what one feels to be wise or sensible.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. My wife pushed me to sell the ranch against my I used to spend wonderful time over there.
2. Don't - just because they're late doesn't mean they've had an accident!
3. News of the president's illness that an election will be held later in the year.
4. He complained a little of a pain between his shoulder blades.
5. It seems that Dave had that both he and his firm had reached a sort of crossroads.
6. You have to be ashamed of yourself. It was mean of you to your friends.
7. The hurricane was to a tropical storm when its speed dropped to 70mph.
8. Many others, however, are perfectly decent, ordinary citizens who are guilty of one, or sometimes of technical errors.
9. John's boss, Mark, is quite the After completing the project ahead of time and under budget, Mark ordered John to work through the weekend to finish up other meaningless tasks.
10. Don't on Lori until you hear what happened.
11. So I took it out on Phil when he did which was natural enough I suppose but probably unhelpful.
12. The local authority is to a feasibility study into expanding the old stadium.

1. better judgment 2. jump to conclusions 3. fuelled speculation 4. nagging 5. come to the conclusion 6. rat on 7. downgraded 8. error of judgment 9. ball-buster 10. pass judgment 11. show up 12. carry out

Set 7 - I was ready to call it quits

Simon: A **prized** networking contact has been **rescheduling** our coffee meeting—for the fourth time. I’ve been going **back and forth** for a few week! To say I’d had enough was an **understatement**. In fact, I was ready to **call it quits** with this person.

Charles: Sound like you’ve got your share of **flip-floppers**. I must admit that managing such situations is easier said than done.

Simon: Yeah! That’s a total frustration! My **blood boils** when receiving yet another “can we reschedule pls?” email, but I **step away** from my inbox for at least a couple of minutes. You know; I don’t want to send anything you’ll regret later.

Charles: If I were you, I’d **turn the tables** by emailing the person **in question** and asking them to let me know when he or she is ready to meet. Hence you become the one to be followed up but not vice versa.

Simon: Yes. My wife tries to **take the edge off** by saying “Unless you’re meeting up with Bill Gates, there’s no need to wait on anyone. There is plenty of other fish in the networking sea”.

Vocabulary;

prized: (adjective) considered valuable and important.

reschedule: to agree on a new and later date for something to happen.

back and forth: (adjective) in one direction and then another in an alternating fashion.

understatement: a statement that describes something in a way that makes it seem less important, serious, bad, etc. than it really is.

call it quits: to decide to abandon an activity or venture.

flip-flopper: a person who keeps changing his mind and plans.

one’s blood boil: to cause someone to be very angry.

step away: to go away from a place usually for a short distance and for a short time.

turn the tables: reverse one's position relative to someone else, especially by turning a position of disadvantage into one of advantage.

in question: being considered or discussed.

take the edge off: to make something less intense, severe, or unpleasant.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. To say that her resignation was a shock would be an - it caused panic.
2. She told herself to step after being ridiculed, but her legs refused to move.
3. One of the gallery's most possessions is the portrait of Ginevra da Vinci.
4. The union and management are still going back and in the contract negotiation.
5. I my doctor's appointment for later in the week.
6. The boy in was the same who had asked me whether there was something called a dry martini.
7. We won't be having lunch for another hour, but if you're hungry now, I've got some snacks to take the off.
8. Rather than marking her own body or equating power with money, Theresa turned the by seeking revenge on an exboyfriend who had sexually abused her.
9. Peter was fed up with his job and decided to call it
10. I made a big mistake by taking Lucy at her word. She tuned out to be a flip-.....
11. The fact that he embezzled money from the company for years just makes my boil.

1. understatement 2. away 3. prized 4. forth 5. rescheduled 6. question 7. edge 8. tables 9. quits 10. flopper 11. blood

Set 8 - I confide in to my friends a lot

Dave: I go out and see friends on a regular basis. What we talk about isn't deep and meaningful; it's usually about **current affairs**. If there is something serious, close or emotional, my older friends are those whom I **unload** everything **on** to.

Anne: Well; if something major happened, I'd **turn to** my parents at first though I **confide in** to my friends a lot. We get-together twice a week in a café just **for kicks**. We relax and **giggle** and I always end up saying more than I intended to. On the whole we manage to have a good laugh about things.

Dave: Ok, a person who I confide in a lot is my neighbor, **funnily enough**. I don't like to **unburden** my worries **on** my family, so our neighbor who is a retired **level-headed** teacher and can serve as is a **neutral ground** if you like.

Anne: Impressive! Speaking of teachers, there was that **eccentric** teacher at high school who used to **bombard** us **with** her life stories every lesson. She was literally **making a laughingstock of** herself in the entire school.

Vocabulary;

current affairs: events of political or social interest and importance happening in the world at the present time.

unload on(to): to tell someone about your problems, affairs and worries.

confide in: to share one's secrets with someone, usually a trusted person.

for kicks: only for the sake of fun, excitement, or distraction.

giggle: to laugh repeatedly in a quiet but uncontrolled way, often at something silly.

funnily enough: although something is surprising, it is true or really happened.

unburden: to free yourself of something that is worrying you, by talking about it to someone.

level-headed: (adjective) calm and sensible.

neutral ground: a location or setting to which neither side (e.g., in an argument, competition)

eccentric: (adjective) unconventional and slightly strange.

bombard with: to subject one to something repeatedly.

make a laughingstock of: to subject someone or something to a mockery or ridicule; to make fun of someone or something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. These two programs are both news and affairs, but they cater for very different audiences.
2. Don't your brother with suggestions—his paper is due tomorrow, so he needs to commit to a topic and just write about it!
3. He is an character who likes wearing a beret and dark glasses.
4. I find couple's therapy to be helpful because it gives each partner a chance to air their frustrations on ground.
5. He's too lonely so that he'll himself to anyone who'll listen.
6. He was said to be level-..... and unlikely to be affected by a few fancy words.
7. Funnily I can remember what I had for lunch last Monday, but not what I had for breakfast today.
8. The president's decision to appoint TV personalities as her advisors has made a of our country in front of the entire world.
9. I couldn't help at the sight of Mum and Dad standing there, dripping wet.
10. Living in such a small, rural town, there wasn't much to do for other than drive around in our car all night.
11. This issue is just so embarrassing that I can't possibly in anyone about it.
12. I had simply asked him how things had been, when suddenly he on me about all the problems he's been dealing with at work.

1. current 2. bombard 3. eccentric 4. neutral 5. unburden 6. headed
7. enough 8. laughingstock 9. giggling 10. kicks 11. confide 12.
unloaded

Set 9 - We aren't joined at the hip

Policeman: Right, Martin, Could we just **go over** this one more time?

Martin: When are you going to realize it's useless to keep **grilling** me **about** this? I've told you everything. I got back home late. There had been **a break-in** and police were **swarming** all over the flat. End of!

Policeman: You see. It all **strikes me as very odd**. It's on that particular night you suddenly **take into your head** to go and visit your ex-boss.

Martin: So, can't we stay friends?

Policeman: A convenient **alibi**, though, isn't it? His living just opposite, right on the doorstep, and all. Anyway, you know he never stays in on Friday evenings, does he?

Martin: How should I know. We aren't **joined at the hip**, you know.

Policeman: Oh, come on Martin. We **weren't born yesterday**. You knew that he'd been paid that day for building job. You also knew he'd **stashed it away** somewhere. Your neighbor said she saw you at 8:15 at the door. So let's stop **playing games**. Shall we?

Martin: No wonder she would! She's a **nosy** old bag, and **as blind as a bat at the best of times**.

Vocabulary;

go over: to consider, examine, or check (something).

grill someone about something: to question or interrogate **someone** intensely and relentlessly.

a break-in: an illegal forced entry of a building or vehicle, typically to steal something.

swarm: to move somewhere in large numbers.

strike someone as odd: to make someone feel something is strange.

take into one's head: to suddenly decide to do something foolish, surprising or strange.

alibi: proof that someone who is thought to have committed a crime could not have done it.

be joined at the hip: (of two people) be inseparable; closely connected; always together.

not born yesterday: not naïve or inexperienced; knowledgeable, intelligent, or shrewd.

stash away: to secrete, hoard, or store something away so as to avoid discovery by others.

play games: to deliberately attempt to evade, deceive, or misinform one (about something).

nosy: (adjective) showing too much curiosity about other people's affairs.

as blind as a bat:

at the best of times: even in the most favorable circumstances.

Exercise;

Fill in the gaps with the appropriate phrases or words

1. You're going to have to Janet if you want any answers about her spending habits.
2. If you will write the article, I'll go it and touch it up for you.
3. You can't read the sign from here? You must be as as a bat!
4. The normality of their life together, minimal at the best of, seemed to be vanishing completely.
5. People over the pavements, trying to catch a glimpse of the President's car.
6. He was having to whisper in order to avoid being by their nosy neighbours.
7. The serial killer is playing with the police, leaving false clues everywhere to muddy the investigation.
8. Sure enough, a guy showed up at Zia on the day of the-in with a stack of the stolen goods.
9. My grandmother away a bit of money every week under her mattress until she and my grandfather retired.
10. I know you think Mom is clueless about these things, but she wasn't born
11. Every time I see Jenna, Kelli is right there with her. Those two are really joined at the these days.
12. The report examines all the important issues raised in the case, including the identification evidence and the
13. Anyway, they took it into their to get married after a week of meeting each other.
14. It me as a little bit odd that she was always alone.

1. grill 2. over 3. blind 4. times 5. swarmed 6. overheard 7. games
8. break 9. stashed 10. yesterday 11. hip 12. alibis 13. heads 14.
struck

Set 10 - that helps melt our blues away

Naomi: So, what do you do Rachel, to **cheer yourself up**?

Rachel: Well; when I **feel really down** about things, I'll go through old photographs of my birthdays, concerts and the like. It kind of reminds me of the good times I had with friends and **loved ones** which is sure to **give me a good lift**. What about you?

Naomi: When I'm feeling **in a funk**, **nothing beats** music in terms of **lifting my spirits**. I listen to heavy metal or Goth music, **wallow in** my self-pity for a bit and then switch to dance music. Music is my **refuge** in times of bad moods and frustrations. How about you Sarah?

Sarah: Cool! For me; my preferred **pick-me-up** is my dogs. I cuddle with them. They literally love me **unconditionally**. They seem to know when you're sad or hurting. Animals don't have judgment so are able to convey an unconditional love that helps **melt our blues away**.

Naomi: I agree; animals are such agreeable friends — they ask no questions; they pass no criticisms.

Vocabulary;

cheer up: to stop feeling depressed and become more cheerful.

feel down: to feel sad and depressed.

loved ones: family members or/and close friends.

give a lift: to raise someone's spirits; to make a person feel better.

in a funk: feeling sad.

nothing beats: this is the best option; there is nothing better.

lift one's spirits: cause someone to become more cheerful.

wallow in something: to allow yourself to enjoy something completely

refuge: protection or shelter from danger, trouble, etc., or a place that provides this.

pick-me-up: a thing that makes one feel more energetic or cheerful.

unconditionally: without conditions or limits.

melt away: to lessen and disappear.

blues: depressed spirits; despondency; melancholy.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. It may you up to learn that the weather forecast is promising.
2. Jack is frank enough to admit that all this criticism put him in a
.....
3. My idea of a holiday is to stay in a five-star hotel and just in luxury for a week.
4. We're going to send Diana a gift to lift her on her birthday.
5. She emphasized that the Japanese should release this fishing boat captain.
6. Caffeine is known more as a-me-up than a home remedy, but for years scientists have wondered whether it may have benefits for people with asthma.
7. This rainy spell is giving me the I hope it ends right away.
8. My nerves just away as soon as I stepped on the stage and started to sing.
9. Learning is an ornament in prosperity, a in adversity, and a provision in old age.
10. Nothing spending a day at the beach with a good book and your best friend.
11. I struggle with homesickness a lot, but talking to my family back home gives me a
12. You will be popular with acquaintances; however, ones could feel left out and insecure.
13. When you're feeling, chatting to friends is a great way to perk up.

1. cheer 2. funk 3. wallow 4. spirits 5. unconditionally 6. pick 7. blues 8. melted 9. refuge 10. beats 11. lift 12. loved 13. down

Set 11 - I'm in no mood to cook

Jane: Let's find a cafe and **grab a bite**. And I **could really do with** a refreshing drink.

Mary: Good idea! I'm **dying of hunger** as well! I need a **square meal**. The restaurant down the street serves outstanding dishes. The crisps over there do **strike my fancy**. The place looks good and the set menu is reasonably priced. Let's go in.

Jane: Well, if the food over there is **appealing**, I'd love to give it a try. But crisps will only **spoil our appetite**. I'd rather **go for** something healthier. Wait a minute; I know you have a healthy appetite, but you had a **hearty** breakfast only three hours ago! You can't be hungry already!

Mary: Right! The truth is I'm **in no mood to** cook after I get back home. Also being underweight tempts me not to **abide by** the rules.

Jane: I'm totally **taken aback**! What about the recommendations you have just got from your doctor?

Mary: Well; he was pointing out the importance of avoiding stress and frustration. Food is a **different matter**.

Vocabulary

grab a bite: to get something to eat.

could do with something: to need it or would benefit from it.

dying of hunger: to be very hungry.

a square meal: a substantial, satisfying, and balanced meal.

strike one's fancy: to be appealing or pleasant to one; to be intriguing or of interest to one.

appealing: (adjective) attractive and interesting.

spoil one's appetite: to destroy or reduce one's ability to eat.

go for: to choose or decide on something.

hearty: (of food) wholesome and substantial.

in no mood to do something: feeling (or not feeling) like doing or experiencing something.

abide by: to obey or to follow a rule, decision, or instruction.

taken aback: to be surprised or shocked by it and you cannot respond at once.

a different matter: it is very different from the situation that you have just discussed.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. We don't have a lot of time, so let's just a quick bite before the movie starts.
2. What's taking the food so long to be served? I'm literally of hunger?
3. I'm not going to declare my major until I've had a couple years in college to see what ends up striking my
4. If Henry failed to by these terms his barons were to transfer their allegiance to Philip and Richard.
5. You have to take control of your career. But relationships are a matter.
6. I must admit that I was taken when I heard we weren't receiving our bonuses this year.
7. This week, final exams or not, she is in no to tolerate poor practices.
8. After an hour or so of workout, they tucked into a breakfast of eggs.
9. I'll for grilled fish and salad for the main course and then I'll take the desert.
10. You'll spoil your for dinner if you have a cake now.
11. Brightly colored packaging made the pens especially to children.
12. He looks as though he hasn't had a square for months, he looks underfed.
13. We do with a new car. The one we've got is a bit past it.

1. grab 2. dying 3. fancy 4. abide 5. different 6. aback 7. mood 8. hearty 9. go 10. appetite 11. appealing 12. meal 13. could

Set 12 - a tough winter is knocking at the door

James: It's freezing outside and **the worst is yet to come!** They say an intense **cold front** is hitting the region in the upcoming days.

Steve: Yeah. That's right. A **polar vortex** threatens to drop temperatures even further in what has already been a **record-breaking** deep freeze for some parts of the country.

James: Can we go inside? I feel like my toes are starting to **go numb**. Look; I'm **shaking like a leaf**. Apparently! I might have underestimated the impact of this frosty weather. I should have put on thicker clothes.

Steve: Come in! I'll start the fire place. There's nothing like the **glow** of a fire to warm up a winter evening. I used to have **inefficient** single-pane windows and **uninsulated** doors. I've recently replaced all of them to **boost** the energy efficiency of my home.

James: Good job! I had better **follow your example** and make some modifications. Sounds like a tough winter is **knocking at the door**.

Vocabulary

the worst is yet to come: the worst thing has not happened yet

cold front: the zone separating two air masses, of which the cooler, denser mass is advancing and replacing the warmer.

polar vortex: is an upper-level low-pressure area lying near one of the Earth's poles.

record-breaking: (adjective) surpassing a record or best-ever achievement.

go numb: unable to feel anything in a particular part of your body especially as a result of cold or anesthesia.

shake like a leaf: to tremble violently with fear, cold or nervousness.

glow: a steady radiance of light or heat.

inefficient: not achieving maximum productivity; wasting or failing to make the best use of time or resources.

uninsulated: (adjective) not insulated with a nonconducting material to prevent or reduce the transmission of electricity, heat, or sound.

boost: to help or encourage (something) to increase or improve.

follow someone's example: to behave in the same way as they did, or in a similar way.

knock at the door: to be very close to achieving or happening.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Another cold passed through the north state Monday night and early Tuesday, chilling the region with November-like temperatures.
2. The setting sun cast an orange over the mountains.
3. The main problem of this city is the transport system.
4. He died after leaning on an electricity wire connected to a post linked to a transformer.
5. You need to take your time before taking such a decision. I don't want you to follow my and rush into marriage.
6. The magazine misreported its sales figures in order to advertising revenue.
7. Glover felt how the entire lower half of himself was beginning to numb.
8. I was shaking like a when I went up to deliver my speech in front of all those people.
9. Consumer investment in dog breeding has been at record-..... levels in recent years.
10. There are two polar in the Earth's atmosphere, overlying the North and South Poles.
11. When opportunity knocks at your, always be willing to take a chance, because you never know how perfect something could turn out to be.
12. So far we've lost most of our reliable players and the worst is yet to

1. front 2. glow 3. inefficient 4. uninsulated 5. example 6. boost 7. go
8. leaf 9. breaking 10. vortexes 11. door 12. come

Set 13 - The business is on shaky ground

Bill: Before we get into this debate, let's **get something straight**—we are to focus solely on the topic **at hand**, so no **deviating from it into** unrelated subjects.

Thomas: I know what you're going to talk about. You will say the business is **on shaky ground** and **going downhill**. Well; we both know that our company has a profitable **niche**, but its niche may be shrinking as sales are **dwindling** everywhere due to market fluctuations.

Bill: Right! The point is our income and expenses are **swinging** up and down a lot each month. Our accounts are apparently wrong. We have to **address** this issue and fix it. Don't we?

Thomas: This process entails adjusting our policies. Moreover, I've recently observed that we are **going hard on** our employees. Managers are **cracking down** hard on minor things like when an employee is 30 seconds late from lunch, taking **unauthorized** bathroom breaks and the like. Such practices make people indignant and unproductive.

Bill: Seriously! Now I understand why they are very resentful these days. We have to **rectify the situation** before things spiral out of control.

Vocabulary;

get something straight: to make a situation clear, especially by reaching an understanding.

at hand: currently in need of addressing.

deviate from: to depart or stray from some subject or matter of discussion.

on shaky ground: unstable; weak and likely to break down, collapse, or fail.

go downhill: to decline and grow worse and worse.

niche: an area or position that is exactly suitable for a small group of the same type.

dwindle: to become smaller in size or amount, or fewer in number.

swing: to change and fluctuate.

address: to give attention to or deal with a matter or problem.

go/be hard on: to criticize someone in a way that is unfair, or to be too strict with them.

crack down: to increase the intensity or severity involved in punishing or repressing someone.

unauthorized: not having official permission or approval.

rectify: to correct something or make something right.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. In the early 90's, the combination of the S&L crisis and a local market slump had put the co-op market on ground.
2. The police are doing a good job by cracking on the street gangs.
3. Every effort is made to any errors/mistakes before the book is printed.
4. You better come to the hospital right away—Great-Uncle Edmund's health had really gone
5. This biography of the star has sold over 10,000 copies in its first week in print.
6. You have to join today's meeting. The issue of funding has yet to be
7. As he gets lots of messages, his mood between elation and despair.
8. Her hopes of success in the race last night as the weather became worse.
9. They found a by selling their line of leather goods through small boutiques that could offer personalized service.
10. Most successful entrepreneurs are on themselves, in the sense that they are never easily satisfied.
11. The idea that firms deliberately from strategies that fit their environments, is not new.
12. I know you all want to chat, but we need to focus on the matter at—planning next week's assembly.
13. Let's get something: I am the boss, and you are the employee, which means that when I ask you to do something, you're expected to do it.

1. *shaky* 2. *down* 3. *rectify* 4. *downhill* 5. *unauthorized* 6. *addressed*
7. *swings* 8. *dwindled* 9. *niche* 10. *hard* 11. *deviate* 12. *hand* 13. *straight*

Set 14 - A window of opportunity is coming our way

Paul: I am really tired of **hanging about, twiddling my thumbs**. Let's **take the bull by the horns** and start selling souvenirs. Look at all the tourists **buzzing around**. **A window of opportunity** is **coming our way**, and we ought to jump at it right away.

Samson: Yes, we should **strike while the iron is hot**. I've always been open to any initiatives and ideas. It makes sense to **utilize** our talents after all. I also learned that the antique shop down the street is looking for artworks.

Paul: Yes. I heard they want a minimum of 10 artworks per artist. We've only got 5 sculptures.

Simon: Well; we'll have to **put our shoulders to the wheel** and make some more.

Paul: I think I'll also find some other places we can sell our work. I'll **leave no stone unturned** until I've found some more shops willing to **deal with** us. By the way; why don't you ask your cousin to give us a hand. He has a large antique shop **downtown**.

Simon: Not a chance, we're not **on the same page** these days.

Vocabulary;

hang about: to loiter (somewhere); to idly waste time (somewhere).

twiddle one's thumbs: to wait idly because one has nothing to do at the moment.

take the bull by the horns: to confront a problem head-on and deal with it openly.

buzz around: to be busy and full of energy.

a window of opportunity: a favorable opportunity for doing (sth) that must be seized immediately.

coming one's way: to be encountered or obtained by one.

strike while the iron is hot: to take action before you lose your chance.

utilize: to use something in an effective way; to make use of.

put one's shoulders to the wheel: to make vigorous efforts; to work very hard and diligently.

leave no stone unturned: to do all that one can or use every available resource to complete a task.

deal with: to business with someone.

downtown: in or to the central part of a city.

not a chance: absolutely not; no way; there is no possibility.

on the same page: to have the same ideas as someone else.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I wish you wouldn't about the house like this. Why don't you go outside for a while?
2. You actually think Gina will go with you to the dance? Not a, pal.
3. Reporters were around, trying to get the full story.
4. I deliberated too long before accepting the job offer, and now they've given it to someone else. I should have struck while the was hot.
5. Everyone in the office has to be on the same about what our top priorities are.
6. I've got a meeting in 20 minutes so I'll have lunch on the hoof.
7. I like to with this company. They take well care of their clients.
8. I know that the new deadline is tight, but if everyone puts their to the wheel, I know we can get it done in time!
9. I left no stone when I was researching my thesis topic. I think I checked out every book on it that the library had!
10. The economic crisis has provided China with a window of to leverage its relative stability and status as a trade surplus country.
11. The library's great collection allowed me to many rare sources.
12. Good opportunities always seem to my brother's way, whether he works hard for them or not.
13. You've been complaining about being out of work for too long—it's time to take the bull by the and go find a job.
14. I'm just twiddling my here in the ER, waiting for someone to give me an update on Claire's condition.

1. hang 2. chance 3. buzzing 4. iron 5. page 6. downtown 7. deal 8. shoulders 9. unturned 10. opportunity 11. utilize 12. come 13. horns 14. thumbs

Set 15 – I just feel I can't stick it out

Clare: I wish I could **come up with** some way to stop myself from running away from the **intimidating** and daunting tasks I have to complete. I just feel I have no **staying power** to **stick it out**.

Bianca: Neither do I. I do struggle with this very issue. I tend to **put stuff off** and procrastinate, too. I'm trying to change that habit by doing **dull** tasks first in the order of my list! And I'm making some progress, I suppose.

Sean: You guys need some excitement. Just try to be curious and observe the feeling of intimidation. What makes you intimidated? What tools can you use to help yourself **cultivate** confidence? What emotions are encouraging these thoughts of intimidation? Don't judge, simply observe and **nip it in the bud**. This is a **proven** technique that can **go a long way** towards achieving heavy-going tasks.

Diana: You might consider trying this one. My director gives herself a very special reward for staying and she's always stimulated enough to **stay the course**.

Clare: **Bingo**; that's well worth trying.

Vocabulary;

come up with: to bring forth, discover, or produce

intimidating: (adjective) making you feel frightened or nervous.

staying power: the ability to maintain an activity or commitment despite fatigue or difficulty; stamina.

stick it out: to endure, tolerate, or last through to the end of something.

put off: to delay doing or dealing with something; to procrastinate.

dull: (adjective) lacking interest or excitement.

cultivate: try to acquire or develop (a quality or skill).

nip (something) in the bud: to put an end to something before it develops into something larger.

proven: (adjective) demonstrated by evidence or argument to be true or existing.

go a long way: to be very useful or helpful.

stay the course: to hold or persevere to the end.

Bingo: Exactly! That's right!

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Dr. Peter up with a cure for the disease after three years of constant research.
2. She was remarkable for her power, energy, and determination.
3. Cawley received an letter from her ex-husband's lawyer.
4. Estonia has done much to the friendship of western European countries.
5. Despite an early setback in the first half, the home team stayed the and managed to earn a draw.
6.—that's it! He's been lying to us the whole time!
7. His life seems very and alternates between work and sleep.
8. Through experiments, the method is to be with relative high precision on three-dimensional image.
9. Don't do anything rash—patience will go a way toward bringing you allies in this situation.
10. I've noticed that Tommy's getting in the bad habit of chewing with is mouth open. Let's that in the bud.
11. If you off getting car insurance, you could wind up in jail if you get in an accident.
12. We've had problems in our marriage for years, but we've been it out for the kids' sake.

1. *came* 2. *staying* 3. *intimidating* 4. *cultivate* 5. *course* 6. *Bingo* 7. *dull* 8. *proven* 9. *long* 10. *nip* 11. *put* 12. *sticking*

Set 16 - That isn't in my job description

Carl: You **don't look yourself**, Diana. What's up?

Diana: The truth is my boss is **making a habit out of** asking me to **run** personal **errands**. Yesterday he asked me to pick up dry cleaning and today he wants me to talk to his kids' tutor. I just don't want to say "that **isn't in my job description**" which can be job-killing, you know!

Carl: Chill out! You don't have to overthink it. I mean as long as these requests don't cross the line, it could be a chance to **get out of** the office for some change of air. Or you could just mention a task that will suffer if you stop to take care of the personal errand.

Diana: That's not the case! What's **getting me down** is that my boss may no longer respect me, thinking of me as more of a personal assistant than a valued contributor to the growth of business. This can mean eliminating the possibility that I might someday be moved into a more **executive position**.

Carl: Well I don't think so. What you see as a **frivolous** errand may be the very thing that allows your boss to focus on the business at hand. Being the person who always reliably handles these tasks can be a **stepping stone** for greater value and higher positions.

Diana: I hope so. That's a useful **takeaway**.

Vocabulary;

not to look oneself: not to have one's normal appearance of health or wellbeing.

make a habit out of: to begin to do something regularly, often without thinking about it.

run errands: to take a short trip to do a specific thing; to complete an errand.

job description: a list of the tasks and responsibilities involved in a job.

get out of: to escape or extricate oneself from a troublesome, difficult, unpleasant, or burdensome situation or circumstance.

get someone down: to cause one to feel saddened, depressed, discouraged, or dejected.

executive position: a person or group responsible for the administration of a project, activity or business.

frivolous: (adjective) not having any serious purpose or value.

stepping stone: a circumstance that assists progress towards some goal.
takeaway: the lesson or principle that one learns from a story or event.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Are you feeling all right, Janet? You're not looking today.
2. If you make a of investing some of your spare income, you'll be pleasantly surprised how much can build up.
3. The main for me is that we need to continue to communicate all the things we're doing for our customers.
4. Don't take this course for granted. It could be a stepping to another career.
5. She thought that reading romantic novels was a way of spending her time.
6. Recruiting for any position in the organization is important, but even more important when it is an position.
7. His rejection from Harvard has really gotten Stephen
8. Even though the economy has recovered significantly, many are still finding it hard to get themselves of the cycles of poverty and debt.
9. Sorting out everyone's social life isn't part of my job!
10. Can you see if your father can come pick you up? I've been running all day, and I don't want to trek across town yet again.

1. yourself 2. habit 3. takeaway 4. stone 5. frivolous 6. executive 7. down 8. out 9. description 10. errands

Set 17 – You certainly don't look your age

Interviewer: You seem to be **on good terms with** Emilie Brown over many years. What is it about working with her?

Jackie: Emilie's wonderful. She's **one of a kind**. She just seems to have **boundless** energy and she's brilliant at boosting people's confidence, especially new young actors. She has a wonderful, **bubbly** personality and she's got a **dazzling** smile. She **bears a striking resemblance** to her mother who is my aunt.

Interviewer: Jackie, you're retired, you're a **senior citizen**, but everyone would agree you certainly **don't look your age**. What's your secret?

Jackie: Well thanks. As far as I know you're not known for **flattery**. I'm sure some people would say I don't act my age either!

Interviewer: Oh, that's not necessarily a bad thing! You do always seem to be **bursting with energy** and **smiles**!

Jackie: That's what tennis does for you! Remember also that laughter is a good **antidote** to stress and aging.

Vocabulary;

on good terms (with someone): having a friendly or pleasant relationship (with someone).

one of a kind: unique; there is nobody or nothing else like them.

boundless: (adjective) having no limit.

bubbly: (adjective: especially of a woman or girl) attractively full of energy and enthusiasm.

dazzling: (adjective) extremely attractive or exciting.

bear a resemblance to: to be similar to someone or something.

senior citizen: an elderly person, especially an old-age pensioner.

not look one's age: to have an appearance (especially one's face) that is inconsistent with what people expect someone to look like at that age.

flattery: the act of praising someone, often in a way that is not sincere.

bursting with something: to have a lot of something or be filled with something.

antidote: cure; something that counteracts an unpleasant feeling or situation.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. No, Stephanie and I are on good now—we reconciled after that argument.
2. As it happened, this particular lie had been very big, very efficacious, and the cause of troubles.
3. Walking is an to the anxiety, the distress, the insomnia-filled nights of the tumultuous time we are living in.
4. Well Loaded are with life and enough youth to get refused service at the bar.
5. I don't look my now that I have this beard, so I never have trouble getting into bars.
6. The general conclusion was that the president was a narcissist who'd respond well to
7. The state's senior population is projected to increase by 3.2 million in the next few years.
8. Upon seeing his child approaching, a smile flashed across his face.
9. These two pieces of music certainly bear a to each other—it's a little suspicious, if you ask me.
10. Mrs. Harrison's ex-husband said today she was a personality with lots of friends.
11. James is a great talent. He's one of a in the world of football.

1. terms 2. boundless 3. antidote 4. bursting 5. age 6. flattery 7. citizen 8. dazzling 9. resemblance 10. bubbly 11. kind

Set 18 - Start over with a clean slate

Mary: Today was the worst day ever. Nothing **went my way**. In the morning I was running late to an appointment. On my way there I hit every single red light. When I finally got there, I couldn't find parking space. **To cap it all off**, I forgot my all my documents at home!

Suzan: Did you? Unbelievable! Sounds like nothing is **going right for you**.

Mary: Then, I left downtown in **rush hour** traffic and it **took me ages** to get home for what should have been a 20 minute drive. As I got home, the electricity **went off** and everyone was rushing about in **a state of confusion**.

Suzan: That's completely **over-the-top**. Well; in such conditions and when I feel that the whole world is conspiring against me, I **take a step back** and I simply **let it ride** hoping to **start over with a clean slate** later on. It's hard to **put things in perspective** when you're overwhelmed.

Vocabulary;

go one's way: to proceed or unfold in a manner that is beneficial to someone or is in line with their plans or desires.

to cap it all off: used when you mention something in addition to all the other (bad) things that have happened.

go right: things are developing as you intended or expected and you are pleased with it.

over-the-top: (adjective) outrageous; extreme.

rush hour: a time during each day when traffic is at its heaviest.

go off: to stop functioning.

a state of confusion: a state of bewilderment, misunderstanding or chaos.

take a step back: to withdraw or remove oneself from something, often in order to consider it from a broader or more objective perspective.

let it ride: to take no immediate action over something.

start with a clean slate: to start (something) again with a fresh beginning, especially unencumbered by mistakes or regrets from the past.

put things in perspective: to have a reasonable view of something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. First, my car breaks down, then I lose the keys to my apartment—nothing's going my today!
2. It would normally take me about 15 minutes to drive there, but during hour, it can take 45 minutes or more.
3. You better go look for coffee in another department—our pot off before it was finished brewing.
4. Let's put the cost of living into; it costs more to live now than in the past, but now we have a better life than before.
5. I've been meaning to paint the shed all summer, but I keep letting it
.....
6. Many become so accustomed to chaos that they do not even know that they are living in a state of
7. I was pleased with my performance on Saturday—everything went
.....
8. What a bad day: I left my phone in the grocery store, my car broke down on the way home, and, to it all off, my groceries broke through the bag as I was walking to the front door.
9. Let's get all this financial stuff finished before the end of December so that we can start off the new year with a clean
10. You're too focused on this project. You need to take a back and consider the bigger picture of the whole company.

1. way 2. rush 3. went 4. perspective 5. ride 6. confusion 7. right 8. cap 9. slate 10. step

Set 19 - Let's make the most of it

James: I really don't feel that I **belonged** in this town. Nothing ever happens here **in the middle of nowhere**. So dull, so boring and gloomy. Yet the neighborhood isn't **well-kept**. I just feel **out of my element**.

Selena: Well; I do agree we have ended up in a place so **unremarkable**. But don't let remorse get you down. We're here to make a living so let's **make the most of it** and figure out how we make it fun. Look around you; the weather is stunning and the views are incredible.

James: The point is I'm an **outgoing** person. I enjoy being surrounded by friends and hanging out all the time. I just feel **constricted** and **stifled** in here.

Selena: Oh; I see. But I feel that the **hustle and bustle** of the city life caused us to **miss out on** the chance to lead a healthier lifestyle. I suppose it's time to slow down and take a rest. Also with fewer distractions, it is easier to **devote** time to learning and developing our talents.

James: Yeah; that makes sense. I'll try to **look at things from a different perspective**.

Vocabulary;

belong: to be in the right place or a suitable place.

in the middle of nowhere: far away from any towns and cities and where few people live.

well-kept: (especially of property) kept clean, tidy, and in good condition.

out of one's element: in a situation which is unsuitable, unfamiliar, or unenjoyable.

unremarkable: (adjective) not particularly interesting or surprising.

make the most of something: get the maximum use or advantage from it.

outgoing; (adjective) friendly and energetic and finding it easy and enjoyable to be with others.

constricted: (adjective) inhibited; restricted; without freedom.

stifled: (adjective) held in; suppressed; unable to breathe or move freely.

hustle and bustle: confusion and business.

miss out on: to lose the chance or opportunity to do or experience something.

devote: to give your time or effort completely to something.

look at things from a different perspective: to try to understand how things “look” from another person's point of view.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Sales reps need to be, because they are constantly meeting customers.
2. The animals want you to look at things from a different and realize that they do have intelligence and feelings and are able to communicate with humans.
3. Over half his speech was to the issue of saving Social Security.
4. There is a lot of hustle and in this office at the end of the fiscal year.
5. But opposition rallies this time are expected to be by government measures.
6. Although she's new to the school, we'd like her to feel that she
7. I'll never understand why they built this campus out here in the middle of
8. He was astonished to find nice streets and well-..... houses.
9. If you don't call the recruiter back right away, you're going to out on the opportunity.
10. I know you're out of your in this new school, but you'll make friends soon, and things will get better.
11. I feel in this cafe. Let's find another one that could be more inviting.
12. You might be a lot happier if you the most of yourself, instead of just sitting here all day playing video games.
13. The village itself is; its one great attribute being the nearby network of extensive caverns.

1. outgoing 2. perspective 3. devoted 4. bustle 5. stifled 6. belongs
7. nowhere 8. kept 9. miss 10. element 11. constricted 12. made 13. unremarkable

Set 20 - Draw him out of his slumber

Ian: Where's Mark? I thought the smell of breakfast would **draw him out of** his slumber. He sleeps through the two days off each week and that isn't all **fun and games**. He's making a mess of his relations **not to mention** the possibility of bed sores.

Brian: Huh! **Lazybones!!** What amazes me the most is his ability to take naps everywhere. I guess sleep is his hobby. Where is the **common sense** in reserving the entire weekend for sleep?

Ian: Well; I think that sleep is such a **blessing**. It makes you forget about problems at work, your ex, stress, and disappointments of the day. It just makes everything right again. But James sleeps just for the sake of sleeping!

Brian: Right. The other day I asked him "what are you good at for heaven's sake?". "I'm really good at sleeping . I could **do it with my eyes closed.**" He responded.

Ian: That's really **absurd**. I'm going to **pull a stunt** on him to make him **think twice** before sleeping at the weekend. **Mark my words;** from now on James will **have trouble sleeping**.

Vocabulary;

draw out of: to entice or manipulate someone or something to come out of hiding.

fun and games: enjoyable and pleasant.

not to mention: in addition to or as well as what's been discussed.

lazybones: a lazy person.

common sense: good sense and sound judgment in practical matters.

blessing: something that is extremely lucky or makes you happy.

do something with one's eyes closed: able to do something very easily, even without having to think about it or look at it.

absurd: (adjective) stupid and unreasonable, or silly in a humorous way.

pull a stunt (on someone): to carry out a trick, deception, or practical joke (against someone).

think twice: to consider carefully whether one should do something; to be cautious about doing something.

Mark my words: Pay attention to and remember what I am saying, because it will happen.

have trouble sleeping: to find it difficult to fall asleep.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I saw a feral cat back there earlier, and I hope this bowl of cat food will it out.
2. College isn't all fun and—you need to take your schoolwork seriously.
3. His parents still clung to the misguided belief that his sense would keep him out of serious trouble.
4. When I have sleeping, I just read a book or make a coffee.
5. Maybe we should think about investing so much money in a project we know so little about.
6. Mark my, Jonah, I will get even with you if it's the last thing I do.
7. The fake article had been in print in the renowned scientific journal for more than a week before its author revealed that he had a stunt.
8. Blake looked in those tight leather trousers, but I tried not to laugh.
9. You should ask Johnny for help—he's able to do this level of math with his closed.
10. It was a that no one was killed in the accident.
11. Hey, get up from the sofa and help me with the dishes!
Laziness and lazy people.
12. I've already got to spend three hours in the car running errands, not to the hour and a half it will take to pick up the kids from school.

1. draw 2. games 3. common 4. trouble 5. twice 6. word 7. pulled
8. absurd 9. eyes 10. blessing 11. lazybones 12. mention

Set 21 - Peace and quiet is hard to come by

Jane: When you have three kids, **peace and quiet** is **hard to come by**. The house is always loud and **I'm losing my mind** sometimes!

Kathy: Are you? As a matter of fact, I used to have the same problem, but now it's a **thing of the past**. **Without further ado** you've got to get up early even if you're not an early bird. An hour of uninterrupted peace and quiet in the morning will **work wonders** for your life.

Jane: Alright! Although I'm not a natural morning person, but I'll try. They just don't want to get quiet. By the way; I'm no longer that calm person you know. Because of the constant yelling and screaming, I'm quickly **losing my cool** these days.

Kathy: Come on; all children are loud and **boisterous**. Don't **overblow** it. I take my kids out for two or three hours to burn out the most energy. They get back home **worn out** and fall asleep right away.

Jane: Oh! When we are able to relax, it's easier to **keep some perspective** about this crazy job called motherhood.

Vocabulary;

peace and quiet: tranquility and freedom from disturbance.

hard to come by: difficult to find.

lose one's mind: to become exasperated; to go mad due to attempting a difficult undertaking or dealing with a challenging situation.

a thing of the past: something that no longer happens or exists.

without further ado: with no more delay.

work wonders: to produce excellent results or be extremely effective, especially unexpectedly.

lose one's cool: to lose control; to lose one's temper.

boisterous: (adjective) noisy, energetic, and cheerful.

overblow: to give excessive importance or value to.

worn out: (adjective) extremely tired; exhausted.

keep perspective: to see things in their proper relation/proportion to everything else.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. All I want on this vacation is some peace and, so I'm not bringing my phone, my laptop, or anything else that could even remind me of work!
2. You've to walk to get to the clinic. Buses are hard to by in this area.
3. Well, gentlemen, if we're settled upon the terms of the agreement, then let's sign the contract any further ado.
4. It's important to keep things in and not dwell on one incident.
5. Saturdays and she was tired and out with the cleaning, shopping, washing, ironing.
6. "There is no need for anxiety or for hype, " he said. "We should not the death of one. "
7. It's amazing how the overhead lighting works with this room—it's like an entirely new space.
8. In the school yard, a mother goose and her baby are separated by a class of first graders.
9. Let me point out the whole thing to you. Don't your cool. Relax.
10. Everybody sends emails these days. Letter-writing has become a of the past.
11. Millie was her mind trying to prepare food and manage the front of the house, but thankfully she was able to hire someone to help.

1. quiet 2. come 3. without 4. perspective 5. worn 6. overblow 7. wonders 8. boisterous 9. lose 10. thing 11. losing

Set 22 - I never felt an ounce of remorse

James: I was **bullied** in middle school. Two boys bullied me for no reason. One boy died several years ago and I never felt **an ounce of** remorse. The other is successful and though I don't **keep up with** him, I will always have **disdain** for him. Every time I see him, I avoid **bumping into** him. I still **harbor** the feelings of **animosity** and bitterness against them.

Bill: Well; had I not gotten bullied, I might have never learned how to actually interact with people. It taught me how to **stand up for myself** and I'm a stronger person as a result. I was bullied because I was new. My uncle told me to **stand up for myself, no matter the cost**. He and my parents promised that I wouldn't get any consequences from them and that they'd support me through any consequences from school.

James: Really? That's thrilling. What happened then?

Bill: **To cut a long story short**. One day, my normal two bullies we're having a picnic beating on me, then forced my friends to **chime in**. Then, this overwhelming atom bomb of anger just exploded inside me and I **went nuts on** them. Gave one kid a **black eye**, another got a **concussion**, and my "friends" **fell right in line**.

Vocabulary;

bully: to hurt or frighten someone, often over a period of time, and often forcing that person to do something they do not want to do

an ounce of: a very small amount.

keep up with: to move or progress at the same rate as someone or something else.

disdain: dislike of someone or something that you feel does not deserve your interest or respect

bump into: to chance on someone; to meet someone by chance.

harbor: to think about or feel something, usually over a long period.

animosity: strong dislike, opposition, or anger

stand up for: to defend or show one's support for someone or something.

no matter the cost: no matter what expense or difficulty is involved. at any price.

to cut a long story short: to skip boring, extraneous, or unnecessary details; to get to the point.

chime in: to join.

go nuts: to become extremely angry.

black eye: an area of bruised skin around the eye resulting from a blow.

concussion: temporary unconsciousness or confusion caused by a blow on the head.

fall in line: starts to follow the rules and behave according to expected standards of behavior.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The man's will was to do right , sure enough, but his heart didn't in.
2. If he has an of common sense, he'll realize that this project is bound to fail.
3. My leg was hurt, but I was able to up with the rest of the team during our run.
4. Our survey indicates that one in four children is at school.
5. How did you get that eye? Were you in a fight?
6. Drinan suffered a, a broken left hip, a broken left foot and a bruised lung in a Saturday crash.
7. My sister will go when she finds out I've wrecked her car.
8. We didn't mean to exclude you! When Chad and I went out, we just into the rest of the group, that's all.
9. My friend introduced me to her at a work function a year ago, and, to cut a story short, we're moving in together next month.
10. She was driven to provide a good life for the two of them, no the cost.
11. Thank you for up for me back there. It just felt like everyone was against me.
12. The European Community helped France and Germany forget the old between them.
13. He's been a grudge against her ever since his promotion was refused.
14. The mayor's for his opponents was well known.
15. Most lagging addicts quickly fall in to avoid being ostracized.

1. chime 2. ounce 3. keep 4. bullied 5. black 6. concussion 7. nuts
8. bumped 9. long 10. matter 11. standing 12. animosities 13.
harboring 14. disdain 15. line

Set 23 - Trapped in the comparison game

Susan: Every time I check my Facebook or Instagram feed. There are these updates that make me feel envious, or make me feel as if my life **paled in comparison**.

Sarah: Yeah; we can **be** easily **trapped in** the comparison game. I avoid **mindlessly** scrolling through social media feeds as much as possible. I almost always regret it when I **let my guard down** and start scrolling. I'll **inevitably** see something that makes me feel bad about my life.

Susan: Yet there most people are constantly **bragging about** this or that, or asks you questions about your life that are designed to make you feel **inferior**. Countless situations helplessly cause me to play the comparison game **big time**.

Sarah: It's evidently hard to use people's outward appearance to judge the reality of their life. People carefully **curate** the social media versions of their lives.

Susan: Right; I **happened to** see a couple on Instagram that appeared to be happy and solid to announce their divorce after a short while say a day or two. Isn't that wired?

Sarah: Well; dear. If someone or something **triggers** that ugly feeling of negative comparison, just be grateful for what's good in your life. This makes you far less **vulnerable** to comparison.

Vocabulary;

pale in comparison: to be or seem less important, impressive, or otherwise deficient when compared to someone or something else.

be trapped: to be in an unpleasant situation in which you lack freedom, and you feel you cannot escape from it.

mindlessly: in a way that does not involve thought or mental effort.

let one's guard down: to stop being cautious about potential trouble or danger.

inevitably: (adverb) in a way that cannot be avoided.

brag about: to boast about someone or something; to talk proudly about someone or something.

inferior: (adjective) not good, or not as good as someone or something else; less important.

big time: on a large scale; to a great extent.

curate: to select things such as documents, music, products, or internet content to be included as part of a list or collection, or on a website.

happened to do (something): to do something by chance.

trigger: to cause something to start.

vulnerable: (adj) to be easily physically, emotionally, or mentally hurt, influenced, or attacked.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. There were two witnesses who to be standing by when the accident happened.
2. These products are to those we bought last year.
3. The racial killings at the weekend have off a wave of protests.
4. "How was the interview?" "Terrible, I messed up time".
5. I can't stand being around Marcus ever since his company became such a massive success. The guy just can't stop about it!
6. There will always be people in this business looking to exploit you, so you can never let your down.
7. Tourists are more to attack, because they do not know which areas of the city to avoid.
8. You need to check with Peter. He's the one in charge of the content of our page.
9. Though that issue is indeed serious, it pales in with the threat of drug abuse that is tearing the country apart.
10. Do you feel or anxious when unforeseen incidents intrude on your day?
11. It is a sickening sight seeing someone's pride and joy being damaged for no purpose whatsoever.
12. The investigation into the air crash would apportion blame to certain members of the crew.

1. happened 2. inferior 3. triggered 4. big 5. bragging 6. guard 7. vulnerable 8. curating 9. comparison 10. trapped 11. mindlessly 12. inevitably

Set 24 - The directors will have the last say

Emma: I was so embarrassed that we **made** such a **scene** in the café! I was **at my wit ends** and had had a **heated conversation** with Helena.

James: Come on! Not again! Why should you two always **air your dirty linen in public**?

Emma: Ridiculous! She wants me to hire her **old flame** as a sales manager although he's an unknown quantity in our sector. Then she would say I **throw cold water on** her suggestions.

James: Even if you had been right, you shouldn't have **made a racket** over your personal stuff in that café. You could have **pointed out** to her that the directors will **have the last say**. Obviously, we'll keep **running around in circles** unless we quit **finding fault with** each other.

Emma: Sometimes I can't put up with her **unreasonable** acts. While I was **checking on** some urgent reports this morning, she **dashed into** my office and burst into tears. Guess what? It turned out that she had got a text from a **whistle-blower** informing her that her boyfriend is cheating on her.

James: Did she? Apparently she's losing it and love is **taking a toll on** her.

Vocabulary;

make a scene: to make a public display or disturbance.

at one's wit's ends: completely puzzled and perplexed, not knowing what to do.

heated conversation: one where the people involved are angry and excited.

air one's dirty linen in public: discuss or argue about private things in front of other people.

old flame: a former sweetheart or lover.

throw cold water on: to discourage or try to prevent a plan, etc. from being carried out.

make a racket: to cause a loud noise or clamor, especially of a disturbing or confusing kind.

point out: to bring something to the attention of others; indicate something

have the last say: to have the authority to decide how something ultimately happens or is done.

run around in circles: to waste time and energy engaging in trivial, aimless, or futile things.

find fault with: to find things wrong with someone or something.

unreasonable: not guided by or based on good sense.

check on something/someone: to make sure that they are safe, correct, etc.

dash into: to run or go somewhere very quickly because you are in a hurry.

whistle-blower: informer; someone who provides inside information in order to authority.

take a toll on: to cause damage or wear by using something or by hard living.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. People have an unnatural fixation on the personal lives of celebrities, but I don't see why they should be expected to air their linen in public.
2. Lack of medical care can take a on children's health and development.
3. Employers may opt to reward-blowers to encourage them, but that honesty should ideally not have to be paid for.
4. After the attack, Peter into the room scared and breathless.
5. You will need to on your new employees' qualifications before assigning them to a given task.
6. She divorced him on the grounds of behavior.
7. He's always finding with the children, even when they are doing nothing wrong.
8. As the editor in chief, I have the say on the layout design for every issue.
9. The committee spent all afternoon trying to come up with a new PR proposal, but they ran in circles the whole time.
10. No one likes him because he always out everyone's mistakes.
11. The traffic made a terrible in the street below.
12. I've had lots of ideas about how to improve sales but my manager pours cold on all my suggestions.
13. How am I supposed to forget about my old if I keep seeing her around town?
14. It was a very argument and they were shouting at each other.
15. I've tried every possible source without success, and now I'm at my end.
16. Robert made a in the store when they refused to refund him for the broken television.

1. dirty 2. toll 3. whistle 4. dashed 5. check 6. unreasonable 7. fault 8. last 9. around 10. points 11. racket 12. water 13. flame 14. heated 15. wit's 16. scene

Set 25 - I got the message across

Robert: I told my mom that I will stop talking to her if she **nags** me again about getting married. **Drama ensued**, but I **got the message across**. It's been almost two years and I've never heard her nag about that again.

Steve: You can't **get away with it** anyway. The natural tendency for anyone who nags you whether a parents or a friend is to be **defensive**. When you agree with your parents, it's hard for them to keep pushing the point. Without your interaction, their negative comments **have nowhere to go**.

Robert: Well, I appreciate the fact that they care about us and they have their **legitimate** worries even if they are **off base**. Unfortunately, in most cases there is no getting around their **grievances**. What may urge them to nag is that they think that they **see the large picture** better than their inexperienced kids.

Steve: Currently; I'm trying to stay calm, and consider what they're asking. You know with a little added **composure**, we can prevent future nagging from happening in the first place. We can also **put a cherry on top** by saying 'you're a good mom' at the end.

Vocabulary;

nag: to annoy a person by making continual criticisms or suggestions.

ensue: to follow in order; come afterward.

get the message across: to make someone understand.

get away with it: to succeed in avoiding punishment for something.

defensive: too quick to protect yourself from being criticized.

to go nowhere: to fail to achieve something, or to fail to be successful.

legitimate; (adjective) reasonable and acceptable.

off base: to be wrong; mistaken; unrealistic.

grievance: a complaint or a strong feeling that you have been treated unfairly.

the big picture: the most important facts about a situation and the effects of that situation on other things.

composure: the feeling of being calm, confident, and in control.

cherry on top: something small and special is added to something else that is also very nice to make it just that much more enriched.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. My parents are constantly me to live with them after I went broke.
2. Diana isn't responsible for the commodity in the warehouse. Her claims and complaints are
3. Today, I failed a test and lost out on the lead in the school play, but do you know what was the on top? I got a ticket on my way home!
4. You may feel nervous but don't lose your in front of the camera.
5. In my political work I try to concentrate on the big and not be distracted by details.
6. The small amount of compensation is a source of to the people forced to leave their homes.
7. I'm afraid you're off when you state that this problem will take care of itself.
8. I'm not holding you accountable. There's no need to get so!
9. The discussions will have to go unless they show some resilience.
10. We need to get the across that too much violence on TV is dangerous.
11. Everyone thinks he's guilty of the robbery, but it looks like he's going to get with it.
12. The police officer said that he had placed the man under arrest and that a scuffle had

1. nagging 2. legitimate 3. cherry 4. composure 5. picture 6. grievance 7. base 8. defensive 9. nowhere 10. message 11. away 12. ensued

Set 26 - Why are you up in arms about anything I do?

Maya: Hey, are you able to eat in a different room or chew more quietly at your desk? You're **giving me goosebumps**.

Sue: Am I? How rude and offensive! Can't you pick your words more carefully? I don't understand why are you **up in arms** about anything I do? I mean why are you **holding a grudge against** me?

Maya: Look! I don't have time to **lock horns** with you. Just go away without much ado.

Sue: Don't **flare up** and stop screaming in my face. What do you **take me for**? You're **pushing me to my limits** and my patience is starting to **run thin**. Stop it and mind your business. OK?

Maya: I wish you were good at respecting people as you're good at **talking back**. We can't work together **under the same roof** anymore. I'll make you pay big time.

Sue: Oh; dear me! I'm shaking! **Do your worst!**

Vocabulary;

goosebumps: bumps on one's skin where one's body hair stands on end as the result of an intense feeling of cold, nervousness, anxiety, excitement, or fear.

up in arms: very upset or angry about something.

hold a grudge: to harbor persistent and continual resentment or ill feelings toward someone.

lock horns (with someone): to get into an argument with someone.

flare up: to suddenly lash out in anger.

take sb/sth for sb/ sth: to consider or regard someone or something as someone or something else, especially mistakenly.

push someone to their limits: to put pressure on someone.

run thin: to become less than the usual, original.

talk back: to answer, respond, or interrupt in a rude or impertinent manner; to sass.

under the same roof: in the same building, office, house, etc.

Do your worst: do as much damage as you can (often used to express defiance in the face of threats).

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. After I accidentally tapped that guy with my shopping cart, he just up and started screaming in my face!
2. Do your! You big-headed. Thanks Goodness I'm not from your class.
3. At our new office, we will have dental, dermatological, and primary health care all under the same
4. If you don't stop talking like that, you'll be going to bed with no dinner!
5. I'd been waiting almost an hour, and my patience was thin.
6. Enough of your sarcasm and ridicule. You're pushing me to my
7. You must be me for a fool if you think I would lend you such a huge amount of money.
8. The whole town is up in about the addition of a new shopping center.
9. What they're doing gave me It's like they're ready to sell us without us knowing about it.
10. Johnny has been holding a against me since we were 12 because I embarrassed him in front of a girl he liked.
11. Let's settle this peacefully. I don't want to horns with the boss.

1. flared 2. worst 3. roof 4. back 5. running 6. limits 7. taking 8. arms 9. goosebumps 10. grudge 11. lock

Set 27 - Willing to make sacrifices

Simon: In retrospect, I did miss some high school dances and parties. I did lose the chance to hang out with people. But I knew I had the opportunity to do something **extraordinary** enough to **stand out from the crowd**. That made me willing to **make those sacrifices**.

Carl: Yes. I **go along with** you on that. To get **outstanding** results, you're going to have to make sacrifices. You have to. That's just part of it.

Simon: So when I was asked to be a global ambassador for water conservation, to help spread a message we already care about. It was a **no-brainer**. Looking back, I wouldn't change a thing. At least to **set a good example** for my kids.

Carl: Well! When you **drew the analogy** of wasting bottles of water, that really **struck a nerve with me**. Unfortunately, Most of us **take water for granted**. We turn on the faucet and it's there.

Simon: Stats and numbers make a huge difference, especially when they're **relatable**. When you can show people not just the total potential change but also how they can make a real difference... that's when they'll **jump onboard**.

Vocabulary;

In retrospect: thinking now about something in the past.

extraordinary: (adjective) very unusual, special, unexpected, or strange

stand out from the crowd: to be clearly better than or noticeably different from others.

make a sacrifice: to choose not to do or have something important in order to have something that is more important.

outstanding: (adjective) exceptionally good.

go along with: to be in harmony or agreement with something.

no-brainer: something such as a decision that is very easy or obvious.

set an example: to behave in a way that other people should copy

draw an analogy: to say that two situations/things/etc are similar.

strike/hit/touch a nerve: to make someone feel angry, upset, embarrassed, etc.

take sb/sth for granted: to underestimate or undervalue someone or something.

relatable: (adjective) 1. related, or able to be related to something else. 2. that someone can understand or feel sympathy for.

jump onboard: o join a group, activity, etc.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. He drew an between the Roman Empire and the United States, stating that they were both the superpower of their day.
2. They'll be getting hundreds of applications from people with similar experience, so you need to do something to make your resume stand out from the
3. One of the reasons for her success is that the characters in her books are so
4. Your column must have hit a, because we are getting slammed with feedback from readers—and they're not happy.
5. After some hesitation, he jumped and contributed heavily to the campaign.
6. I'm just getting fed up because it feels like you take everything I do around the house for
7. The decision to invest in the energy company was a no-.....
8. Don't act childishly. Will you? You should be setting a good to your younger brother.
9. David was the head of the committee back then and was willing to any sacrifice for peace.
10. Unfortunately, the information we learned does not go with the doctor's claims.
11. I'm sure my university days seem happier in than they really were.
12. Her performances set a new benchmark for singers throughout the world.
13. She has an memory and can remember details and names that I've long forgotten.

1. analogy 2. crowd 3. relatable 4. nerve 5. onboard 6. granted 7. brainer 8. example 9. make 10. along 11. retrospect 12. outstanding 13. extraordinary

Set 28 - Communication is the name of the game

Emma: Within the first weeks, the show has already become a significant source of revenue. That's because our **hearts were in the right place**.

Jim: What about VIP tickets? Lots of bands generate significant revenue streams from **meet-and-greets**.

Emma: Well; VIP sales can be a **double-edged sword**. If you buy a ticket to our show I will try to **put on** the best show I possibly can. But when you **spread yourself too thin** with meet-and-greets, with everything that goes into that...something has to give.

Jim: Talk to me more about finding ways to cut costs. That's something every business does?

Emma: It's clearly smarter to rent equipment in different cities than to buy and transport your own **gear**. Also we can consider taking two key people and hire local talent and so on.

Jim: How have you managed to stay together for so long and continue to be successful?

Emma: Well! Being surrounded with **efficient** partners, I can safely say that effective communication is the **name of the game** when it comes to a highly **functional** band.

Vocabulary;

one's heart in the right place: one has good intentions.

meet-and-greet: an organized event during which a celebrity, politician, or other well-known figure meets and talks to the public.

double-edged sword: something that can be both beneficial and problematic.

put on: to perform; to produce.

spread oneself too thin: to do so many things at one time that you can do none of them well.

gear: the equipment, clothes, etc. that you use to do a particular activity.

efficient: (adjective: of a person) working in a well-organized and competent way.

the name of the game: the most important aspect or component of something; the main point of an activity.

functional: (adjective) designed to be practical and useful rather than

attractive.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I'll take care of the camping In the meantime, try to do some research about a good spot.
2. The strong yen is a double-edged for Japan. It increases the spending power of consumers, but it also raises the costs of exports for manufacturers.
3. She conducted meet-and-..... sessions with fans before and after her concerts; these lasted for up to four hours.
4. Before you judge, bear in mind that our furniture isn't very fancy, but it's
5. I hope you boys know that safety compliance is the of the game around here. We don't tolerate any tomfoolery.
6. His speech at the wedding was horribly embarrassing, but his heart was definitely in the place.
7. Bill is an administrator. He's very punctual and experienced in this domain.
8. Let's get the tickets immediately. I hear they're on Shakespeare this summer.
9. Between school, work, and volunteering, I'm just a bit too thin lately.

*1. gear 2. sword 3. greet 4. functional 5. name 6. right 7. efficient
8. putting 9. spread*

Set 29 - We can join forces and put together a team

Presenter: Let's go way back. You're an incredibly successful driver and **on top of your game**. What made you decide you wanted to establish your own team?

Mike: In actuality, my entire career has been about **grabbing opportunities** that present themselves. Once I **ran into** a buddy who had just lost his ride. He was all **bummed out**. **On the spur of the moment** I said, "If we can join forces and **put together** a team, you won't have to worry about who you'll drive for every year." He said, "Man, that would be awesome."

Presenter: Impressive! So; you had been around racing all your life, but how did you figure out how to put together a team?

Mike: The shine of your name was enough. That's what helped us get the sponsorships to start that team. Of course I **put** some money **in**, too, but **for the most part**, sponsorships helped carry the team. Again, we just reacted **promptly** to opportunities that **came our way**.

Presenter: So it's like a tree: It starts here, then something **branches off**, and that branches off, and suddenly you have this big awesome mess.

Vocabulary;

on top of one's game: doing something at one's highest level.

grab an opportunity: to take advantage of; to seize; to make use of.

run into: to meet someone you know when you are not expecting to.

bummed out: (adjective) annoyed, upset, or disappointed.

on the spur of the moment: suddenly; spontaneously.

put together: to build or assemble something; to create something.

put in: to invest money in something.

for the most part: mostly; typically; in general.

promptly: quickly, without delay, or at the arranged time

come one's way: to present itself, happen to.

branch off: to separate from a primary source or origin and move or develop in a different direction.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The pitcher is completely on top of his tonight—the batters barely stand a chance to get a hit.
2. I really hope this promotion comes my because it sounds like a fascinating position.
3. The emergency services arrived at the scene.
4. If I in more cash in this venture, your profits will double in two years.
5. Please put an outline of your plan and have it on my desk by Friday.
6. It's totally out my character to take a trip on the of the moment, but I just needed to get out of the city for a while.
7. After we discovered a new species of insect, some members of our research team off and are studying it.
8. These woods, such as willow or hazel, remain for the most outside of the timber and lumber trades because they are not particularly useful in building or for most furniture forms.
9. After all, when you feel out, it makes life more difficult. You might even try to convince yourself that your situation is no big deal or that you don't care.
10. Sheffield University offered to appoint me, I grabbed the with both hands.
11. Graham ran someone he used to know at school the other day.

1. game 2. way 3. promptly 4. put 5. together 6. spur 7. branched 8. part 9. bummed 10. opportunity 11. into

Set 30 - the determination to step up in tough situations

Presenter: You **made the transition** from player to agent -- and even negotiated a contract or two while you were an active player. How did you **pull that off**?

David: You putting it that way makes me realize that after I **got drafted** in 1974. Coach Hank offered me a contract, a \$14,000 base salary and said, "What do you think about that?" I **mustered up** all of my courage and said, "Gee, coach, that doesn't sound that good."

Presenter: Since winning is the **yardstick**, that should mean a team is happy to pay elite players elite compensation. Right?

David: **It goes without saying** they must be talented. But my experience is that smart guys are those who **pull their weight** and play at a high level, and for a long time.

Presenter: Where do you feel you **add your biggest value**?

David: My job is simple: to take care of my player **for better or worse**. The loyalty, the availability, the determination to **step up** in tough situations.

Vocabulary;

make a transition: to make a change from one form or type to another.

pull off: to be able to perform or complete something, especially in the face of hardships, difficulties, or setbacks.

get drafted: 1. to be selected from a group for placement on a sports team. 2. enrolled in the armed forces; conscription.

muster up: to summon or gather something together. Said especially of intangible qualities.

yardstick: a way of measuring how good, accurate, or effective something is.

It goes without saying: used to mean that something is obvious.

pull one's weight: to do one's share of work.

add value: to make an improvement or addition to something that makes it worth more.

for better or worse: under any conditions; no matter what happens.

set up: to provide someone with adequate support, motivation and nourishment.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Can you the strength up to walk back to camp, or should I go for help?
2. The B&B provides a generous breakfast that will you up for the rest of the day.
3. To win the loyalty of your employees, you have to trust everyone, for or worse.
4. The region is slowly making a to a more knowledge-based economy.
5. Congratulations on winning the case! I wasn't sure you'd it off.
6. Make sure you add to your customer by offering good service and delivering the product.
7. Come on! Pull up your If you carry on the same momentum, we are bound to lose.
8. Of course, it goes saying that you'll be paid for the extra hours you work.
9. The only valid for measuring traffic safety is deaths per miles driven.
10. When I was a junior in high school, I got by the Pittsburgh Penguins in the sixth round of the entry draft.

1. muster 2. set 3. better 4. transition 5. pull 6. value 7. weight 8. without 9. yardstick 10. drafted

Set 31 - a blurred distinction will undermine your paper

Professor: Okay, so **refresh my memory**: what's the point of your talk?

Student: Well; it basically **sheds light on** competition and cooperation in business. But I don't think it's complete; something seems to be **going wrong** I just can't **put my finger on** it.

Professor: As a **rule of thumb**, a **blurred** distinction will **undermine** your paper! Also **make it a point** to put together a well-organized outline so that the main points of your topic don't **fall by the wayside**.

Student: Sure! I've **taken** that point **into account** and categorized them in tables.

Professor: Okay, good. So let me take a look at your notes here. Wow! you've got a lot **packed** in here. Are you sure you're going to be able to follow this during your talk?

Student: Just a minute. OK, here 's the **watered-down** version. I've prepared it just in case.

Professor: Alright then, as long as you've got everything ready, let's **go for it**. You've got my approval.

Vocabulary;

refresh one's memory: to remind someone; to help one to recall something.

shed light on: to reveal something about something; to clarify something.

go wrong: not progress or develop as well as you expected or intended.

put one's finger on: to discover the exact reason why a situation is the way it is, especially when something is wrong.

rule of thumb: a general principle; a suggested method or guideline.

blurred: (adjective) difficult to understand or separate clearly.

undermine: to make something weaker.

make it a point: to give one's attention to (doing something) to make sure that it happens.

fall by the wayside: to be forgotten, ignored or discarded.

take something into account: to think about, consider, or keep someone or something in mind for the future.

packed: (adjective) completely full.

watered-down: changed to be is weaker, less forceful or less detailed than

its original form.

go for it: go ahead! give it a good try! do it.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Their marriage started to go when he lost his job. A few months later they split up.
2. The train was so that I couldn't find a seat.
3. They offered me a chance to explore the area, and I'm willing to for it.
4. They gave the press a-down version of what really happened.
5. As a rule of, drink a glass of water or pure fruit juice every hour you are travelling.
6. If you continually criticize children you can seriously their confidence.
7. With the economy suffering, the president's plan for environmental reform has increasingly fallen by the
8. The proposed regulations take into the bad debt reserve on a separate entity basis.
9. Whenever I am a houseguest of a married friend I usually make it a to bring along a girl.
10. Gender differences are becoming more as both sexes become more liberated.
11. I'm sorry, I don't remember our discussion about that. You'll have to my memory.
12. Well, I think you put your on it when you brought up the issue of tax increases for lower earners.
13. These documents we've uncovered some light on how the late author's final book was meant to end.

1. *wrong* 2. *packed* 3. *go* 4. *watered* 5. *thumb* 6. *undermine* 7. *wayside* 8. *account* 9. *point* 10. *blurred* 11. *refresh* 12. *finger* 13. *shed*

Set 32 - Things can easily slip your mind

Student: Uh, excuse me, Professor Tim. I know your **office hours** are tomorrow, but I was wondering if you had a minute. **It just can't wait** as I've to give the speech today.

Professor: Okay, let's see! **First things first**. Consider bringing a laptop. Things can easily **slip your mind** and that's **the last thing you want**. Well, if you can't **lay your hand on** a laptop, a notepad can **serve a purpose**.

Student: Wow! That's really helpful. What if a new idea **comes to mind** during the talk or someone asked an **off-topic** question?

Professor: Well; you will have to discard new stuff as your time is limited and **there's no use in** introducing them. When you get a question, **keep your cool** and try to answer it **with reference to** the subject at hand and make sure you don't **lose track of** time.

Student: Yes. I get it. Should I stick to the use of formal language?

Professor: Not at all! You need to use simple language because you're going to explain your project to people with general knowledge about the subject, say your parents.

Vocabulary;

office hours: the hours during the day when people who work in offices are usually at work.

something can't wait: it is not very urgent.

first things first: important matters should be dealt with before other things.

slip one's mind: to be overlooked or forgotten.

the last thing one wants or needs: something that you certainly do not want, need, etc.

lay/get one's hand on: to obtain something that you want or need very much

serve a purpose: to fit or satisfy the necessary requirements; to be useful.

come to mind: to suddenly or immediately materialize in one's mind.

off-topic: (adjective) not related to the matter being discussed.

there's no use: there is no point or reason (in doing something).

keep one's cool: to remain calm and in control.

with reference to: in connection with someone or something.

lose track of: to forget about, misplace, or neglect to pay close attention to something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I understand that you have the authority to schedule a conference if the situation dictates. But I have a problem that can't till then.
2. There's no asking Dave about the numbers—he can't even balance his own check book.
3. He's not a writer who comes to when you think of crime thrillers, but his books are edgy, brilliant page-turners.
4. With to my opponent's remarks, let me state for the record that I have always condemned hate speech in all forms.
5. I'm sorry I'm late—we were having so much fun that I completely lost of time.
6. I tried to keep my during the interview, but I was extremely nervous the whole time.
7. Reviews which use profane and hateful language, or reviews which are off-..... are removed from the "Reviews" section below the apps.
8. Do you know where I can get my on a Russian dictionary? I need to check a translation.
9. A fancy new computer I have no idea how to use is the last I need right now!
10. Well, it isn't very flashy, but this old truck ought to serve a somewhere on the ranch.
11. We can all forget things it's true, Trivial thoughts can easily slip our, Phones or keys can be misplaced, Sometimes you lose track of the time.
12. The company provided social events for workers to encourage them to get together out of hours.
13. First first: read the directions carefully before you try to assemble the bookcase.

1. wait 2. use 3. mind 4. reference 5. track 6. cool 7. topic 8. hands 9. thing 10. purpose 11. mind 12. office 13. things

Set 33 - we still have a long way to go

George: I'm doing Mechanical engineering which is really interesting and **covers** a lot of areas. Currently, it's nearly all theory, so it's a bit **heavy-going**.

Martin: Typical. You need to **get a grasp of** the main concepts before you start putting it into practice.

George: Oh; I'm not sure I'm going to **cope with** the work. By the way, I observed that the students don't appear to be very **studious** here, they seem to be at loose ends most of the time. But they're friendly, **approachable** and out-going.

Martin: Well; that's good to hear. The only person I've spoken to is my tutor. He's very supportive. It's good to have someone you talk to and he may help you meet other students.

George: Actually that doesn't bother me. I'm bound to get to know some people **sooner or later**. It's more a question of finding out what I need to do, where to go and so on. He would be of a great help for me to **settle in**.

Martin: Oh, I would have thought so. Certainly we still have a **long way to go** here. The whole thing seems like a **surreal** experience to me as this is the first time I stay away from home.

Vocabulary;

cover: to deal with or direct attention to something.

heavy-going: (adjective) difficult or boring to deal with.

get a grasp of: to attain a firm, clear understanding or determination of something.

cope with: to deal successfully with a difficult situation.

studious: (adjective) a studious person enjoys studying or spends a lot of time studying.

at loose ends: to have nothing to do.

approachable: (adjective) friendly and easy to talk to.

sooner or later: at some time in the future; eventually.

settle in: to become familiar with somewhere new, such as a new house, job, or school.

long way to go: a large amount of time and effort.

surreal: (adjective) strange; not seeming real; like a dream.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. My story starts when I was off from work and just not feeling myself at all, it was a experience.
2. Richard had been killed in a hit-and-run accident a little over a year before, and his wife is still at ends.
3. You've got a long to go before you're ready to compete at the national level.
4. You might go on believing for a time, but or later you would be bound to begin to doubt and worry and torment yourself.
5. We've moved in just two days before. Once we've in, we'll have you over for dinner.
6. Graham's always very - why don't you talk the problem over with him?
7. When she was young, she was described as intelligent,, and beautiful.
8. It would not be necessary for her to enter into the transaction at all, for she believed that Clayton was amply able to with every emergency.
9. Only Friedmann, the physicist, spoke fluent French; with the others conversation was rather-going.
10. You will need to get a solid of the material, as you'll all be tested on it next week.
11. This leaflet what we've just discussed in more detail.

1. surreal 2. loose 3. way 4. sooner 5. settled 6. approachable 7. studious 8. cope 9. heavy 10. grasp 11. covers

Set 34 - the added bonus of educating your staff

Robert: I was looking at a British study. It basically concluded that 12 billion pounds' worth of food are **disposed of** every year. All of it ending up in **garbage dumps** and landfills.

Anna: Oh. You know, in all the European reports I've read – there's one thing they have in common; they talk about carbon dioxide emissions.

To my mind it's **as plain as day**; we could **cut down on** carbon emissions if less imported food was supplied in the first place.

Robert: Absolutely. If reports are actually going to be useful to people, they need to be more **comprehensive**.

Ana: The only **worthwhile** article is about a new device with sensors that check the **ripeness** inside the fruit in supermarkets. That could **speed up** the process of ripeness checking and saves lots of time and effort.

Robert: The good news comes from Lean Path. They have developed an **innovative** technique for food waste prevention in all foodservice **settings**. The in-kitchen food waste trackers allow you to immediately see the financial and environmental impact of that waste not to mention the **added bonus** of educating your staff **on the spot**.

Ana: Impressive.

Vocabulary;

dispose of: to throw away; to get rid of.

garbage dump: piece of land where waste materials are discarded.

to my mind: in my opinion.

as plain as day: very obvious or noticeable.

cut down on: to reduce the amount of something or of doing something; to use or buy less of.

comprehensive: (adjective) complete and including everything that is necessary.

worthwhile: (adjective) useful, important; valuable.

ripeness: (of fruit or crops) the quality of being ready to be collected or eaten

speed up: to increase in speed; to move or function at a faster or higher rate.

innovative: (adjective) using new methods or ideas.

setting: the position of a house or other building.

added bonus: a pleasant extra thing.

on the spot: 1. at the place 2. immediately.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. He never uses that bike any more, but he's very reluctant to of it.
2. The room has pink walls and a green carpet, which to my looks all wrong.
3. The police were called and they were on the within three minutes.
4. This is a tale of life and death in the idyllic rural of a 15th-century manor house.
5. Big companies are always looking for products that can't be easily copied.
6. The fruit should reach its maximum after a few days.
7. Good weather is an added but the real appeal of the area is the fantastic variety of landscape.
8. The automated process began up once I shut down all the other ancillary systems.
9. The two governments have agreed to engage in a dialogue to resolve the problem.
10. I'd like to think we were doing something instead of wasting our time on pointless errands.
11. You will have to cut on the time it takes you to get ready in the morning.
12. **Jane:** I don't understand why Professor Potter has been so friendly this week. **Alan:** It's as the daylight. He wants to be nominated for Professor of the Year.
13. The mayor's office provided the findings of the monitoring of the garbage of the capital city.

1. *dispose* 2. *mind* 3. *spot* 4. *setting* 5. *innovative* 6. *ripeness* 7. *bonus* 8. *speeding* 9. *comprehensive* 10. *worthwhile* 11. *down* 12. *plain* 13. *dump*

Set 35 - none could talk him out of this plan.

Tutor: Well James; I've had a look over your **case study** and for a first draft, it looks **promising**. It's going to be a transition – it's a **family-run** business **aiming to** build a global brand.

James: Yes. I **made that clear** in my writing.

Tutor: One thing, though, that I think you've overlooked is the reason for **setting up** the furniture company.

James: Well; the owner, Luca Rossi, had got an arts degree. And people were trying to **talk him into** an academic profession, but **he set his sight on** a practical job – something more satisfying in the long run. His grandfather was a craftsman and passed the this skill to him. Luca thought he would **carry on the tradition**. And none could **talk him out of** this plan.

Tutor: And what do you think that **gave** his company a competitive **edge over** others?

James: I wouldn't think it was the **high-end** products. But, what **put** them strongly **on the map** is that they really focused on customer service.

Tutor: So. I'd like to see your opinion, a bit more **critical thinking**, rather than the **bare facts**.

Vocabulary;

case study: a detailed account giving information about the development of a person, group, or thing, especially in order to show general principles.

a family-run business: a company owned and operated by a family.

aim to: to strive or plan to do something.

set up a company: to formally establish a new company, organization, system, etc.

talk someone into something: to convince someone to do something.

set one's sights on: to have as an ambition; hope strongly to achieve or reach.

carry on the tradition: to continue doing something that has been done by the people in a particular group, family, society, etc. , for a long time.

talk someone out of something: to persuade someone not to do something.

have/give the edge over: to have or give advantage over.

high-end: (adjective) of very good quality and usually expensive.

put (sb, sth, or some place) on the map: o make some place or thing very famous or renowned.

critical thinking: the objective analysis and evaluation of an issue in order to form a judgement.

bare facts: the facts without any opinions, explanations, or extra details.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Her first film put her on the Her next three movies made her a legend.
2. Improvements to low-cost, commodity products really threaten-end manufacturers.
3. In a highly competitive market, this is a preemptive strike, giving you an over anyone else in the area.
4. Effective citizens utilize critical when analyzing political candidates and issues.
5. I talked Jessie of moving to the countryside, but she wouldn't listen to me.
6. Despite the hostile environment that has affected operating companies in recent years, a fair number have thrived and grown, and some of these have been-run businesses.
7. From my Irish forebears I carry on the of savory and hearty breads that sustain life even in tough times.
8. If a biographer could write the bare, his would be a most uninteresting and unprofitable book, and it would not be a biography; it becomes biography only when it becomes interpretative, creative.
9. Financial services companies must up a system of self-regulation.
10. They talked me going to the meeting, even though I didn't really have the time.
11. I'm to win Holly's heart—she is just the prettiest girl in the whole town.
12. Every since she was a little girl, Janet has set her on being a fighter pilot.
13. This is an interesting psychiatric case of a child with extreme behavioral difficulties.

1. map 2. high 3. edge 4. thinking 5. out 6. family 7. tradition 8. facts
9. set 10. into 11. aiming 12. sights 13. study

Set 36 - The last thing I need is to be marked down

Leo: Anna; I'm **sorting out** my marketing report about coffee **percolators** and how fewer people are buying instant coffee. I need your help, Anna. The last thing I need is to be **marked down**.

Anna: With pleasure! But there's **a movement away from** drinking coffee. People are switching to things like herbal teas and the like. Anyhow, you've to **back it up** with some data or your report would **lack weight**. Also consider adding comments about the **implications** of the figures.

Leo: What I worried about is saying something original. That's just **beyond my capabilities**.

Anna: Well; as long as you're using published data, your analysis might not **throw up** anything new. What really **matters** is the perspective you provide by your interpretations.

Leo: Right then. I'm OK for the first main part, the **macro environment** stuff. But I haven't done the conclusion yet and I'm just **racing against time**. Any **hints** for that?

Anna: OK; it's got to **draw out** the main points. You just need to **recap** what you've said earlier.

Leo: Thanks loads. I appreciate your help.

Vocabulary;

sort out: to organize; to resolve some confusion or conflict; to study a problem and figure it out.

percolator: a machine in which water passes through crushed coffee beans into a container.

mark (sb) down: to give someone a low score.

movement away from: a change of opinion, direction, styles, or methods.

back (something) up: to give additional support or evidence about something.

lack/attach/carry weight: to lack/add respect, influence, trust, or importance.

implication: 1. the conclusion that can be drawn from something although it is not explicitly stated. 2. a likely consequence of something.

beyond one's capabilities: not able to be done by someone or something.

throw up: to produce new problems or ideas.

matter: to be important, or to affect what happens.

macro environment: the influences of political, economic, social ... factors of a business.

race against time: to act quickly to accomplish something in a short amount of time.

a hint: a piece of advice that helps you to do something.

draw out: to pull out, extract; to cause to speak.

recap: to state again as a summary; recapitulate.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I've spent nearly an hour on this math problem, but I still can't it out.
2. To, most people seem to agree that data collected by the government relating to environmental issues should be made available to the public.
3. We out some interesting linguistic data from the native informant.
4. Could you give us a about how to do this exercise, please?
5. Recently there has been some away from traditional methods of teaching.
6. Take note of your spelling mistakes. They'll you down for misspelled words.
7. Drip brew coffee makers replaced the coffee in the 1970s due to the percolators' tendency to over-extract coffee, thereby making it bitter.
8. Jen's going to have to race time if she wants to get her story in tomorrow's newspaper—it's almost time to send it to the publisher!
9. I know Charles doesn't think this project is important, but it to me.
10. These calculations are beyond the of even the most advanced computers.
11. After he was voted out of office, few people attached much to what he said.
12. My story of the crime will your story up.
13. Our market research up a few key facts and some significant findings.
14. It's not yet clear what the of the new legislation will be for small businesses.

1. sort 2. recap 3. drew 4. hint 5. movement 6. mark 7. percolator
8. against 9. matters 10. capabilities 11. weight 12. back 13. threw
14. implications

Set 37 - The clock is ticking

Bill; We need to **get going** on our project for drama class. **The clock is ticking**, you know, our performance is only in three weeks and that's not much to get everything done.

Tina: Yeah. This project is **a big thing**. If we throw up a satisfying show, it's gonna be **a turning point** for us. So, I'm going to set aside more time to work on my lines over the weekends. I might have to **do without** some get-togethers for a while.

Bill; Yep. It's worth making sacrifices. Well; I'm **familiar with** my lines, too. We could call the other guys to **run through** the scenes together.

Tina: Without doubt! First of all we've to **come up with** some **actionable** plan that **fits into** everyone's schedules. Then, I wouldn't **tolerate** any excuses for missing the training sessions. Consistent work can **take** our performance to **the next level**.

Bill: Well then; I'll have to see what are they going to say before we **make any move**.

Vocabulary;

get going: to start taking some action.

the clock is ticking: there is only a finite amount of time left.

big thing: something that is prominent, important, or in wide use.

turning point: the time at which a situation starts to change in an important way.

do without: to manage without having something.

be familiar (with): easy to recognize because of being seen, met, heard, etc. before.

run through: to review or rehearse the details of a process or sequence.

come up with: to devise or produce something.

actionable: (adjective) able to be done or acted on; having practical value.

fit into: to be able to place something within something because there is sufficient space.

tolerate: to accept behavior and beliefs that are different from your own, although you may not agree with or approve of them.

take to the next level: to make it better.

make a move: to take a decisive action to achieve a goal or start the

process of achieving it.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. We need to get if we want to get this house cleaned up before your mother gets here.
2. The clock is, so be sure to complete your exams efficiently so you don't have to skip questions.
3. Ensure positive environment around your partner, and he won't be an obstacle as you take this relationship to the next
4. They don't have the best service, but I it because I love their food.
5. If you wait until noon, I think I can you into my schedule.
6. Greg told me that he intends to make a to get the boss's attention at this meeting, so I'm curious to see what he has planned.
7. Insightful and information on the effect advertising is having on your brand.
8. My mom is always able to up with some yummy snack for me in the afternoon.
9. We only have one day to run the entire play, so let's not waste any time.
10. The house looked strangely, though she knew she'd never been there before.
11. I know that it's the day my dad took that wrong turn, and the other car took the same wrong turn. But I'm working on a big for us that may bring us back together.
12. The point came when the company's products were featured in the national press.
13. We can't afford to fix the car this month, so I guess we'll need to do it for a few weeks.

1. going 2. ticking 3. level 4. tolerate 5. fit 6. move 7. actionable 8. come 9. through 10. familiar 11. thing 12. turning 13. without

Set 38 - you would be okay with breaking even?

Jack: I've recently bought a house in a very **up-and-coming** area. The **kicker** is --- I want to move to another state for a new job. **Life happens**, you know.

Mike: Are you aiming at making money or you would be okay with **breaking even**?

Jack: Well, even if I sell my house for what I purchased it for, with the commission for the realtors - I will be **in the hole**. The house **is in decent shape**, but definitely needs some updating. I am going to be refinishing the cabinets in the kitchen and getting a new water heater installed.

Mike: You're **on the right track** with updating or refinishing the kitchen cabinets and doing some work to add to **curb appeal**. Have you thought about renting it out?

Jack: Well; that seems like a huge **hassle** given that I would be moving five hours away.

Mike: Don't sell the house. Rent it out - I would advise renting it through a good rental agency. No **headache** for you, someone else maintains it.

Jack: The truth is I have **had my share of setbacks**. That's is why I am exploring all **avenues**!

Vocabulary;

up-and-coming: (adjective) promising; likely to achieve success in the near future.

kicker: something surprising.

life happens: everything can happen in life, as change is the nature of life itself.

break even: to reach a point in a business venture when the profits are equal to the costs.

in the hole: in debt.

in decent/good shape: in good condition physically and functionally sound and sturdy.

on the right track: progressing in a way that is likely to succeed.

curb appeal: the qualities of a building that make it attractive.

hassle: an irritating inconvenience.

headache: a thing or person that causes worry or difficulty; a problem.

have one's share of: to have a sufficient amount of something.

setback: something that happens that delays or prevents a process from developing.

avenue: a method or way of doing something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. It is an opportunity to expand the responsibilities of John Langley, an up-and-..... salesman getting some great results in the north.
2. Only two are open to us - either we accept his offer or we give up the fight completely.
3. Sally had been recovering well from her operation, but yesterday she suffered a
4. That little girl is just eight years old, and she's already had her of hardship, unfortunately.
5. No wonder you've ended up in the That's what you get when you keep spending your carelessly and aimlessly.
6. Their son is going astray from some reason. He is a constant to them.
7. Dream Doors is a one-stop shop, taking up less time, causing you less - and less money too.
8. Before purchasing the property, it pays to think about appeal: location, transport, government amenities and other structures.
9. Dole was on the track when he talked about tolerance, but he mysteriously dropped it once he got the nomination.
10. The TV was acting up earlier, but it seems to be in shape ever since I smacked it.
11. The airline hopes to break next year and return to profit the following year.
12. You caught your husband flirting his assistant! Life!
13. And here's the real, if you buy one you get the second one free.

*1. coming 2. avenues 3. setback 4. share 5. hole 6. headache 7. hassle
8. curb 9. right 10. good 11. even 12. happens 13. kicker*

Set 39 - We just came out smelling like a rose.

Donald: I was **very impressed by** that lawyer. The man really **knows his stuff**. He **has a way with words** and was able to **outwit** the accusers easily. We just **came out smelling like a rose**.

Jerry: Well; it all **boils down to** doing your homework well. I mean a good lawyer is one who sees **parallels** and makes good choices. They're simply willing to **go the extra mile**.

Donald: In my experience, and from a practical perspective, I've found that the lawyers who don't drive the **flashy** cars and have offices that look a little more **run-down** are often the better attorneys. They seem to **put their hearts into** their work.

Jerry: I'm also a **big proponent of** corporate lawyers. They seem to know every little trick in the book and how to **pull those tricks** on their victim. After all, they are in charge of millions of dollars companies. One bad lawyer in a **merger** and the client could be kissing power of their company goodbye.

Donald: Yeah; corporate lawyers are unlikely to **put their foot in it**.

Vocabulary;

impressed (by/with): (adjective) feeling or showing admiration or respect for sb or sth.

know one's stuff: to be very knowledgeable or skilled in some area.

have a way with words: to have a talent for using language in a charming, persuasive manner.

outwit: to obtain an advantage over someone by being more intelligent; to outsmart.

come out smelling like a rose: to have success or good fortune in a situation in which one was likely to fail, be harmed, etc.

boil down to: be essentially a matter of.

parallel; something very similar to something else, or a similarity between two things.

go the extra mile: to try harder to please someone or to get the task done correctly.

flashy: looking too bright, big, and expensive to get attention and admiration.

run-down: in very bad condition.

put one's heart into: to do something with one's maximum effort and passion.

a proponent of: a person who supports an idea, plan, or cause.

pull a trick: to carry out a trick, deception, or practical joke (against someone).

merger: the combining of two or more companies or organizations into one.

put one's foot in it: to do or say something foolish, tactless, or offensive.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Honestly; it was a perfect show. I was with the results.
2. In the end, the case will down to whether the jury believes Smith or not.
3. I have to say, our lawyer really went the mile in making sure every aspect of our case was watertight.
4. It turns out that the supposed alien visitors that people had been seeing were just a bunch of teenagers a trick on the town.
5. She is a leading of cultural approaches to learning, development and psychotherapy.
6. Come on, choir. You can sing better than that. Put your into it!
7. How could you stay in such a run-..... building? You've got a death wish, I suppose!
8. Why did you buy that suit? Are you getting promoted or something?
9. I think Nicole is our best candidate for the job—she really knows her when it comes to corporate accounting.
10. I'm the one who informed her. I didn't know it was a surprise party; I guess I put my in it.
11. It is impossible to negotiate if one side feels that the other side is trying to them.
12. Ask Perry to make the announcement. He has a with words.
13. The scandal forced several board members to resign, but the chairman came out like a rose.
14. The shareholders seem to think that the executive board is overstating the case for a
15. I'm trying to see if there are any obvious between the two cases.

1. *impressed* 2. *boil* 3. *extra* 4. *pulling* 5. *proponent* 6. *heart* 7. *down* 8. *flashy* 9. *stuff* 10. *foot* 11. *outwit* 12. *way* 13. *smelling* 14. *merger* 15. *parallels*

Set 40 - Who likes sucking up?

Jason: One of my best leaders was the biggest, **grumpiest** old men you'd ever meet, but he made damn sure everyone went home on time, got paid, and was fed. Sometimes **out of his own pocket**. He didn't like politics and sure didn't like people **sucking up to** him. If you did your job and did it effectively then you were good.

Diana: Who likes sucking up? Sounds a lot like my grandfather who I work for. He's a **pain in the ass**, loses his temper easily and prefers things **done his way** regardless of efficiency, but at the end of the day he pays everyone who works for him very well and will **bend over backwards** to make sure everyone has work.

Jason: The best managers I know **engage with** staff that they feel don't respect them to find out why and work toward common goals. Nonetheless, one can run into all kinds of **pitfalls**. And almost all unhappy employees don't understand the requirements a manager has to answer to.

Diana: But **jerks** are everywhere. Once I worked in a gift shop, I hated my manager who used to **single me out** for no reason. I started challenging his authority after he **threw me under the bus** for something a customer broke, eventually, and **to my dismay**, I was **laid off** after a few days of that incident.

Vocabulary;

grumpy: (adjective) easily annoyed and complaining.

out of one's own pocket: using one's own money

suck up to: to kowtow; to seek the approval, attention, or support of superiors.

pain in the ass: (rude slang) an irritating, aggravating, or obnoxious person, thing, or situation.

one's way: what one wants; the manner in which one wants or demands something to be done.

bend over backwards: to work very hard to accomplish something.

engage with: to get involved with other people and their ideas in order to understand them.

pitfall: an unexpected danger or difficulty.

jerk: a stupid person, usually a man.

single sb/sth out: to choose one person or thing from a group for special attention, especially criticism or praise.

throw someone under the bus: to do others damage in order to gain an advantage for yourself.

to one's dismay: to refer to something that caused a feeling disappointment or shock.

lay off: to end someone's employment; to sack; to fire; to dismiss; to let go.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. He took financial advice on how to avoid the of setting up your own business.
2. You stupid! You've just spilled beer all down my new shirt!
3. I figured they would me off, I just didn't think it would be this soon.
4. He has been accused of throwing fellow Republicans the bus for his personal agenda.
5. Jamie was thrilled when the teacher out his poem and asked him to read it aloud.
6. Are you so tired you don't have the energy to with your kids? Then you've to let go.
7. The entire staff really needs to bend over while the CEO is visiting our office.
8. You'll have to pay for the plane tickets out of your own, but you'll be reimbursed after you arrive.
9. Don't bother arguing—the boss has to have it done her own, or she won't sign off on anything you do.
10. This calculus homework is a in the ass. It's not that I don't understand it, it's just so tedious!
11. Now that he's the boss they're all up to him, hoping to get big raises.
12. I would walk into work, looking rumpled and barely awake, and behind everyone else.
13. She discovered, to her, that she had locked her keys inside her car.

*1. pitfalls 2. jerk 3. lay 4. under 5. singled 6. engage 7. backwards
8. pocket 9. way 10. pain 11. sucking 12. grumpy 13. dismay*

Set 41 - being self-sufficient is a perfect recipe for the poverty-stricken

Maya: They're asking in this post about a delicious poor man's meal! Well; I'll have to say potato **takes up** a top position among other foods. It's cheap, you can cook it multiple different ways so you will not get tired of it, also it won't **go bad** easily.

Jessie: Onions too - you can always add them to things or just make soup with them. **Versatile** but good nutrients to keep from starving.

Maya: I think people forgot how to cook with whole foods. That knowledge was never **passed down**. Things are so much cheaper and can **go further**. Things like a bag of dried beans, rice, cheap cuts of meat, a whole chicken, etc.

Jessie: Well; it's a matter of understanding food and how to cook. How food grows, how to store it, what nutrition it has, when it grows and even growing it yourself. I mean being **self-sufficient** is a **perfect recipe** for the **poverty-stricken**.

Maya: I think planning ahead for each week's meals, no tolerance for waste and **keeping an eye on** real bargains can **considerably** help to keep food costs down.

Vocabulary;

take up: to occupy or fill a large amount or volume.

go bad: (of food) to spoil; to decay; to become rotten.

versatile: (adjective) able to change easily from one activity to another or able to be used for many different purposes.

pass down something: to give something to someone who is younger, less important, or at a lower level than you.

go further: to stretch the quantity or amount of something.

self-sufficient: able to provide everything you need, especially food, for yourself without the help of other people.

perfect recipe for: to be likely to cause a particular result.

poverty-stricken: (adjective) extremely poor.

keep an eye on: to watch someone or something carefully; to be attentive to sb or sth.

considerably: to a large, noticeable, or important degree.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Based on the awful smell, I'm pretty sure that meat has bad.
2. I'm supposed to be working on new content, but replying to user comments is up all my time.
3. Keep an on my bag while I go and make a phone call, will you?
4. There are few jobs for the peasants who have flooded into the cities from the poverty-..... countryside in search of work.
5. The interests of both parties may not be identical, but they do overlap
6. Learning from experience is a perfect for continuous improvement.
7. They were busy with growing vegetables and all the other chores of a self-..... rural life.
9. Make sure that each person only gets one ladle of soup—that'll make it further.
9. Instead of throwing away those toys, why don't you them down to your cousin's kids?
10. A leather jacket is a timeless and garment that can be worn in all seasons.

1. gone 2. taking 3. eye 4. stricken 5. considerably 6. recipe 7. sufficient 8. go 9. pass 10. versatile

Set 42 - grew up on the wrong side of the track

Charles: I must admit. I won fame and fortune, **notwithstanding**, I never forgot my hometown. **In retrospect**, I was that sad little boy who grew up on **the wrong side of the track**. **Run-of-the-mill**, **shiftless**, egotistical and **dejected**.

Donna: Oh; yeah. We all **yearn for** our childhood days. That's why we're humans.

Charles: One day I was about to give up and made up my mind to drop out of school. While I was walking around the lot, the history teacher **advanced towards** me **out of the nowhere** and started talking me into doing better in my studies as if he had **discerned** that I was **up to no good**.

Donna: That's interesting. What happened then?

Charles: His **words still echo in my mind** to this day. He said "never let anyone undermine or judge you, never underestimate yourself, you were created unique and great. Just sing your own song." At that time I didn't understand the meaning of what he said. But I felt the power of his words going through my entire body. He just **ignited the spark** of success inside me.

Donna: You mean that teacher is the one who inspired you.

Charles: Exactly; from that day on I was a different person. I wish I could see him once more to thank him. I do **owe him big time**.

Vocabulary;

notwithstanding: despite the fact or thing mentioned.

in retrospect: thinking now about something in the past.

the wrong side of the track: the poor part of town.

run-of-the-mill: (adjective) lacking unusual or special aspects; ordinary.

shiftless: (adjective) lazy and not having much determination or a clear purpose.

dejected: (adjective) unhappy, disappointed, or without hope.

yearn (for): to wish very strongly, especially for something that you cannot have or something that is very difficult to have.

advance towards: to come near; to move close to.

out of the nowhere: suddenly, unexpectedly

discern: to see, recognize, or understand something that is not clear.

up to no good: doing something wrong or secret.

echo in one's mind: to keep hearing it.

ignite the spark of: to excite; to stimulate.

owe someone big time: said for someone who did us a favor and as a way of saying that you will do something for them in the future.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. some members' objections, I think we must go ahead with the plan.
2. Despite his great commercial success he still for critical approval.
3. He could the note of urgency in their voices.
4. You me big time since I helped you go shopping and missed watching the football game on Saturday.
5. Work with the younger children ignited the of my love for my work, then my time certainly fanned it into a flame of passion.
6. She walks up to her desk, and while she sits down Raul's words echo in her
7. I don't know what they're doing but I'm sure they're up to no
8. These threatening letters began showing up in our mailbox out of
9. He called the young people, lazy and good-for-nothing.
10. I'm sure my university days seem happier in than they really were.
11. The media is fascinated with serial killers, a fairly rare aberration, but most murders are run-of-the-..... affairs committed by run-of-the-mill people.
12. His request was immediately rejected, and the troops were ordered to fix bayonets and towards the prisoners.
13. William felt because he had sprained his ankle and had to sit out the game.
14. I was always looked down on as a kid because I grew up on the side of the tracks.

1. *Notwithstanding* 2. *yearns* 3. *discern* 4. *owe* 5. *spark* 6. *mind* 7. *good* 8. *nowhere* 9. *shiftless* 10. *retrospect* 11. *mill* 12. *advance* 13. *dejected* 14. *wrong*

Set 43 - our life dramatically took a turn for the worse

Nancy: So; you had been married for five years and then you **split up**. What went wrong?

Jennifer: Everything. After a year of our marriage we had a baby, but David's business **went downhill** and we had to sell the car to pay off mortgage. And our life dramatically **took a turn for the worse**.

Nancy: And you had to **bear the burden** of getting a job to make a living.

Jennifer: I did, but it didn't end there. After a while he started to **take it out on** me for no reason and wouldn't **get off my back**.

Nancy: That's pathetic! People will simply **fall out of love** when things go wrong.

Jennifer: The **last straw** in our relationship was when he physically abused me. I walked out after that and **the rest as they say is history**. I just don't want to look back anymore.

Nancy: Never mind; **get everything off your chest** and remember that **time heals all wounds**. You'll **get past** it **one way or another**.

Vocabulary;

split up: to separate from someone; to break up a marriage or love affair.

go downhill: to decline and grow worse and worse.

take a turn for the worse: to worsen, often quickly or suddenly.

bear the burden: to endure something distressing, painful, stressful.

take it out on: to vent one's frustration or anger on a person or object.

get off one's back: to stop nagging or annoying one about something.

fall out of love: to stop being in love with someone.

the last straw: the final difficulty in a series; the last little burden or problem that causes everything to collapse.

the rest is history: everyone knows how the rest of the story goes.

get something off one's chest: to talk about a problem that has been worrying you for a long time, and you feel better because of this.

time heals all wounds: emotional pain lessens over time.

get past: to be able to overcome or overlook something that has happened.

one way or another: somehow; by some means; no matter what.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I'm sorry, but I'll never be able to get the fact that Robert cheated on you.
2. Up to 147,000 children aged under 16 were in families where their parents up, a quarter of them were aged under five.
3. Unless I get everything my chest, I might explode. You're treating me like a kid before your friends. Enough is enough.
4. He wasn't sure how to go about building a wall, but he was sure he would manage in one or the other.
5. I'm sure you will reconcile with Kathleen eventually. After all, time all wounds.
6. After he left hospital, he was persuaded to start his own fashion house. The is history.
7. But she stressed that the last was the President's decision to cancel the peace talks between the government and the National Democratic Front.
8. Nothing dramatic led to the end of our relationship—we just out of love with each other.
9. He kept on at me to such an extent that occasionally I wished he would get my back.
10. Dan has been frustrated by the lack of progress, and unfortunately he's been it out on his coworkers.
11. What is there to celebrate when the poor and the common man will have to the burden of paying off these loans?
12. My job was going quite well; then last week things took a for the worse.
13. We were amazed at the speed with which the weather was going

1. past 2. split 3. off 4. way 5. heals 6. rest 7. straw 8. fell 9. off 10. taking 11. bear 12. turn 13. downhill

Set 44 - Don't make much of it

Bill: How did the match go?

Jason: Terrible! I can't find any **justification** for that poor performance. Man! we're getting **complacent**.

Bill: You're not. Don't **make much of** it. OK? We're all bound to **fall short** somewhere.

Jason: **Don't make me laugh!** You can't make champions out of a bunch of **idlers** and **slackers**. What's **making me nauseous** is that nobody was willing to stick to the plan.

Bill: Well, let's face the facts and **get it straight**. You can't expect strained and shattered people to **outperform** their rivals. That was obvious through the look on their dead faces.

Jason: Well; you've got a point there! They **didn't sleep a wink** for 48 hours prior to the match.

Bill: See! Your job now is to **reinvigorate** and encourage them and they will undoubtedly **regain momentum** and produce **deliverables** as they always did.

Jason: Will do. We'll have to **make a comeback** very soon.

Vocabulary;

justification: a good reason or explanation for something.

complacent: (adjective) feeling so satisfied with your own abilities or situation that you feel you do not need to try any harder.

make much of: to give a lot of importance to someone or something.

fall short (of): to fail to meet or reach something, usually a goal, standard, or requirement.

Don't make me laugh: said to someone to show that you cannot take their suggestion seriously.

idler: a person who avoids work or spends time in an aimless or lazy way.

slacker: a person who does not work hard enough.

make someone nauseous: to disgust someone.

get something straight/right: to understand correctly or make something clear.

outperform: to do well in a particular job or activity compared to others of a similar type.

not sleep a wink: not to sleep at all.

reinvigorate: to make someone feel healthier, and more energetic again.

regain momentum: to take or get back; recover.

deliverable: an anticipated outcome; an expected result.

make a comeback: to achieve a success after retirement or failure.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Watch yourself! There is no for treating people so badly.
2. Let's get one thing I'm the boss and I tell you what to do.
3. After analysts predicted her campaign was dead in the water two months ago, the candidate appears to be making an incredible
4. Each study also has a set of key which also need to be defined at an early stage.
5. The company regained after introducing more effective marketing policies.
6. Lower interest rates could consumer spending and the struggling housing market.
7. Our newborn son is rather colicky, so my wife and I haven't slept a the last few nights.
8. The company has consistently its rivals this season.
9. The management where I work thinks that taking time to eat lunch is only for
10. We can't afford to become about any of our products.
11. Her tactless and foolish comments on the report made me
.....
12. To get rid of, install cameras and give them tasks that require constant attention.
13. James is going to give the talk! Don't me laugh! He'll make a mess of everything.
14. Unfortunately, your application fell of the requirements for entry, so it has been denied.
15. They've made of this new marketing director coming in. I just hope he's up to the job.

1. justification 2. straight 3. comeback 4. deliverables 5. momentum
6. reinvigorate 7. wink 8. outperformed 9. slackers 10. complacent 11. nauseous 12. idlers 13. make 14. short 15. much

Set 45 - You don't have to shower me with your wise remarks

Maya: One more sale like this and I'll **fulfill all my dreams**. I knew I would do it.

Jenny: Slow down! Don't be too **overoptimistic**. Okay? You're still an unknown quantity in the market. As they say "**one swallow doesn't make a summer**." You've got to **get real**, dude. Will you?

Maya: Don't you see that the only thing you're good at is **discouraging** me. You don't have to **shower me with** your wise remarks. What's wrong with **strokes of luck**?

Jenny: Don't **take** my advice **amiss**. I just want you to **rise to the occasion** and act sensibly. Suppose you made one more big sale but the client was dissatisfied and left an offensive review on social media platforms. You can't imagine our loss then. I just want you to **keep your standards high**. That's it.

Maya: OK. Message delivered. Just pick your words more carefully next time. Will you?

Jenny: Next time! Huh. Unless you quit being **edgy** and critical, you're **way off** if you think there'll be a next time. See you!

Vocabulary;

fulfill one's dream: to accomplish; to make a dream come true.

overoptimistic: (adjective) too hopeful; unjustifiably optimistic.

one swallow doesn't make a summer: a single fortunate event does not mean that what follows will also be good.

get real: to realize or accept the truth; to be realistic or practical.

discourage: to make someone feel less confident, enthusiastic, and positive about something, or less willing to do something.

shower someone with: to give someone a lot of something.

a stroke of luck: something good that happens to you by chance.

take something amiss: to understand something as wrong or insulting.

rise to the occasion: to perform better than usual in response to a special situation or event.

keep one's standards high: to raise the quality of your reality; to refuse excuses and shortcuts.

edgy: (adjective) nervous; not calm.

way off: completely incorrect, mistaken, or misinformed.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. If you are not working to earn your food, you will soon become someone else's food. If you are not working to your dreams, you will soon be used by someone to fulfill their dreams.
2. One swallow doesn't make a and we won't be content to slip back into some of the bad habits that have seen us lose games this year.
3. Though he has a lot on his plate, Burrus says he can to the occasion. "Every generation has its challenges."
4. Tom is off about Jenny if he thinks she's the type to rat us out.
5. Make this call instead of me. I am getting so I might scream at her.
6. He wanted to live up to her standards. And though she her standards high, they were not unrealistic.
7. He me with questions about my background and intentions, each one eliciting a purposeful response from me.
8. I don't want to her - merely inject a note of realism.
9. Planning for the project was grossly inadequate and, particularly as regards staffing.
10. Oh, get—there's no way you got the job over the CEO's son, no matter how qualified you are.
11. I suppose it was a of luck that the firm was so up-to-date, so enthusiastic to capture and keep its young executives that it had put such provisions into its package.
12. Please don't take my comment—I was merely trying to suggest a few ways to improve your performance, not criticize everything about it.

1. fulfill 2. summer 3. rise 4. way 5. edgy 6. kept 7. showered 8. discourage 9. overoptimistic 10. real 11. stroke 12. amiss

Set 46 - I won't trade you for the world

Kathy: Time moves fast when I'm close to you. I'm so grateful you're in my life, darling.

Simon: Wow; So pleased to hear that. You too baby, you make me feel so right. I just lose track of time when I'm close to you. I won't **trade you for** the world.

Kathy: You made me **see things with a new slant**. And I do love your **sense of humor**. You just know how to put a smile on my face.

Simon: I consider our marriage a blessing. Everything's running smoothly.

Kathy: One of my friends got married years ago. She had **a smooth sailing** life till she had a baby. Her whole world changed into a hell. Arguments about work, babysitting and the like **made their lives a misery** and eventually they broke up.

Simon: Well; **level-headed** people are good at learning how to avoid rocky roads and **bumps**. So, let's be **ahead of the game** and take the necessary **precautions** to avoid **falling in that trap**.

Kathy: Yes, let's do it. I've **got your back**.

Vocabulary;

trade sb/sth for sb/sth: to exchange or swap someone or something for sb or sth else.

a new slant: a unique angle, approach, or perspective toward something.

sense of humor: the ability to create/appreciate jokes and say funny things.

smooth sailing: progress or advancement that is free from hassle and easy to achieve.

make one's life a misery: to make somebody's life very unpleasant or difficult.

level-headed: (adjective) calm, sensible and practical.

bump: a problem or setback.

ahead of the game: ahead of one's competitors or peers in the same sphere of activity.

precaution: an action taken to prevent something unpleasant or dangerous from happening.

fall in a trap: to think or behave in a way which is not wise or sensible.

have (got) someone's back: to be willing or prepared to offer support or assistance to someone.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I can't believe the team their star quarterback for some rookie no one's ever heard of.
2. A healthy of humor is also one of the most effective stress busters available helping people distance themselves from their workplace stressors maintain a more balanced perspective and overcome obstacles.
3. He never fell into the of making friends with his employees.
4. Many people have been stockpiling food as a against shortages.
5. It's hard to stay ahead of the in network security when the threat landscape is constantly changing.
6. Don't worry about those thugs, buddy. I've got your if they ever come bother you again.
7. Once he began coaching my volleyball team, I found him to be a great coach and a kind and level-..... man.
8. The greatest feeling of success is when you have experienced along the road to your success, and you have overcome the obstacles on your journey to success.
9. There's a group of bullies who love making our life a
10. The project was not sailing because most primary schools were not designed to accommodate ICT learning.
11. We want to hire an executive who will bring a new to the direction of the company.

*1. traded 2. sense 3. trap 4. precaution 5. game 6. back 7. headed
8. bumps 9. misery 10. smooth 11. slant*

Set 47 - I'm damned if I do, damned if I don't

Peter: You'd better **break silence** on the reason behind the warehouse scandal. If someone else **gave the game away**, you'll wind up in prison. **Just so you know.**

Mike: I know, but it's easier said than done. Isn't it? This is **one-in-a-lifetime chance** to win the confidence of the board and **climb up the ladder**. If I revealed the facts, I'd be dismissed on the spot. Obviously; **I'm damned if I do, damned if I don't.**

Peter: Come on! Don't waver. You've got to **man it up!** All you need to do is to **bring it up** in the meeting and let things take their own course.

Mike: I wish I could **wash my hands of** the whole matter. I was an idiot when I took Fred at his word. That no-good lair **set me up.**

Peter: Oh; really? You're in no position to **point the finger** right now. Just think how you can figure **an avenue of escape.**

Mike: Oh man. I just feel I'm **digging my own grave.**

Peter: That's what you get out of **poking your nose in** stuff **none of your concern!**

Vocabulary;

break silence: to give information about a topic that no one was mentioning or discussing.

give the game away: to reveal something that was meant to be kept secret, especially a plan.

Just so you know: just want to let you know.

once-in-a-lifetime opportunity: opportunity afforded to one that is or seems unlikely to ever come about again.

climb up the ladder: to become more and more successful or important.

be damned if I do, damned if I don't: to be in a situation in which every action (or inaction) could potentially cause one trouble.

man up: to deal with something in a more brave, stoic, or masculine way.

bring something up: to mention something.

wash one's hands of: to distance oneself from responsibility for something or someone.

set someone up: to deceive someone so that they do or fall victim to something.

point the finger: to accuse somebody of doing something.

an avenue of escape: a way or path out of something.

dig one's own grave: to do something foolish which causes one's downfall.

poke one's nose in: to be involved in or insert oneself in an intrusive or nosy manner.

none of one's concern: that's something that does not involve or is not important to someone.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The group also urged the democratic minds in India to silence and express solidarity with the families of the missing persons.
2. It's my life and if I choose to shave off all my hair and disguise myself as a man to join the army, then it is of your concern.
3. It is dumb to point the at the government and generalize.
4. Many of the tropical scenes were created as an of escape from everyday life.
5. I'm afraid that if I tell my parents what I've done, they will their hands of me.
6. I know I'm afraid I'm my own grave by turning down the manager's offer.
7. This issue carries a lot of shame, so the therapist won't it up.
8. Don't take note of such adverts. There are too many dealers trying to you up.
9. You need to up and tell your boss that you expect a raise for all the hard work you do!
10. There's no need for the sort of competitive behavior you get at companies where people are trying to up the ladder.
11. Don't poke your into your brother's affairs—he can manage well enough on his own.
12. This will be a once-in-a-..... opportunity for thousands of fans to see the most iconic symbol in football and share their passion for the game.
13. They were trying to sneak up on the other team, but John's bright T-shirt gave the away.
14. None of us is free to pick you up from the airport. You've to get back on your own. Just so you
15. I can't make a decision. I'm if I do go back, damned if I go forward. Damned if I do, damned if I don't.

1. break 2. none 3. finger 4. avenue 5. wash 6. digging 7. bring 8. set 9. man 10. climb 11. nose 12. lifetime 13. game 14. know 15. damned

Set 48 - firing on all cylinders

Pat: Hi, Katie—I'm calling you to **cry on your shoulder**. Do you mind if I come over? I really need to talk to you.

Katie: Of course I don't mind. I'll make a pot of tea in the meanwhile. Pat, what's the matter?

Pat: It's just that everything is wrong with my life. My boss's **on my case** for every little thing. Also, those two guys I share the house with. They don't **lift a finger** to help me. I really feel like **throwing in the towel**.

Katie: Calm down, Pat, I know you've got **a heart of gold**. Nonetheless, you must be overwhelmed as you're **firing on all cylinders** to graduate this year.

Pat: But that doesn't mean they have the right to **treat me like dirt**.

Katie: Well. Nobody likes **picking fights** with you. People around you are **making deductions** based on your behavior as you don't have time to talk to them. All you need to do is to handle **one** issues **at a time**. This way you'd avoid being **sidetracked** and you'd have the opportunity to **straighten things out**.

Pat: Actually, I hadn't thought of it like that before. That really makes sense. Thanks, Katie. I always **count on** you for good advice.

Katie: There's nothing to it.

Vocabulary;

cry on one's shoulder: To tell one's problems to someone else in an attempt to gain sympathy.

on my case: constantly or frequently nagging, harassing, or annoying someone.

lift a finger: to make the slightest effort to do something, especially to help someone.

throw in the towel: to give up on some endeavor; to quit or abandon something; to admit defeat or failure.

have a heart of gold: to be very sincere, generous, and kind by nature.

fire on all cylinders: working at full strength; making every possible effort.

treat someone like dirt: to be very rude, disrespectful, or unkind to (someone).

pick a fight: to start a fight or argument with someone on purpose.

make deductions: to reach a decision or answer by thinking about the known facts.

one thing at a time: to do or deal with one thing before starting to do or deal with another.

sidetracked: (adjective) to be distracted from an immediate or important issue.

straighten out: to organize or correct something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I'm sorry for getting on your about it, but I need an answer soon.
2. He's the kind of troll who just posts on the message board to a fight.
3. It took me a while to out my father's accounts.
4. Can I please cry on your for a little bit? I just found out I failed my Bio exam.
5. After trying their hand in the mobile market for just a few years, the company is already throwing in the after finding very little success.
6. So let's take it a little further. Can you focus upon more than one at a time? You cannot. Can you feel more than one way at a time? Can you feel good and bad at the same time?
7. The new website will be firing on all once we get the comments section up and running!
8. The rich folks treated us like because we were civil servants.
9. It is very easy for participants to become on tangential issues. Focus on the task at hand. Avoid venturing off into several issues at once or revealing information that is yet to be covered.
10. We don't have a clue how many guests are coming. All we can do is make from the available facts.
11. Sarah always goes out of her way to help everyone she can—she really has a of gold.
12. She does all the work in the house. Nobody else a finger.

1. case 2. pick 3. straighten 4. shoulder 5. towel 6. thing 7. cylinders 8. dirt 9. sidetracked 10. deductions 11. heart 12. lifts

Set 49 - I always pack light for the beach

Jenny: What are you doing tomorrow?

Paula: I'm going to the beach with my family for **a change of air**. So, I'm gonna pack my bag and go to bed early as we're **setting off** early in the morning.

Jenny: Good luck with that! What are you taking?

Paula: I always pack light for the beach—a bathing suit, some T-shirts, a hat, lots of sunscreen and some **odds and ends**. How about you? What are you up to next week?

Jenny: I'm going to stay home and **catch up on** some unfinished projects.

Paula: Like what?

Jenny: Oh, I have a long list! First I'm going to **clear up** my office, pay bills, write letters, and take care of **a bunch of** paperwork. Then I'm going to **do up** my bedroom and get rid of the weeds that came **of their own accord** to my garden.

Paula: Wow. That's a lot to do. Can you handle all these **chores** yourself?

Jenny: No way. I've already arranged with a service company to **carry out** the work.

Paula: Cool. **Can't wait** to see your house after the decoration. See you soon.

Jenny: See you dear. And **make the most of** your trip.

Vocabulary;

a change of air: a different place from where one usually is.

set off: to depart for or begin traveling (to some place).

odds and ends: an assortment of small, miscellaneous items.

catch up on: to do tasks which one should have done earlier.

clear up: to remove obstructions, unwanted objects, or imperfections from something

a bunch of: any particular group of things or people; a number of things.

do up: to decorate.

of their own accord: without being asked or forced.

chores: routine tasks, especially household ones.

carry out: to do or complete something.

Can't wait: to be very excited about something and eager to do or experience it.

make the most of: to use to the greatest advantage.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I've been stuck here in the city for months. I could really use a of air.
2. Could you help me up the table after dinner?
3. The class quickly made the of the teacher's absence.
4. Mom can't for the flowers to bloom and brighten up our yard.
5. It is hoped that the kidnappers will not their threat to kill the hostages.
6. By the time he'd finished all the household it was mid-afternoon.
7. There was always the chance that the girl had simply chosen to run away of her accord.
8. I the room up with crepe paper and balloons for the birthday party.
9. Using a of bananas, the zoo-keeper persuaded the monkey back into its cage.
10. I'm off for New York tomorrow to attend a business meeting.
11. There were lots of odds and in the attic, but nothing of real value.
12. I'm trying to up on work after being out sick, but my inbox alone might take all day!

1. change 2. clear 3. most 4. wait 5. carry out 6. chores 7. own 8. did 9. bunch 10. setting 11. ends 12. catch

Set 50 - She looked so composed and surefooted

John: Do you fancy a drink?

Jessie: I wouldn't say no to a nice cup of tea.

John: With pleasure! So. Have you **made acquaintance** with my niece, Julie? She was **dying to see** you as I always **spoke very highly of** you.

Jessie: Sure; we've got to know each other over lunch after the conference. **At first sight** I thought she was the **head honcho**. She looked so **composed** and **surefooted**.

John: Come on! She has a good sense of humor. She appears to be **talking nonsense** but after a while you realize she's actually talking a lot of sense. Doesn't she?

Jessie: Kind of! I was **speechless** when she **gave an account of** your trip to the Andes. It sounded like she was your fiancé not your niece. Anyway, I think it's time we talked business.

John: Don't be silly!

Vocabulary;

make acquaintance: to meet them for the first time and get to know them a little.

die to do something: to be eager and excited to do something.

speak highly of: to say good things about someone or something.

at first sight: from an initial impression.

head honcho: an important influential person.

composed: calm and in control of your emotions:

surefooted: confident and competent.

talk nonsense: to say things that are not reasonable or have no meaning.

speechless: unable to speak because you are so angry, shocked, surprised, etc.

give an account of: to tell a narrative about someone or something to someone.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The challenges of the 1990s demand a responsible and government.
2. You are going to have to of yourself to your parole officer.
3. Go and ask the for a leave. I'm not authorized to take such a step.
4., the exam paper looked fairly difficult, but once I got started I found it quite easy.
5. The minister's remarks left us He was declaring war literally.
6. Is it just me or was she talking in the meeting?
7. Despite her mother's death, she looked remarkably throughout the funeral.
8. Everyone of this movie, but it didn't live up to my expectations.
9. The kids were go on another roller coaster.
10. She of a man from the city. And after a while they started to date regularly.

1. sure-footed 2. give an account 3. head honcho 4. At first sight 5. speechless 6. nonsense 7. composed 8. spoke highly 9. dying to 10. made acquaintance

Set 51 - let go and wipe the slate clean

Sarah: Tell you what! I'm constantly **bickering** with my husband. He **butts in** every single matter and we get into endless arguments.

Everyone is trying to **prove the other person wrong**.

Maggie: You are definitely not alone in that arena. All couples get caught in the trap of arguing about what the truth is but neither of them will change their mind. From my point of view try to respect his opinion even if it's **at odds with** yours.

Sarah: Don't talk like that Maggie. I mean you **have my number**. The core of the problem is I tend to **keep score**. I don't let things go easily and I do **keep a case** against them. My resentment **builds up** and up and eventually I **blow up**.

Maggie: But it's not a healthy thing to do. You have to learn to let go and to **wipe the slate clean** for open communication. No matter how in love you are, it's **inevitable** that you're going to disagree. If you truly want to **move past** constant bickering, learn to respect his view point just as valid as your own.

Sarah: OK. I'll give it a try.

Vocabulary;

bicker: to argue about petty and trivial matters.

butt in: to meddle in the affairs or intrude in the conversation of others; interfere.

prove someone wrong: show that what someone says is wrong or incorrect.

at odds: in conflict or at variance.

have someone's number: to understand what kind of person they are, and so you know how to deal with them.

keep score: to count the number of times that something happens.

keep a case: to compile evidence that supports an argument or charges against.

build up: to accumulate over time; to increase gradually.

blow up: to lose one's temper in a display of anger.

wipe the slate clean: to erase the record of one's wrong-doings, likened to wiping the contents off of a piece of slate.

inevitable: (adjective) certain to happen; unavoidable.

move past: to be able to pass an obstacle.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Those who in because they are curious, nosy and feel entitled to the involvement they seek.
2. If you can prove me let me know and I'll update the review.
3. From the moment the negotiations failed, the die was cast and war was
4. We're trying to build a against the company because many employees have been wrongly terminated.
5. I tried to forgive him, but I just couldn't get the horrible thing he had done to me.
6. I had been late a bunch of times, but after he heard that I'd been struggling so much at home, my boss said he would wipe my clean.
7. I'm sorry that I up at you like that—work is so frustrating right now that I have no patience left when I get home.
8. The dirty laundry is dramatically up—when was the last time you did the wash?
9. You can keep of your baby's movements before birth by recording them on a kick chart.
10. Oh, don't worry — I won't let him cheat me. I've got his
11. She gave him a sweet smile, totally at with the look of dislike in her eyes.
12. The two brothers always about whose turn it is to wash the dishes.

1. butt 2. wrong 3. inevitable 4. case 5. past 6. slate 7. blew 8. building 9. score 10. number 11. odds 12. bicker

Set 52 - All my troubles and concerns faded away

Jane : It was great just sitting in the sunshine and enjoying the feel of the place, wasn't it?

Suzie: Yes, it was nice to just sit there **soaking up** the atmosphere. All my troubles and concerns **faded away**.

Jane: I think we should both rearrange our **tight schedule** and try to **free up** some time so we can **go away** together.

Suzie: The point is I still **have difficulty** keeping up with my classes.

Nonetheless, I won't miss this opportunity. Ouch! this long walk has made me hungry.

Jane: Yes, it certainly helps to **work up an appetite**. What time are you available today?

Suzie: It'd suit my arrangements if we could meet up at lunchtime.

Jane: Yep, that would **fit in** perfectly **with** my plans too.

Vocabulary

soak up: to enjoy feeling or experiencing (something pleasant) in usually a slow or relaxed way

fade away: to slowly disappear, lose importance, or become weaker.

tight schedule: a small amount of time to do something.

free up: to make something available to be used.

go away: to leave your home in order to spend time somewhere else, usually for a holiday.

have difficulty/trouble (doing something): unable to do something as a result of lack of knowledge or ability.

nonetheless: despite what has just been said or referred to.

work up an appetite: gradually become hungry, develop an appetite.

fit in with: to be correct, suitable, or sensible in relation to something else.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The sight of nuts and fruits in the upper cabinet will your appetite.
2. There are possible risks, but, we feel it's a sound investment.
3. Whew, having that meeting canceled the rest of my afternoon.
4. I didn't take Mike at his word because his explanation didn't with what I saw.
5. He is in a miserable condition as his allows for only four hours of sleep a night.
6. Steven communicating with his staff which causes lots of delays.
7. I sat at my table for an hour the atmosphere of the café.
8. I really didn't want to this weekend but, oh well, it can't be helped.
9. The voices became louder and closer and then again.

1. work up 2. nonetheless 3. frees up 4. fit in 5. tight schedule 6. has difficulty 7. soaking up 8. go away 9. faded away

Set 53 - Why are you sweating it out?

Joe: Poor Sarah. When she saw the damage the floods had done to her house, she just **burst into tears**.

Emilie: Actually; she is in no position to **cope with** such troubles unless she **dips into** her savings.

Joe: So **heartbreaking** to see her losing all her **hard-earned** money. If you know her address, **jot it down** on this note. I have a **network of contacts** who can **pass** this issue **on** to the governor.

Emilie: Well; why don't you help me **bring my maternity leave forward** as long as you can reach the governor?

Joe: Oh! Not again! Why are you **sweating it out**? It's only a matter of weeks and you get the regular approval. I mean it isn't worth **putting** people **out** for the sake of such a minor issue.

Emilie: Minor issue! Huh! I shouldn't have asked you **in the first place**! Anyway; I'll **take matters into my own hands** and go to the governor myself.

Joe: Go for it!

Vocabulary:

burst into laughter/tears: to suddenly begin to laugh/cry.

cope with: to deal successfully with a difficult situation.

dips into: to spend part of a supply of money that you have been keeping or saving.

heartbreaking: (adjective) causing overwhelming distress; very upsetting.

hard-earned: (adjective) having taken a great deal of effort to earn or acquire.

jot down: to write something quickly on a piece of paper so that you remember it.

network of contacts: a group of people or organizations in different places who work together and share information.

pass on: to give, transmit, transfer, or deliver something.

bring forward: to reschedule something to an earlier date or time.

sweat it out: to endure or await something that makes one feel nervous, anxious, or distressed.

put someone out: to upset, irritate, or inconvenience someone.

in the first place: initially; originally; at the outset.

take matters into ones own hands: to do something yourself, because you are tired of waiting for somebody else to do it.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. People feel they are being cheated out of their cash.
2. I had to my savings to pay for the repairs.
3. The police were doing nothing about finding my car, so I decided to and look for it myself.
4. We need to this meeting at least two hours to accommodate the CEO's schedule.
5. Psst! I heard Jenny and Mike are getting back together, it!
6. Why didn't you tell me that you've decided to leave?
7. We don't want to anybody, but it's necessary for us to evolve our service as we go along.
8. He also has a who give him help when he needs it.
9. They said they would call me today to let me know if I got the job, so I've been since I woke up.
10. It must be really hard to three young children and a job.
11. It is (for him) that he cannot see his children.
12. I carry a notebook so that I can any ideas.
13. Unwilling to lose his filberts, and yet unable to withdraw his hand, he and bitterly lamented his disappointment.

1. hard-earned 2. dip into 3. take matters into my own hands 4. bring/forward 5. pass/on 6. in the first place 7. put/out 8. network of contacts 9. sweating it out 10. cope with 11. heartbreaking 12. jot down 13. burst into tears

Set 54 - I managed to carve a niche for myself

Michael: Charles! What a nice **coincidence**! Ten years passed like a flash. I'd like to **catch up on** your life since then.

Charles: Well! I don't know where to start. Anyway! After graduating, I practiced medicine for a number of years in London. I managed to **carve a niche for** myself as a specialist in network marketing, got married and settled down over there. Everything has been **running smoothly** and I'm quite satisfied. What about you?

Michael: Well! after **putting together** my CV and applying for jobs. I got a very tempting offer from an investment bank and accepted it. I was put on a **fast-track** scheme and was **moving up the ladder fast**.

However, as the excitement stopped, I **had a change of heart** and I felt I needed to get my priorities right. I decided that other aspects of my life should **take priority over** my work. I **handed in** my resignation and moved to the country.

Charles: Wow! You haven't changed a bit! Always taking bold decisions! You know what? I'll no longer go abroad and as from this moment I'm open to offers in New York.

Vocabulary;

coincidence: a situation in which things happen at the same time without planning.

catch up on: to learn about (recent events); to do something that you have not been able to do recently.

create a niche for oneself: to create a role or opportunity for yourself, especially at work, by doing a particular thing very well.

run smoothly: to work well, to develop without any problems, to go as planned.

put together: to create or organize something.

fast-track: a route or method which provides for more rapid results than usual.

move up the ladder: to become more and more successful or important.

a change of heart: a move to a different opinion or attitude.

take priority over: one thing is considered to be more important than something else.

hand in: to give something to an authority or responsible person.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The fight against inflation measures to combat the deepening recession.
2. She was going to sell her house but had a at the last minute.
3. The network is now that Bob plugged in the modems.
4. In time, he for himself as a television commentator.
5. They've introduced a system for brighter pupils which will allow thousands to take their GCSE exams two years early.
6. If you think you can do more than you are doing in your present position, you owe it to yourself to make the effort to
7. It was a that we chose the same week for vacation.
8. He reads the newspaper on Sunday mornings to the news.
9. Did you hand your application form in? I forgot to my test paper.
10. Please an outline of your plan and have it on my desk by Friday.

1. took priority over 2. change of heart 3. running smoothly 4. carved a niche 5. fast-track 6. move up the ladder 7. coincidence 8. catch up on 9. hand in 10. put together

Set 55 - It's a quite daunting task to narrow the list down

Albert: So which of these applicants do you think we should interview? They all seem to fit the **job description** quite well to me. It's a quite **daunting** task to **narrow** the list **down** to just one person.

Lisa: I agree. So, let's start by **taking up references** for these ten people.

Albert: OK then; I'll keep those who claim have shown **resilience** and comfortable with **taking responsibility**.

Lisa: Did you automatically eliminate the two who'd previously taken **industrial action** and those with an **appalling track record**?

Albert: One of them – I'd also heard rumors about his involvement in a **professional misconduct** case. He was certainly **relieved of his duties** under mysterious circumstances.

Lisa: That's right. So could we **pencil in** a meeting for considering the references? And then I'd better leave you and go and **clear my desk** before I go home.

Vocabulary;

job description: a list of the tasks and responsibilities involved in a job.

daunting: (adjective) making you feel slightly frightened or worried about your ability to achieve something.

narrow something down: to reduce the number of possibilities or options.

resilience: (noun) an ability to recover from or adjust easily to misfortune or change.

take responsibility: to accept something that it is your job or duty to deal with.

industrial action: an occasion when workers do something that is intended to force an employer to agree to something, especially by stopping work.

appalling: (adjective) shocking and very bad.

track record: a record of actual performance or accomplishment.

professional misconduct: unethical or unprofessional behavior that falls short of the ethical or professional standards, guides or codes of conduct.

relieve of duty: to dismiss; to sack; to lay off; To remove from a job or set of responsibilities.

pencil in: to arrange for something to happen on a particular date or

occasion.

clear one's desk: to remove everything from one's desk.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I'm the leader of this team and I full for any remaining errors.
2. We'll the dates for the next two meetings and confirm them later.
3. Let's it to just our very top choices, otherwise we'll never pick a place to go.
4. The country was faced with the prospect of overcoming four decades of division.
5. Sorting out everyone's social life isn't part of my
6. The car manufacturer is facing a threat of over plans to reduce pension benefits.
7. The chief of police has been in the wake of the investigation into departmental corruption.
8. Your table manners are - don't you know how to use a knife and fork?
9. This was a job I had thought about going for myself, but I'd decided against it considering my appalling when it came to interviews.
10. That idle employee was asked to and leave the building.
11. Trauma researchers emphasize the of the human psyche.
12. Bullying, misuse of others work, breaches of confidentiality and other forms of are all potential problems of online environments.

1. take/responsibility 2. pencil in 3. narrow/down 4. daunting 5. job description 6. industrial action 7. relieved of duty 8. appalling 9. track record 10. clear his desk 11. resilience 12. professional misconduct

Set 56 - He's doing a job swap with his opposite number

Megan: Did you know Jason in Germany at the moment? He's doing a **job swap** with his **opposite number** over there.

Frank: Wow, that's good! So, have you met the exchange person from Germany?

Megan: Yes, he's been to dinner a couple of times. He's so nice! Jason has informed me that after he gets back, he's open to offers in the States. **Just so you know** if you're interested.

Frank: Of course! I'd be so glad to take him in. We **could do with** someone with good German contacts. But we could really do with someone who could **take a post** before the end of the year.

Megan: That could **work out** perhaps. And he'd certainly be motivated to do well for you because he's so **keen to** stay here.

Frank: And do you think Jason can handle the **heavy workload** and the changing work environment?

Megan: Absolutely! It'd be easy for him to **stay the course!** I bet this position is a perfect chance for him to **realize his potential**.

Vocabulary;

job swap: when two employees in different departments "swap" or exchange jobs for a defined period of time.

opposite number: a person who has a very similar job or rank to you in a different organization.

Just so you know: a phrase we use when we are giving a piece of information that we are not obligated to give.

could do with: to benefit from; to want or need someone or something.

take a/the post: to get the job; to take the position; to take the job.

work out: to have a good or specified result.

keen to: (adjective) very interested, eager, or wanting (to do) something very much.

heavy workload: lots of tasks need to be done.

stay the course: to pursue a difficult task to the end.

realize one's potential: to perform to the utmost of one's abilities; to find as much success as is possible for one.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I wish you would your true instead of wasting your talents in this dead-end job.
2. If arranged wisely and cautiously, programs can save money, time and effort.
3. The CEO is meeting her at Fukuda Electronics to discuss a possible joint venture.
4. The teachers in our school are always complaining about their although they have three days off a week.
5. Things don't always that way. We have to figure out some other method.
6. We've got a vacancy in our department. If someone must, why can't it be you?
7. The paint on the walls is peeling. This flat a coat of paint.
8. She interviewed dieters who had failed to to find out why they had given up.
9. Nobody is joining the party! - You've never been kind to any of us.
10. They were very start work as soon as possible.

1. realize/potential 2. job swapping 3. opposite number 4. heavy workloads 5. work out 6. take the post 7. could do with 8. stay the course 9. Just so you know 10. keen to

Set 57 - It's literally backbreaking!

Stacie: Are you OK? You look **worn-out!** What's up?

David: Actually; I've **had enough of** my job. It's literally **backbreaking**.

Stacie: Oh dear! Sounds like you're struggling. Are you paid well?

David: Not really. I just get a **living wage**. And all the overtime is unpaid **let alone** working **unsocial hours** and doing **menial tasks**.

Stacie: You'll just have to **throw a sickie** from time to time.

David: Yes, I've considered doing that, but I'm afraid of **getting the sack** if I do. I feel there might **be** some **prospects for** me there eventually, even if I am just being used as **sweated labor** at the moment.

Stacie: Well, **with any luck** you'll eventually find that. You are well-known for your determination and perseverance.

David: I hope so. But they have a very **high turnover of staff** and it won't be the course.

Vocabulary

worn-out: (adj) extremely tired; exhausted.

have had enough: to have had as much of something as is needed or will be tolerated.

backbreaking: (adj) (of manual labor) physically demanding.

living wage: the minimum income necessary for a worker to meet their basic needs.

let alone: not to mention.

unsocial hours: work late at night, early in the morning, at weekends, or on public holidays.

menial tasks: tasks that take very little training, skill, or talent.

throw a sickie: to tell one's employer, truthfully or otherwise, that one is ill and unable to attend work.

get the sack: to get fired; to be dismissed suddenly from a job.

prospects: the possibility of being successful, especially at work.

sweated labor: people who work for long hours and very low pay in an unhealthy situation.

with any luck: used before describing an event or a result that you are hoping for.

high turnover: a high rate of losing and recruiting new employees.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. She's hoping the course will improve her career
2. Our budget is scarcely sufficient to pay people, buy any new equipment.
3. Do they feel women should remain in marriages because their jobs do not pay a?
4. Can you keep quiet for a sec? I have of your cute remarks.
5. Unstable employment and do not allow for the accumulation of experience.
6. The textile industry still relies to some extent on
7. Working is just one of the stresses and strains of the job.
8. I tried so hard to do a good job in Mrs. Smith's garden, but I anyway.
9. But hiring such people means that you have to pitch in and be willing to do the yourself.
10. we should get to Newcastle by early evening.
11. Paul was fired after he and went to watch a film.
12. These machines would relieve the peasants of their labour.
13. Even on Saturdays she was tired and with the cleaning, shopping, washing, ironing.

1. prospects 2. let alone 3. living wage 4. had enough 5. high turnover
6. sweated labor 7. unsocial hours 8. got the sack 9. menial tasks 10. With any luck
11. threw a sickie 12. backbreaking 13. worn-out

Set 58 - It's a foregone conclusion

Mike: It's a **foregone conclusion** that I will win this auction. I will make the highest bid and **take over** the firm **no matter the cost**. Why don't you enter into partnership with me? You won't regret it; **take my word for it**.

Bill: Well! I'm not sure if I want to invest in your business or not, but I'll give it some thought.

Mike: Don't be **reluctant!** I assure you that if we **join forces**, we are bound to **corner the market**.

Bill: The point is I'm still not quite sure what I'm going to do.

Mike: Look! **It's common knowledge** that I was able to **see off** all my competitors in a matter of months. I **grasped** the importance of being **on top of the game** by making **overwhelming** moves.

Bill: But opinions are divided as to whether you are **complying with** the tax regulations, and **it is my firm conviction** that stepping out of line will lead to serious **ramifications**.

Mike: Chicken!

Vocabulary;

foregone conclusion: a result that is obvious to everyone even before it happens.

take over: an act of assuming control of something, especially the buying out of one company by another.

no matter the cost: no matter what expense or difficulty is involved. at any price. regardless.

take my word for it: believe me because I am telling the truth.

reluctant: unwilling and hesitant; disinclined.

join forces: to combine efforts; act or work together.

corner the market: to be the most successful company at selling the product.

common knowledge: - something that is known to many people.

see off: to get rid of, to defeat.

grasp: to understand something, especially something difficult.

on top of one's game: to be performing extremely well in a sport, job, etc..

overwhelming: very great in amount; very strong.

comply with: to obey an order, rule, or request.

firm conviction: a strong belief or opinion.

ramifications: a complex or unwelcome consequence of an action or event.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I think I managed to the main points of the lecture.
2. I can't believe I got the hardest question right. I'm really at the today!
3. Don't worry if your baby seems a little to crawl or walk.
4. It is the of your Board that you should not become shareholders in a company with such an unsound strategy.
5. If these researchers are right, the of this continental shifting may also extend beyond the oceans and solid ground.
6. It was that several doctors at that hospital were incompetent.
7. We take pride in your courage to pursue truth
8. After graduation Jane with her sister-in-law to set up a restaurant.
9. The heat was and people were dropping like flies.
10. The factory was closed for failing to with government safety regulations.
11. The protestors insisted on camping in the street but the police finally them
12. After its bankruptcy, the firm has been by one of its main competitors.
13. Our party is gaining millions of votes. The result of the election seems to be a
14. These are the best power tools you can buy.
15. It is my that an example is particularly required at this moment to check a popular disturbance.

1. grasp 2. top of my game 3. reluctant 4. firm conviction 5. ramifications 6. common knowledge 7. no matter the cost 8. joined forces 9. overwhelming 10. comply 11. saw/off 12. taken over 13. foregone conclusion 14. Take my word for it 15. firm conviction

Set 59 - Your attention occasionally wanders in class

Teacher: I really appreciated the way you wrote your paper. But next time be sure to **run spell check** on it so that it looks even more **polished**.

Student: Thank you, sir! I appreciate your feedback and I 'll do my best to achieve full marks.

Teacher: Well; I insisted on seeing you in private to inform you that you've **shown marked improvement** this term and I'm clearly observing your **natural talent** in math. However, your **attention** occasionally **wanders** in class. Please **take note of** this point.

Student: It is a pity that sometimes my **concentration wavers**. As you always say 'there is always **room for improvement**'. But I find it hard to **learn** French vocabulary **by heart**.

Teacher: OK. I see that you're a **quick learner** but don't try to study them all at once. Just break them down into manageable chunks.

Student: One more thing. Sir! I've kept my word and stopped **playing truant**.

Teacher: **Music to my ears**.

Vocabulary;

run spell check: the act or process of using a spellchecker to identify possible misspellings.

polished: (adjective) refined, sophisticated, or elegant.

marked improvement: an obvious or noticeable positive change or difference in behavior or in a situation.

natural talent: an innate or inborn gift for a specific activity.

attention wanders: if someone's attention/mind, etc wanders, they start thinking about one subject when they should be thinking about a different subject

take note of: to give attention to something, especially because it is important.

concentration wavers: to lose strength, determination, or purpose, especially temporarily.

room for something: a possibility or hope that someone or something will improve.

learn something by heart: to learn something very thoroughly; to memorize something.

quick learner: someone who is able to learn a variety of things easily and quickly

playing truant: to stay away from school without leave or explanation.

music to one's ears: something that's very good to hear.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. You should careful what she tells you because she knows their strategy well.
2. Jane pretended to be sick because she was in trouble over
3. She doesn't have a but she makes up for it with hard work.
4. That must have been, Carlo, to hear how much they respect you.
5. It's always a good idea to once you've finished writing.
6. You don't have to these principles, we just want you to have a basic understanding of them.
7. Being a, he soon knew more than his instructors and began teaching classes himself.
8. I'm afraid my began to as lunch approached.
9. The survey demonstrated that was not the case and there is evidence that there's still improvement.
10. There was a in my health when I gave up smoking.
11. I decided to leave the show because I was bored and my started to
12. Peter very likely had acquired a more style of writing and speaking than seems to be presented in the Gospels.

1. take /note of 2. playing truant 3. natural talent 4. music to your ears 5. run a spellcheck 6. learn/ by heart 7. quick learner 8. concentration/waver 9. room for 10. marked improvement 11. attention/wander 12. polished

Set 60 - It was a really nice gesture

Marta: I heard that Will's **seeking permission** to stay in the states. Isn't he?

Dave: Yeah! He wishes to be **given a leave** to stay after 4 years of service. The visa authorities asked him to submit a detailed account of his work and personal life to examine his condition.

Marta: Oh! How about his surprise promotion party? How did it go?

Dave: Great. You should have seen his face; he was so **moved**. It was a really **nice gesture** for the company to **throw a party** for him like that. They really **wined and dined** us, even better the CEO **put in an appearance**! What about you? Why didn't you join us?

Marta: Oh, I was going to come, but then my friends **sprang a surprise** on me too that same night.

Dave: Did they? Was it a **special occasion**?

Marta: Yes, it was my birthday and they had **made arrangements** to invite lots of friends that I hadn't seen for ages.

Dave: Sounds great. Happy birthday, by the way.

Vocabulary;

seek permission: to request or ask for allowance to do something.

a leave: (noun) time allowed away from work for a holiday or illness.

moved: (adjective) having strong feelings of sadness or sympathy, because of something someone has said or done.

nice gesture: something that you do to communicate your good intentions towards someone.

throw a party: to put on or hold a social gathering.

wine and dine: to entertain with good food.

put in an appearance: attend an event briefly, especially as a matter of courtesy.

spring a surprise: to do, ask, or say something that is not expected.

special occasion: an important day or event.

make arrangements: to plan or prepare for someone or something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. We have to open our eyes very well so that we leave no chance for our enemy to on us.
2. Most consumers either clearly linked semi-dried tomato exposure to a, or were very regular consumers.
3. We preferred to go on foot but your offering to drive us there was a very
4. I've asked if I can take a week's unpaid but the director was not affirmative.
5. They're throwing a party to introduce their nephew to the neighbors.
6. They wine and dine clients in festive tents, promoting their image of achievement and success.
7. When she told me about her daughter's death, I was too even to speak.
8. We're making arrangements to have the faulty equipment repaired next week.
9. I felt like I had to at the staff party, but I only stayed for three hours.
10. Today's court case is to to convene meetings with shareholders.

1. spring a surprise 2. special occasion 3. nice gesture 4. leave 5. throwing a party 6. wine and dine 7. moved 8. making arrangements 9. put in an appearance 10. seek permission

Set 61 - Politicians are clearly cut from the same cloth

James: Plans to extend the airport went ahead, despite **passionate entreaties** from local residents.

Bill: Our local governor is a **vociferous** defender of the environment. Nonetheless, I **take issue with** some of the points made in his last speech.

James: As a matter of fact this guy is doing a good job and his popularity is rising these days but the government has to leak some stories to the press in order to **gauge public reaction**.

Bill: The speech has **excited speculation** that the governor may be about to **step down**. Politicians are clearly **cut from the same cloth**. They are so **artful** and tricky.

James: Yeah; they always **scratch the surface** in their talks.

Bill: You mean it was just a **throwaway comment**.

James: Undoubtedly.

Vocabulary;

a passionate entreaty: an attempt to persuade someone to do something.

vociferous: (adjective) expressing or characterized by vehement opinions; loud and forceful.

take issue with: to disagree with; to challenge.

gauge public reaction: to make a judgment about people's feelings.

excite speculation: to make rumors circulate.

step down: to withdraw or resign from an important position or office.

cut from the same cloth: to be of the same nature; similar.

artful: (adjective) clever or skillful, especially in a crafty or cunning way.

scratch the surface: to deal with only a small part of a subject or a problem.

margin: something that makes a particular thing possible, such as an extra amount of money, time, etc.

a throwaway comment: a remark that someone says without thinking carefully and is not intended to be serious.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. All the payments we've made have hardly scratched the surface of the amount we borrowed.
2. The Prime Minister has been a opponent of the expansion, which was approved under the previous government.
3. They allow an additional safety of five minutes between planes.
4. Some politicians have realized that there are more ways of subduing people than shooting or jailing them.
5. She was very upset at what to him was just a
6. The scandal forced the minister to without making any comments.
7. President Franklin Roosevelt occasionally used polls to to various public policy directions.
8. It's often said that London critics are all: that they are white, male, middle-aged and middle-class.
9. I parents who push their children too hard.
10. Two merger announcements about further takeover action.
11. She refused to become involved with him despite his

1. scratched the surface 2. vociferous 3. margin 4. artful 5. throwaway remark 6. step down 7. gauge public reaction 8. cut from the same cloth 9. take issue with 10. excited speculation 11. passionate entreaties

Set 62 - leisurewear about to hit the high street

Reporter: How did you get into the fashion world?

Jessie: As a matter of fact, ever since I was a child, I've loved reading **glossy** magazines, looking at the photos and finding out what's in fashion.

Reporter: And as you grew up, did you buy **designer label** clothes or **high-street fashion**?

Jessie: I actually loved watching fashion shows on TV, especially when Paris designers launched their new collections.

Reporter: And now you are the one showing us the **new season's look** and **setting the trend**!

Jessie: That's right. I still can't quite believe it.

Reporter: So what should we be wearing this year?

Jessie: Well, there is a **stunning** range of new leisurewear that would for sure **take the market by storm**. It's based on the new adventure influenced trend. And it's going to be comfortable to wear too.

Reporter: Impressive. So, have you ever yourself been a **fashion victim**?

Jessie: Honestly; I've worn some **excruciatingly** uncomfortable previously, so I'm happy to report that flat shoes are definitely **back in fashion**!

Vocabulary;

glossy: (adjective) superficially attractive, stylish, and suggesting wealth.

designer label: a famous company that makes expensive clothes, bags, etc.

high-street fashion: the clothing you can buy on the high street in ordinary towns and cities.

season's look: the time in each year when new styles of clothes, hair, etc. become fashionable.

set the trend: to do something that becomes accepted or fashionable, and that a lot of other people copy.

stunning: extremely beautiful or attractive.

take the market by storm: to be instantly successful, to make a big impact in a market.

fashion victim: someone who always wears very fashionable clothes even

if the clothes sometimes make them look silly.

excruciatingly: (adverb) in a way that is extreme and difficult to bear.

back in fashion: becoming fashionable again; popular again.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Although I'm not a big proponent of long hair, but it is back in fashion for men. And as a barber I have to comply with the desires of my customers.
2. You can't reach Steven right now. He is obsessed with a TV series.
3. Most large retailers develop and deliver their brand image on the basis of the brands that they sell.
4. Mike is a master designer. He makes the most evening dresses.
5. The performance was embarrassing and the actors had to get off stage.
6. If you are looking for new things, follow Berlin's wandering around Nanna Kuckuck's boutique.
7. Mr. Cox argues that no - one has yet delivered a model to
.....
8. This was the first large group of simple articulated locomotives in America and for the development of future high horsepower engines.
9. The fashion business moves so quickly that nobody can remember last
.....
10. Our aim is to make this one of the world's great

1. back in fashion 2. glossy 3. high street fashion 4. stunning 5. excruciatingly 6. fashion victims 7. take the market by storm 8. set a trend 9. season's look 10. designer labels

Set 63 - They are making commuters' lives a misery

Interviewer: Sir; it is being reported that serious problems are facing commuters downtown. **Packed** trains, fare rises, and train strikes. What **measures** is the government planning to **take in this respect**?

Minister: Well, we're working on investing in **infrastructure** and to providing more convenient transport services and the projects are going to **take shape** in a matter of weeks.

Interviewer: So; how about traffic jams? They are **making commuters' lives a misery**. Commuters who drive also seem to be facing increasing difficulties, such as **road closures** and **detours** which in turn cause **lengthy tailbacks** and **bring traffic to a standstill**.

Minister: Everything is on the table. We are trying to ease traffic congestion in big cities by restricting private car use, encouraging **carpooling** programs and **park-and-ride schemes**. We aim to improve air quality by reducing traffic.

Vocabulary;

packed: (adjective) completely full.

in this respect/regard: refer back to an idea expressed in the previous statement.

take measures: to take action in order to deal with a situation.

infrastructure: the basic systems and services, such as transport and power supplies, that a country or organization uses in order to work effectively.

take shape: to assume a distinct form; develop into something definite or tangible.

make one's life a misery: make somebody's life very unpleasant or difficult.

road closures: blockings that prevent people from using the road.

detours: a long or roundabout route that is taken to avoid something or to visit somewhere along the way.

lengthy tailbacks: a long line of vehicles that have stopped or are moving only very slowly, because of an accident or other problem on the road in front of them.

bring sth to a standstill: to cause a process or a job to reach a point at which it must stop.

carpooling: the activity of people travelling together in a car, especially to work or school.

park-and-ride: a system for reducing urban traffic congestion, in which drivers leave their cars in car parks on the outskirts of a city and travel to the city centre on public transport.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. It is a long-term task to rebuild the of a war-torn country such as Angola.
2. The train was so that I couldn't find a seat.
3. There is a shortage of skilled labor in this city. Decision makers should do something
4. A new system has been introduced to cut traffic queues.
5. saves on travel expenses and efficient in terms of reducing pollution.
6. A sudden reduction in funding our research to a
7. Yesterday there was a four-mile on the main road into the city after a crash.
8. After being sick of waiting in traffic congestions, he had made a to a café.
9. State highway agencies have used full successfully on a variety of project types ranging from full-depth reconstruction to bridge joint replacement with guardrail enhancements.
10. Tom has been ever since he found out I'd snitched on him to the boss about taking office supplies.
11. The plan to steal rocks from the surface of Mars is
12. We will to reduce noise levels in the factory.

1. infrastructure 2. packed 3. in this regard 4. park-and-ride 5. Carpooling 6. brought/standstill 7. tailback 8. detour 9. road closure 10. making my life a misery 11. taking shape 12. take measures

Set 64 - who is left to carry on the legacy?

Presenter: How did you get started in soccer?

Mike: Well I grew up in Florida which was a soccer **hotbed**. Personally I wasn't only really into soccer but a talented and passionate player. I realized pretty soon that soccer could **take me somewhere**.

Presenter: Who were some soccer **role models** you **looked up to** when you were coming up?

Mike: Hmmm. Pele, Maradona, Joey Best, Dennis Bergkamp, and Cobi Jones to name a few.

Presenter: Can you share with us any lessons you learned from soccer that you could later apply to life **off the pitch**?

Mike: Appreciating and **getting along with** other people. You have to get along and learn to **adjust to** a large variety and background of people.

Presenter: What do you think we need to do to increase soccer interest in this country?

Mike: We need to focus on promoting younger players. I think if they could get the youth system doing better and connect them with the older players. It's also great **bringing over** Beckham and Renaldo--but once they leave who is left to **carry on** the **legacy**?

Vocabulary;

hotbed: a place or situation where a lot of a particular activity is happening or might happen.

take someone somewhere: to make progress.

role model: a person looked to by others as an example to be imitated.

looked up to: to have a great deal of respect for (someone).

off the pitch: when players living their normal lives away from sport.

get along with: to have a harmonious or friendly relationship.

adjust to: to adapt or conform oneself to new conditions or regulations.

bring over: to take someone or something from one place to the place where someone else is.

carry on: to continue to do or be involved with something.

legacy: a situation that has developed as a result of past actions and decisions.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. His career was successful, but it was his life off the pitch which started to overshadow his performance on the pitch.
2. I'll my holiday photos when I come.
3. The success of the Olympic Games left a lasting of benefit to the city.
4. Dianne is the family tradition by becoming a lawyer.
5. Some brothers and sisters well, while others fight like cats and dogs.
6. A father is a for his sons. It's ridiculous to misbehave before them.
7. The kids really their coach who made endless efforts to train them well.
8. The tragedy in Syria, and the actual division in Iraq, did not affect the lives of millions of innocent people only, but also turned the region into a of instability.
9. As a teacher you have to your methods to suit the needs of slower children.
10. Setting a definite set of goals and sticking with them is sure to you

1. off the pitch 2. bring/over 3. legacy 4. carrying on 5. get along 6. role model 7. look up to 8. hotbed 9. adjust 10. take / somewhere

Set 65 - you'll be up and about in a few days

Doctor: What can I do for you, Mr. Johnsons?

Patient: Well, I've been **running a temperature** for the last couple of days. I'm clearly **coming down with** a cold. It's very irritating. I **feel down** all day and I can't concentrate on my work.

Doctor: Hmm. Let's take a look. Yeah right; I don't think it's anything serious. You seem to be **over the worst of it**.

Patient: Well; my colleagues advised me to be active so that I **keep my mind off the symptoms**. I did try to **go about my work** but the symptoms **knocked me down**. My joints are killing me and I've been lying on the sofa as if I was **at death's door**!

Doctor: No worries! You're **on the mend** and you'll be **up and about** in a short while. Take these pills twice a day. If your pain persists, come back in two days.

Patient: How about the aches and pains in my neck? Isn't there any medicine to ease them?

Doctor: **Rest assured** that your pain will disappear right after taking the pills. Just relax.

Vocabulary;

run a temperature: to be suffering from a high temperature.

come down with: to begin to suffer from (a specified illness).

feel down: to feel depressed or unhappy.

over the worst of something: to be on the road to recovery, improvement etc.

keep my mind off something: to stop you from worrying or thinking about a problem or pain.

go about: to begin or to carry on with an activity; to undertake something in a particular way.

knock down: to overwhelm; to thrust someone or something to the ground by hitting.

at death's door: extremely ill or very close to death or total destruction.

on the mend: healing or getting well; improving in health.

up and about: no longer in bed (after sleep or an illness).

rest assured: To be certain or confident (about something).

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I think I've started running a Maybe I should go lie down.
2. There are many parts of the environment that are now at due to the effects of pollution.
3. The surgery went very well, and the doctor is optimistic that she'll be soon.
4. The force of the blast us
5. Every member of our team has over 20 years of experience, so you can that your investment portfolio is in good hands.
6. David had a rough week of it with the flu, but he's on now, thank God
7. James hasn't fully recovered from his injury but he's over the
8. I each time I have to leave home in the morning. I hate my job, obviously.
9. The good thing about running is that it takes my any problems I have.
10. Your application could take weeks if you don't it in the right way.
11. Susan with a bad cold and had to cancel her trip.

1. temperature 2. death's door 3. up and about 4. knocked / down 5. rest assured 6. the mend 7. worst of it 8. feel down 9. mind off 10. go about 11. came down

Set 66 - drags the novel's name through the mud

Sally: Hanson's films always **appealed to** me but this one, based on a novel called Fahrenheit 451 by Ray Bradbury, is an **utter** failure. In spite of the all-star cast, the film just didn't hold my attention.

George: Well; Ray Bradbury was **the giant of** science fiction and fantasy. Yeah; I read that novel when I was a college student, and it **made a lasting impression** on me. It **fired my imagination** and **awakened my interest in** science fiction.

Sally: What's wrong with that film is that it simply failed to create the atmosphere of loneliness and emptiness of life in the future where people fail to lead meaningful conversations, drive very fast, and watch **excessive** amounts of television on wall-size sets.

George: I was fascinated by the way novel **portrayed** how people could be easily **overwhelmed** even by the task of reading due to the loss of the ability of concentration. The author **made it clear** that technology played an important role in the social **decline** of reading.

Sally: What a waste! The way this film was put together **drags the novel's name through the mud**.

Vocabulary:

appeal to: to interest or attract someone.

utter: (adjective) complete or extreme.

to be the giant of/in: a person, either real or imaginary, who is extremely large and strong, or a very large or powerful organization.

make a lasting impression on: to make people notice and admire you.

fire one's imagination: to make someone feel very interested in something and excited about it.

awaken one's interest in something: to cause someone to develop an interest in something.

excessive: (adjective) more than is necessary, normal, or desirable; immoderate.

portray: to represent or describe someone or something in a painting, film, book, or other artistic work.

overwhelmed: (adjective) to be overpowered or overcome, especially with superior forces; destroyed; crushed.

make something clear: to make something easier to comprehend; to help

one understand something.

decline: (noun) when something becomes less in amount, importance, quality, or strength.

drags sb/sth's name through the mud: to damage someone's reputation by doing extremely insulting things to them.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. We are glad to announce a in the number of unemployed.
2. Exceptional and mature journalism will be appreciated but those who drag our good name through careless reporting will be shown the exit.
3. Mr. Friel made it that further insults of this kind would not be tolerated.
4. It's a program designed to mainly to 16 to 25-year-old.
5. Sightseers may be a little by the crowds and noise.
6. The writer life in a small village at the turn of the century.
7. The talk of treasure and lost cities had their imaginations.
8. The aim of the cruise was to awaken an in and an understanding of foreign cultures
9. It's a performance that's sure to make an on the judges.
10. The merger makes them a in the publishing business.
11. They complained about government intrusion into their legitimate activities.
12. These proposals are nonsense. How on earth can we implement the project in 2 weeks.

1. decline 2. through the mud 3. clear 4. appeal 5. overwhelmed 6. portrays 7. fired 8. interest 9. impression 10. giant 11. excessive 12. utter

Set 67 - Some will be prepared to cut through the red tape for you

James: It is becoming more difficult to obtain permission to build a house as the government has introduced new legislation which has **tightened controls**. It can take quite some time after **putting in an application** for permission to be given.

Mark: Yeah! It's kind of a **sticky situation**. This is because the planning officers have to ensure that your plans do not **violate the regulations** relating to building in your area. Mind you some planning officers are more **vigorous about exercising authority** than others. You don't want to end up **empty-handed** after all. Some will be prepared to cut through **the red tape** for you.

James: Well; I'll **bring you up to speed on** this matter day by day. **If the worst comes to the worst**, I might ask you to **show your teeth**.

Mark: Let's not **jump the gun**. Most of the officers are cooperative as I've just said. However, if anything goes wrong, I'll **be at your side**.

Vocabulary;

tighten controls: to make a rule, system, or law stronger and more difficult to ignore.

put in an application: to submit an official request for something, usually in writing.

sticky situation: a particularly awkward, embarrassing or difficult situation or circumstance

violate the regulations: to break the rules.

vigorous about: (adjective) full of energy, enthusiasm, or determination.

exercise authority: If you exercise something such as your authority, your rights, or a good quality, you use it or put it into effect.

red tape: excessive bureaucracy or adherence to official rules and formalities.

bring someone up to speed on: to give them all the latest information about something.

If the worst comes to the worst: if the most serious or difficult circumstances arise.

show one's teeth: to demonstrate or use one's power or authority in an aggressive or intimidating way.

jump the gun: to act before the proper or appropriate time.

at someone's side: supporting someone, or remaining loyal to them
empty-handed: (adjective) having failed to obtain or achieve what one wanted.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Up until now the police have been very patient with the strikers, but today they really showed their
2. The family will be at her throughout the trial.
3. I probably jumped the gun with announcing our engagement before everyone was there, but I was just too excited.
4. Alice put in an for college but she is yet to get the response.
5. Delegates from the warring sides held a new round of peace talks but went away
6. If the worst comes to and your supplier goes into liquidation, you may be able to get compensation.
7. I guess I should bring you up on what's been happening since I came to see you yesterday.
8. State institutions are corrupt to the core. It's impossible to cut through the red without bribes.
9. Through the mechanisms of corporate governance, shareholders and their boards of directors exercise over the executives of publicly held corporations.
10. She is energetic and about her goals, she continues to put forth constant effort toward her vision
11. James was caught in the act of exceeding the speed limit and was fined for traffic regulations.
12. I'll be in quite a sticky situation if I arrive at the train station and don't have enough money for the tickets!
13. The government moved to the rules on toxic substances in the air.

1. teeth 2. side 3. gun 4. application 5. empty-handed 6. the worst 7. to speed 8. tape 9. authority 10. vigorous 11. violating 12. tighten

Set 68 - Renewable energy can make the difference

Presenter: Sir; how serious is the issue of climate change?

Scholar: Well; the changing **weather patterns** across the world are truly concerning **and extreme weather conditions** are getting very common. Parts of Europe which used to be cooler now experience intense, **searing** heat, and temperatures **soar** above the average. Other areas suffer widespread flooding, droughts, **blizzards** and **heat waves** on a regular basis.

Presenter: So what can people do in the face of this **irreversible climate change**?

Scholar: It's indispensable to reduce our **carbon footprint** by flying less, and buying local produce. Governments can also consider **imposing carbon tax** on companies that burn fossil fuels and offering **incentives** to encourage **eco-friendly** design in architecture.

Interviewer: What about carbon vehicle emissions?

Scholar: We can buy a **hybrid car**, develop alternative energy sources for homes, **solar heating** for instance, and build more **offshore** wind farms. **Renewable energy** can **make the difference**.

Presenter: Thank you for giving up your time for this interview.

Vocabulary;

weather pattern: weather that is the repeated or regular way.

extreme weather: unexpected, unusual, severe, or unseasonal weather.

searing: (adjective) increasing rapidly above the usual level.

blizzard: a severe snow storm with strong winds.

heat wave: a period of days during which the weather is much hotter than usual.

indispensable: (adjective) absolutely necessary.

carbon footprint: a measurement of the amount of carbon dioxide produced by the activities of a person, company, organization, etc.

impose a tax: to set an amount of money that has to be paid.

incentive: (noun) a thing that motivates or encourages someone to do something.

eco-friendly: designed to do the least possible damage to the environment.

hybrid car: a vehicle with an engine that uses both petrol and electricity.

solar heating: refers to the renewable energy system that collects energy

from the sun.

offshore: (adjective) away from or at a distance from the coast.

renewable energy: energy that is produced using the sun, wind, etc., or from crops.

make a/the difference: to improve a situation (a lot).

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. We have partnered with nearby farms, hoping to reduce the carbon of our delivery trucks.
2. With sky-high energy prices and increased demand for energy, developers are taking another look at tidal power.
3. Temperatures will remain above seasonal norms in Southern California on Saturday as gradients relax.
4. Solar systems used for heating water implement collectors for capturing the sun's rays.
5. The vehicle is largely being outpaced by more advanced electric vehicles, as well as internal combustion engines.
6. Putting up some new wallpaper has made all the to the place.
7. Using detergents is the least we can do to save the environment.
8. conditions made the main roads almost impassable.
9. There is little for people to leave their cars at home when public transport remains so expensive.
10. Frequent heat this summer has killed half of the animals in the farms.
11. There is evidence that human activities such as agriculture and industry have modified patterns.
12. His long experience at the United Nations makes him to the talk.
13. Most players were immediately out of breath as the race took place in the heat.

*1. footprint 2. renewable 3. offshore 4. heating 5. hybrid 6. difference
7. eco-friendly 8. Blizzard 9. incentive 10. waves 11. weather 12.
indispensable 13. searing*

Set 69 - credibility can be established through word-of-mouth

Michael: Are we talking about defending the company against a **hostile bid**? Or **promoting its image**?

Jenny: Well, both really! You already have some kind of **share bonus scheme**, I suppose? Giving our employees shares as **incentives** for good performance.

Michael: Yeah; this is not just rewarding them but making them shareholders – making them loyal to the company. They know if there's a **takeover bid**, they can do something about it. They will **by all means hang on to** their shares.

Jenny: I think we should propose it to the board. The new plan also promotes the elimination of any **discriminatory** hiring practices by employing people on the basis of ability and potential.

Michael: Great! Our main target must be bringing value to consumers. When customers recognize **the merit of** our products, our **brand credibility** can be established through **word-of-mouth**. We shouldn't spend money on advertising. Instead, we devote our time into providing quality products that people trust and would willingly **create buzz** for.

Vocabulary;

a hostile bid: a situation in which one company offers to buy another company whose owners do not want to sell it.

promote the company image: to seek positive public perceptions of the company.

share bonus scheme: an incentive scheme where employees receive a bonus on meeting allotted sales targets.

a takeover bid: an offer or attempt to take control of a company by buying enough of its shares to do this, or the amount of money offered.

by all means: without fail; certainly.

hang on to: to detain someone or something; to persist.

discriminatory: (adjective) unfairly treating a person or group of people differently from other people or groups of people.

the merit of: the quality of being good and deserving praise.

brand credibility: the trustworthiness and believability of a brand's product or service.

word-of-mouth: given or done by people talking about something or telling people about something.

create buzz: to draw positive attention and interest in something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. He criticized what he called their immigration policy.
2. A word-of-mouth recommendation is probably the best form of advertising.
3. Establishing a webpage is a must-have before reporters Google the company and find something that undermines the pitch or the brand's
4. The new Google glasses are generating a lot of on the internet.
5. Brierley's book has the of being both informative and readable.
6. The two groups have opened talks about joining forces to head off a \$48bn bid from a fellow French oil group.
7. If the writer feels strongly about including drawings, citations, and explanations, then by all include such material.
8. Please on to Tom if he's still there. I need to talk to him.
9. For other companies, offering stock to employees can be part of a broader effort to improve employee relations (all types of companies) and promote the company's internally.
10. Often, the more measurable a business, the more they use profit share schemes.

1. discriminatory 2. word-of-mouth 3. credibility 4. buzz 5. merit 6. hostile 7. means 8. hang 9. image 10. bonus

Set 70 - I'm considering supplementing my income

Jack: I'm struggling to **cover** college **expenses**. And I'm considering **supplementing** my income by getting some kind of part-time work.

Sally: Brilliant idea! It will be great if you can manage to find a job that is relevant to your ongoing studies. Studying and then properly implementing what you've learned will aid you a lot in your future career. Plus, you will **make** smart **connections** with people working in the same industry as you.

Jack: Of course, I'm trying to work in the same domain as my major. But I'm afraid that my commitment to my job may **interfere with** my learning performance which is my **number one priority**. Work can also **rob me of** my relaxation time. You know we need to **recharge our batteries** to function properly.

Sally: Undoubtedly! Unless you are able to handle the stress, you'll end up **burned out**.

Jack: Well; I'd better **get my act together** and **get into gear**. I clearly have to **fire on all cylinders** to keep moving forward.

Sally: Best of luck!

Vocabulary;

cover expenses: to pay all the costs or expenses of an activity.

supplement: to add an extra element or amount to.

make connections: to get to know the people who can help you.

interfere with: to stop or slow (something).

number one priority: the most important thing to do or think about.

rob someone-something of something: to deprive something from someone or something.

recharge one's batteries: to regain one's strength and energy by resting for a time.

burned out: (adjective) ill or very tired from working too hard.

get one's act together: to start to organize yourself so that you do things in an effective way.

get into gear: to start working or doing something in a more energetic and effective way.

fire on all cylinders: to work or function at a peak level of performance.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Leaders of the independent republic, therefore, turned to foreign nations for loans to the expenses of government.
2. The automated messaging process is firing on all now that we've solved the bouncing issue.
3. I really need to get in gear and finish writing this paper—it's due tomorrow!
4. Angie could be an excellent photographer, if only she could get her together.
5. By the age of 25 she was completely and retired from the sport.
6. We took a nap after work to recharge our before going out dancing.
7. He really me of my dignity with the way he chastised me in front of everyone.
8. Education is our number one after getting people to safe locations.
9. The drug might with a child's physical development.
10. Buying food from local farmers and producers is a way to socialize and make
11. Soldiers in both countries their incomes with payoffs from drugs exporters.

*1. cover 2. cylinders 3. gear 4. act 5. burned out 6. batteries 7. robbed
8. priority 9. interfere 10. connections 11. supplement*

Set 71 - you don't have a care in the world

John: I don't believe I'm in my seventies. I don't really feel my age except for the **occasional twinge**. But I admit that I can sometimes be a bit of a **grumpy** old man.

Bill: No wonder! You lead quite a comfortable life. You didn't have to **toil and moil** to support a family. Apparently; you **don't have a care in the world**. Do you?

John: Seriously! I'd already **had my share of** hard work. Looking back I was completely **penniless** but those days are only a **hazy memory** now. You're a **lifetime friend** and you know very well that I **went through thick and thin** to make my fortune. Anyway; How are you doing these days?

Bill: Right now; I'm looking after my grandchildren because their parents are out most of the time. They always have my **undivided attention**. In fact, I can't let them **out of my sight**.

John: Oh! Since my grandchildren left to Spain, I have been **going over** the photo albums which are full of pictures that **rekindle memories**. They are of great **sentimental value** to me.

Vocabulary;

twinge: a sudden, sharp localized pain.

grumpy: (adjective) bad-tempered and irritable.

toil and moil: to work hard; to drudge

have one's share of: to have a sufficient amount of something.

penniless: (adjective) having no money; very poor.

hazy memory: a hazy memory is one that you cannot remember well.

a lifetime friend: a person you feel so close to that you think you'll be friends forever.

go through thick and thin: through good times and bad times.

undivided attention: to be the sole thing that one is focused on.

out of sight: too far away to be seen.

go over: to examine or look at something in a careful or detailed way.

rekindle: to make someone have a feeling that they had in the past.

sentimental value: the value of an object deriving from personal or emotional associations rather than material worth.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. But I can imagine that a co-worker would have an outsize impact on my mood.
2. Everybody is looking for you. Try to keep out of for the time being.
3. The drastic cuts come a week after Aldershot were wound up and fears for several Fourth Division clubs facing closure.
4. It's a cheap ring but it has great value for me.
5. Forensic scientists are going the victim's flat in a search for clues about the murderer.
6. He was broke, stranded, and, and pleaded with Mum to send him his return fare money.
7. OK, now that your sister's asleep, you have my attention—tell me what happened earlier.
8. Our company has survived through thick and, and we'll be able to get through this ordeal as well.
9. A beautiful friendship was found and nurtured developing into a friend that I wouldn't give up on no matter what difficulties or disturbances came up between us.
10. Helen had a memory of Lucie being in the emergency room with her, but she couldn't quite piece it together.
11. That little girl is just eight years old, and she's already had her of hardship.
12. I shall have to toil and all my days, with only little bits of fun now and then, and get old and ugly and sour, because I'm poor and can't enjoy my life as other girls do.
13. George felt a of pain in his ankle from when he had slipped on the ice.

1. grumpy 2. sight 3. rekindle 4. sentimental 5. over 6. penniless 7. undivided 8. thin 9. lifetime 10. hazy 11. share 12. toil 13. twinge

Set 72 - He'll grow out of it

Wendy: I need your help Richard regarding time management. Every morning I spend ages just standing in front of the wardrobe and try to **settle on** what to wear. It's just such a waste of time, especially as I end up putting on the same thing again and again.

Richard: Okay. **Straight up**, Wendy. I recommend you completely recognize your wardrobe. **Set aside** ten minutes one day, make a list of your five favorite outfits, and hang them all together.

Wendy: Perfect. Still I have this friend who won't let me **get off** the phone. I waste lots of time listening to her telling me every single problem she has. How to handle this issue as well?

Richard: Well; say you would love to chat but you can't right now and you'll ring back another time. Or say you're **pressed for time** and you've only got five minutes and mean it.

Wendy: One last point. My husband expects me to help him to find whatever he can't find even if I'm **in the middle of** something important. I spend too much time helping him, and not **getting on with** what I'm supposed to be doing.

Richard: Well! Never drop what you're doing and go to help. If he shouts at you from another room, pretend that you don't hear him. Over time, he'll **grow out of** it and learn how to find stuff himself.

Vocabulary;

settle on: to make a decision between two or more people or things after not being certain which to choose.

straight up: truthfully; honestly.

set aside: to reserve or save something for someone or for a later use.

get off: to leave; to depart.

pressed for time: in a hurry.

in the middle of: in the process of doing (something).

get on with: to start or continue doing something, especially work.

grow out of: if someone grows out of a habit, they stop doing it, because they are older or wiser.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Just as people feel sorrow about the opportunities they have forgone , they may also suffer regret about the option they on.
2. He wants to join the army when he leaves school, but I hope he'll out of the idea.
3. If you make some coffee I'll on with the washing up.
4. I was in the of typing when Robert rang. It was infuriating!
5. A microwave oven can be a real lifesaver when you're for time.
6. We have to off early in the morning before the traffic gets heavy.
7. I recommend you set your bonus as a rainy-day fund for the future.
8. up, I don't think it's a good idea to sell the house. You can't take such a risk.

1. settle 2. grow 3. get 4. middle 5. pressed 6. get 7. aside 8. Straight

Set 73 - Take the sting out of our adversities

Jim: I do **have difficulty** managing the money. I feel I'm always **running short of** it. In fact, the thought of it is a **pain in the neck**. Do you consider yourself good with money?

Edward: Well; on the whole I do actually. I never **go overdrawn**, I pay off my credit card . I never run out of cash. I think I'm well-organized, **money-wise**.

Jim; Lucky you! I wonder why some people link their happiness with money? I mean what difference does it make if you have tons of money and you're sick. If you win the lottery today, how long can that **glow** last? A month?

Edward: I guess so far none could have **unraveled the mystery** of happiness. Obviously it doesn't make any sense to be truly happy if you live in poverty. But suppose your car breaks down, and you don't have enough money to fix it, that's stressful. So having a **dependable** and **disposable** amount of money helps **take the sting out of** our adversities.

Jim: I suppose!

Vocabulary

have difficulty (doing): unable to do something as a result of lack of knowledge or ability.

run short of: to have too little of something.

pain in the neck:

go overdrawn: to spend more money than you have in your account, and so you are in debt to the bank.

money-wise: concerning money.

glow: (noun) the state of happiness, positivity and attractiveness.

unravel the mystery: to resolve the intricacy, complexity, or obscurity of; to clear up.

dependable: (adjective) trustworthy and reliable.

disposable: (adjective) (chiefly of financial assets) readily available for the owner's use as required.

take the sting out of: to makes a bad situation less unpleasant.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Ted was a sturdy and full-back who could be relied upon to play on either flank.
2. It'll be easier money-..... if you save a good portion of your income.
3. A young mother has flown to Iceland to the mystery of her husband's disappearance.
4. She felt a warm of satisfaction after winning the race.
5. In view of the high local income, the potential for an evening dining-out market is clearly high.
6. The new policy of shorter working hours will serve to take the out of the pay cut.
7. You'll pay some hefty bank charges if you go without permission.
8. Jim is an eccentric and abnormal person. It's a pain in the sharing a room with him.
9. The city was under siege and began to run of food.
10. If you have sleeping at night, avoid taking catnaps during the day.

1. dependable 2. wise 3. unravel 4. glow 5. disposable 6. sting 7. overdrawn 8. neck 9. short 10. difficulty

Set 74 - rewind the tape of your memory

Emily: I'm finding it hard to deal with my kids. They are lazy, **entitled**, and they act in **self-serving** ways. The kids today are without doubt worse than kids in the past.

Mary: Are they? **No offense**, Emily; but **the apple doesn't fall from the tree**. Why don't you **rewind the tape** of your memory? Or it might have got **rusty** over time.

Emily: Don't be sully! I do remember that I was a bit **idle** like I **couldn't be bothered walking** to the TV to change the channel if the remote control was lost or **out of my reach**. But, I'm **nowhere near** my kids. At least I was intelligent and I loved to read books.

Mary: Come on! You're using your current self to make judgments and evaluations of kids. You don't really have objective knowledge for how **well-read** kids were when you were a child. Your memory is **messing with** you.

Emily: Not at all! **I've a memory like an elephant**.

Mary: You mean **you've a memory like a sieve**.

Vocabulary;

entitled: (adjective) feeling that you have the right to do or have what you want without having to work for it or deserve it, just because of who you are.

self-serving: (adjective) working or acting for your own advantage.

no offense: do not be offended.

the apple doesn't fall from the tree: a person is not far off from how their parents are.

rewind: to go back, or to make something go back, to an earlier time.

rusty: (adjective) impaired by lack of recent practice.

idle: (adjective) lazy and not willing to work.

can't be bothered (doing/to do): to be too lazy or tired to do something.

out of one's reach: at a distance at which someone or something cannot be touched or grasped.

nowhere near: completely unlike; not at all similar.

well-read: (adjective) having a lot of knowledge from reading widely; knowledgeable.

mess with: to bother or interfere with someone or something; to confuse.
to have a memory like an elephant: to have a very good memory.
to have a memory like a sieve: to forget things easily or quickly.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. No, but this cheese tastes like rubber.
2. Mom has a memory like an, so ask her what Joe's phone number is.
3. He was with his bike and then he couldn't fit the parts back together.
4. Although Jack stopped his studies at 19, he was very well-....., especially in the classics.
5. This design is near what I had in mind. You'll have to just start the whole thing again!
6. Be sure to keep the medication behind a locked door that is out of of any children.
7. Why are you running the kitchen if you can't be cooking.
8. He's a very able student, he's just bone
9. I'm terribly sorry I didn't remember your birthday — I've got a memory like a
10. My soccer skills are getting I haven't played it for ages.
11. Entering the baths is like eight centuries to Moorish days of old.
12. Did you hear that Dr. Klein's daughter Molly is majoring in Biology? I guess the does not fall far from the tree.
13. Michael's parents has clearly spoiled him. He's, self-absorbed, and apathetic.
14. Berlusconi's television empire pumps out nothing but self-..... propaganda.

1. offense 2. elephant 3. messing 4. read 5. nowhere 6. reach 7. bothered 8. idle 9. sieve 10. rusty 11. rewinding 12. apple 13. entitled 14. serving

Set 75 - in the grip of the fear of the unknown

Amanda: I'm worrying about this heat wave and whether it will make my daughter's birthday party a miserable failure. I'm completely **powerless**.

Claudia: What's wrong with you, Amanda? You keep **borrowing trouble**! You can't really worry about things that are way in the future. As they say "**Don't cross that bridge until you get to it.**"

Amanda: I admit that I'm a worrier but I'm **picking up your brain** about **back-up plans**. It is wise to check your fire extinguishers before the fire occurs. Isn't it? I just like to **keep things in perspective**.

Claudia: But being obsessed with planning for every single matter in the future will **weigh you down**. We do so much to try and protect ourselves and our kids but **at the end of the day** we miss our joy in the present by **dwelling on** possibilities.

Amanda: Good point. Apparently I'm living **in the grip of** the fear of the unknown. I might have to learn to **take things as they come**.

Vocabulary;

powerless: (adjective) having no power : unable to do something or to stop something.

borrow trouble: to worry needlessly; to make trouble for oneself.

Don't cross that bridge until you get to it: Do not needlessly worry yourself over concerns, problems, or difficulties that lie in the future.

pick up one's brain: to ask someone's advice about a subject the person knows a lot about.

back-up plan: a plan in case something bad happens; an alternative plan.

keep things in perspective: to look at the whole "picture", seeing things in their proper relation/proportion to everything else.

weigh down: to give great worry or difficulty to; burden

at the end of the day: when everything is taken into consideration.

dwell on: to think or speak about something for a long time.

in the grip of: dominated or affected by something undesirable or adverse.

take things as they come: to accept and deal with events as they occur, without planning for them.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Don't borrow by worrying about our medical bill, the insurance company will pay that for us.
2. To have peace of mind, just take each day as it and do what you feel is right.
3. You may be working for yourself but at the end of the you still have to pay tax on what you earn.
4. When the Exposition closed Chicago was already in the of a serious economic downturn.
5. They try not to worry excessively about the uncertainties in the future or to on the traumatic events of the past.
6. Bill is worn out after work every evening. The responsibilities of the new job seem to have him down.
7. As demands crowd in on you it becomes increasingly difficult to keep things in
8. He was used as a plan when the remaining members of the gang failed to accomplish their mission.
9. Parents typically use threats and spankings when they feel and angry.
10. I'm not sure why you're so concerned about how to write a thesis for your degree—it's over a year away, so don't cross that until you come to it!
11. Can I pick your about how you got rid of those weeds?

1. trouble 2. comes 3. day 4. grip 5. dwell 6. weighed 7. perspective 8. backup 9. powerless 10. bridge 11. brain

Set 76 - I still haven't found my calling

Maggie: Do you know what exactly are you going to do after you leave college, Steve?

Steve: Not really! Given the endless possibilities and opportunities **out there**, you can easily get confused. I can say I still haven't **found my calling**.

Maggie: How are you going to come to a decision then?

Steve: Well; I'm trying talk to those experienced people from **different walks of life** to **gain some insight**. I've **looked into** teaching, publishing. I've done some charity work. So just basically trying to gain some experience. How about you?

Maggie: To be honest, I mostly like to do something fills me with joy and excitement. For me life and work are **inseparable**. So enjoying what I do is my number one priority. Initially, I wanted to do law at university, but it was **daunting**; it didn't **click** and I felt **out of my depth**. I'm really into English and I'm doing some research and making evaluations to **take a shot at** it.

Steve: All the best!

Vocabulary;

out there: in the wider world.

find one's calling: to discover and pursue one's true and inherent passion, skill, or vocation.

different walks of life: different types of jobs and different levels of society.

gain insight: to get enough knowledge or information; to understand.

look into: to try to discover the facts about something.

inseparable: (adjective) unable to be separated or treated separately

daunting: (adjective) seeming difficult to deal with in prospect; intimidating.

click: to fall into place; make sense.

out of one's depth: in a situation that is beyond one's capabilities.

take a shot: to attempt or try something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. It is a big scary world out, so you should study hard and get a good job.
2. I know you're unhappy in your job, so I think you should take some time off to really find your
3. If they wants to have a big mobile business they should take a at making their own handset.
4. Of course she's out of her with 25 employees reporting to her—she had hardly any supervisory experience before you gave her the job!
5. As he talked about his schooldays, it suddenly where I had met him before.
6. The government now faces the task of restructuring the entire health service.
7. Unemployment and inner city decay are issues which must be tackled together.
8. I wrote a letter of complaint, and the airline have promised to into the matter.
9. Such austerities were employed in an attempt to gain into the fundamental nature of existence.
10. Members of the gym include lawyers, teachers, plumbers, and hairdressers - people from all (different) of life.

1. there 2. calling 3. shot 4. depth 5. clicked 6. daunting 7. inseparable 8. look 9. insight 10. walks

Set 77 – Qualifications are the game changer

Jim: It's totally **ludicrous**, isn't really! I mean the salaries these company directors and corporate lawyers are getting paid. It's completely **out of proportion** to what they actually do.

Paul: Yeah; not to mention the phenomenal sum that **celebrity athletes** and movie stars and so on get, too. I suppose it's all about **market forces**.

Jim: Well; when you consider that nurses or ambulance drivers get paid a **pittance**, relatively, for what they do. I mean how could we **get along** without them? What about those who clean the streets and collect the rubbish? I think anyone who has got a hard job must be paid well.

Jessie: Excuse me, guys! **I beg to differ**. Historically, people expect to get paid less if they have no **qualifications** which are the **game changer**. Moreover, footballers and film stars are working in the **entertainment industry** and reaching millions of people. That's why they are paid this way.

Paul: But, how come, though? Is it their faults, I mean ordinary people, if they're no good at exams, or financially they couldn't afford their higher education?

Jessie: Yeah, of course not, but I don't understand how would it work **in practice**?

Vocabulary;

ludicrous: (adjectives) so foolish, unreasonable, or out of place as to be amusing.

out of proportion: not in proper relation to other things

celebrity: someone who is famous, especially in the entertainment business.

market forces: the forces that decide price levels in an economy or trading system whose activities are not influenced or limited by government.

pittance: a very small amount of money, especially money received as payment.

get along: to manage to live or survive.

beg to differ: politely disagree.

entertainment industry: the businesses connected with music, films, TV

etc.

qualification: knowledge, skill, or some other characteristic that gives a person the ability or the right to do or have something.

game changer: something or someone that affects the result of a game very much.

in practice: as something actually is or is done in reality, as opposed to in theory.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Of the many drawbacks the most is that applications can be made only once a year at a certain time.
2. Things can get without you, as history and many facts of life can testify.
3. The action of market means that the cost of something rises if demand for it rises and the amount available remains constant.
4. The country's most senior doctor said the new approach would be a "game, " helping to identify risks far earlier, with advice on lifestyle overhauls as well as targeted medication.
5. I assume my for the job will be considered along with theirs.
6. Yes, that was the hypothesis, but these things often turn out quite different in
7. She could barely survive on the she received as a pension.
8. I'm sorry, headmaster, but I beg to Students at this school should have more access to financial aid and scholarships, not less.
9. He criticized the entertainment for the glorification of violence.
10. Being recognized in the street is part and parcel of being a
11. Why is she tearing down the industry with her claims regarding safety that are out of to the risks involved?

1. ludicrous 2. along 3. forces 4. changer 5. qualifications 6. practice 7. pittance 8. differ 9. industry 10. celebrity 11. proportion

Set 78 - criminals are constantly improvising new techniques

Mark: As a journalist, I have recently been working on a documentary in which potential criminals try to **outwit forensic** scientist and get away. Previously if someone committed a crime, you don't have as much to go on apart from fingerprints or an ID or other noticeable **traces**.

Luna: Of course! Today's techniques are more **sophisticated**.

Mark: In the show, there was that kidnapping that was solved 15 years later, after the seal of the envelop was examined and the tiniest trace of dried salvia was found there.

Luna: So if the kidnapper hadn't licked the envelop, he would have **got away with it**.

Mark: Exactly; our DNA is **virtually** in every cell of our bodies. If a person wants to leave no forensic evidence, they should **slide through** a window because any broken glass or scratched paint, for example, may **come in very handy** for forensic scientists.

Luna: Well; no wonder criminals are constantly **improvising** new techniques. Scientific advances are clearly making the **likelihood** of detection more and more probable every day.

Vocabulary;

outwit: to deceive by greater ingenuity.

forensic: (adjective) relating to or denoting the application of scientific methods and techniques to the investigation of crime.

trace: a mark, object, or other indication of the existence or passing of something.

sophisticated: (adjective) (of a machine, system, or technique) developed to a high degree of complexity.

get away with it: to succeed in avoiding punishment for something.

virtually: nearly; almost.

slide through: to move or cause to move smoothly along a surface in continual contact with it.

come in handy: turn out to be useful.

improvise: to produce or make (something) from whatever is available.

likelihood: the state or fact of something's being likely; probability.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. But you see , the trick of playing a sport well is trying to your opponent.
2. scientists are examining the wreckage for clues about the cause of the explosion.
3. It was impossible to synchronize our lives so as to take holidays and weekends together.
4. Using a seatbelt will reduce the of serious injury in a car accident.
5. Some puppets are simple enough for the children to for themselves once the teacher has introduced the idea.
6. Detecting suspicious activity in the community is where the bike patrol agents come in
7. Tea-break is ten minutes away, so I through the pass door to check my costume before dress run.
8. The equipment was extremely and was monitored from a central control-panel.
9. If I thought I could get with it, I wouldn't pay any tax at all.
10. Since his last book five years ago, he seems to have sunk without

1. *outwit* 2. *Forensic* 3. *virtually* 4. *likelihood* 5. *improvise* 6. *handy*
7. *slide* 8. *sophisticated* 9. *away* 10. *trace*

Set 79 - my heart leapt when I heard the announcement

Interviewer: Claudia, how did you feel about winning the Oscar?

Claudia: I can truly say that my **heart leapt** when I heard the announcement. Winning an Oscar has been my **life ambition**, so this was a dream come true!

Interviewer: And how would you feel about that?

Claudia: I've certainly found happiness in this profession. But it **doesn't** always **live up to** people's **expectations**, of course. It's not as **glamorous** as it's made out to be.

Interviewer: Does the fact that your career is currently more successful than your husband's **cause any tensions** at home?

Claudia: Not at all. My husband **takes great delight in** any success that I have. And I have a **profound** admiration for his work. I hope one day he'll **get the recognition** he deserves. But even if he doesn't, we both know that many people **derive** a lot of **pleasure from** his films. He receives a lot of quite moving fan mail in which people express their **admiration** for his work.

Interviewer: Thank you, Claudia. It was a great pleasure to talk to you.

Vocabulary;

one's heart leaps: to become very happy or joyful about something.

life ambition: the thing one most wants to do in one's life

live up to someone's expectations: to be as good as good as someone thought something would be.

glamorous: (adjective) attractive in an exciting and special way.

tension: a nervous worried feeling about something; loss of trust.

take delight in: to get a lot of pleasure from something.

profound: adjective. (of a state, quality, or emotion) very great or intense.

get/receive/deserve recognition: the act of praising or rewarding someone for something they have done.

derive pleasure from: to get a positive feeling or advantage from someone or something.

admiration: respect and warm approval.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. As I heard the news. My heart, then sank, then leapt.
2. I thought the movie was going to be better than that. It totally didn't live up to my
3. The Hollywood film idols of the 1940s were figures, adored by millions.
4. The public's is misdirected, as he has done nothing to deserve it.
5. Sarah finally her life's ambition when she started her own business.
6. They received for their 20-year commitment to safety at sea.
7. Mr Ying is one of those happy people who derive from helping others.
8. Parents will take in teaching their child to walk and talk and do so many things.
9. Bacon had often expressed his admiration for Picasso's paintings.
10. Recent developments in the area have brought latent ethnic out into the open.

1. leapt 2. expectations 3. glamorous 4. admiration 5. fulfilled 6. recognition 7. pleasure 8. delight 9. profound 10. tension

Set 80 - let me frame the question differently

Paul: Right! I want to **put** the following **question** to you: do you think the channels of communication between politicians and the people are adequate? Well, let me **frame the question** differently. Do politicians **genuinely** communicate directly with the public?

Zoë: Not really. It just sounds **bites** on TV. They hardly ever meet ordinary people face to face. They don't mind **fielding questions** from journalists, they're used to that. There are some politicians who have websites and write blogs to **establishing communication** with people, though.

Jerry: Fine. **I take your point.** But no politician can meet everyone face to face, so communicating with as many people as possible using technology could be seen as more genuinely democratic, couldn't it?

Imelda: Yes, but they become less accountable. If there's a scandal, they just **issue a denial**. They **enter into a contract** with the people and if they **breach that contract** they should be directly accountable, and not just at election time.

Vocabulary;

put a question to someone: to ask a question.

frame: formulate (a concept, plan, or system).

genuinely: really and sincerely.

bites: short pieces of information.

field questions; to answer a series of questions.

establish communication: to make it possible to connect effectively.

take one's point: to understand and/or come to agree with a particular point someone is trying to make.

issue a denial: to deny something publicly or officially.

enter into a contract: to make an official agreement to do something.

breach a contract: to break or violate the terms of a contract.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. The interview would have been more productive if the questions had been more precisely.
2. Amid jokes about his skill with a knife, they shared and endured more pictures.
3. He is motivated by a desire to help people.
4. An employer is not the contract for sacking some one because of his or her age.
5. Immediately the government issued a of the rumours.
6. But Bob, if we don't secure the investment by Friday, we stand to lose everything the other investors had put in so far. Do you take my?
7. After her speech, Jane questions from reporters.
8. Some local authorities have into a contract with private companies to construct the tunnel.
9. Buckley said it took a few hours to establish with Dear on Saturday.
10. The lawyer would like to another question to the defendant.

1. *framed* 2. *bites* 3. *genuinely* 4. *breaching* 5. *denial* 6. *point* 7. *fielded* 8. *entered* 9. *communication* 10. *put*

Set 81 - Yeah, that would be a good happy medium

Emma: What do you think you'll do when you finish college?

Kim: Oh, it's still **up in the air**. But, I'll probably stay in the city and look for work here. Then I'll go back home on holidays.

Emma: I love that idea, but I'll probably go closer to home to get a job. I like **being surrounded by** my family and old friends. Still, life in the big city is certainly **tempting**! There's always something to do in your leisure.

Kim: Well, maybe you could **split the difference** and find a job in a big city closer to home.

Emma: Yeah, that would be a good **happy medium**.

Kim : On the other hand, since you like to travel, you could possibly get a job in another country—do something **exotic**.

Emma: You're right. I might get really bored just doing **the same old thing**. I'd learn a lot overseas— **make new friends** and even pick up another language.

Kim : Well, I guess we have plenty of time to **make up our minds**, since we're still in our **freshman year**!

Vocabulary;

up in the air: uncertain; subject to change.

surrounded (by/with): to be everywhere around.

tempting: (adjective) enticing; appealing; inviting; you want to do or have it.

split the difference: to find and agree upon the point halfway or nearly halfway between two amounts of something, (especially money).

happy medium: a satisfactory compromise; mid-way point.

exotic: (Adjective) foreign; non-native; tropical; imported; alien.

the same old thing: The same thing that is always done or that always happens. It often implies that such a thing is boring or monotonous.

make friends: to form a new friendship.

make up one's mind: to make a decision; decide.

freshman year: the first year at an educational institution.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Because the whole town protested plans to build a new shopping center, that proposal is now up in the
2. To break the monotony, I've made with one of the guys who works in my department.
3. We always sit around and do the same thing on Fridays. Let's go out this week.
4. Ray's preoccupation for completing a college education turned out to be prophetic, as he was injured in his year.
5. He made up his to attend the wedding after he got the invitation.
6. Wherever does he get the money from to go on all these journeys?
7. We must strive to strike a happy between bland meal budgeting and over-the-top culinary creations.
8. It's to blame video games for violent behaviour in young men.
9. The employees in their turn had demanded an extra million from the communications and works ministry, but after negotiations, it was decided to the difference.
10. Mystery still the exact circumstances of Stalin's death.

1. air 2. friends 3. old 4. freshman 5. mind 6. exotic 7. medium 8. tempting 9. split 10. surrounds

Set 82 - known for thinking outside the box

Boss: What names would you like to **put up** for the vacancy?

Ivana: Well, I think Martha has been with the company for twenty years, so she **knows** the business **inside out**; plus she **gets along with** everybody. But she's **conservative** and serious.

Katie: Martha isn't known for **thinking outside the box**. **What's more**, we'd start to see our current customer base **fall off**, simply because our competitors have enthusiastic new people and innovative programs. Personally, I nominate Juliette for the position. She's got a PhD.

Boss: Anybody else want to **put their two cents in**?

Ivana: Look, if Juliette gets this job, it will be a total disaster for the company. In the first place, her fancy degree **isn't worth squat** because she has zero experience. Besides, we don't even know her very well.

Good grief, she's only been here since March, and to **top it all off**, we all know that she was fired from her last job.

Tim: Really. I've also heard that her coworkers think she's a bit **uppity**, like she thinks she's the queen of the office. Her personality could **cause friction** among the employees.

Boss: Obviously, we haven't found the ideal person to handle this job. I'll expect your suggestions—and they'd better be more promising!

Vocabulary;

put someone up: to nominate or offer someone for some office or task.

know something/someone inside out: to know about something/someone thoroughly.

get along with: to have smooth relations.

conservative: (Adjective) not usually liking or trusting change, especially sudden change.

think outside the box: to think imaginatively using new ideas instead of traditional ones.

What's more: additionally; moreover; furthermore; on top of that.

fall off: drop; decline; decrease.

put one's two cents in: to share one's opinion or point of view for whatever it may be worth.

not worth squat: worthless; not worth anything.

Good grief: an exclamation of surprise, alarm or frustration.

top it all off: To finish or complete an experience or situation in an especially positive or negative way.

friction: disagreement or unfriendliness caused by people having different opinions.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I just think you should know a person out before you decide to marry them.
2. James is so full of himself and funnily enough he's driving a car that isn't squat.
3. Our date was fantastic! We went for dinner, saw a great film, and then we it off with some salsa dancing!
4. Politics is a source of considerable in our family.
5. We up Shannon for treasurer. He has every qualification to meet the requirements.
6. Orders have definitely off in the past quarter due to the restrictions imposed by foreign countries.
7. Good! And our hopefully temporary, filthy rich, public schooled, upper crust, better-than-us leaders intend to make cuts in services.
8. I find Jeff's husband a bit nosy at times. He always insists on putting in his two whether we want his opinion or not!
9. I don't find any justifiable reason for leaving the company as long as you get well with everyone around.
10. The decorations were absolutely beautiful and what's, the children had made them themselves.
11. Older people tend to be more and a bit suspicious of anything new.

1. inside 2. worth 3. topped 4. friction 5. put 6. fallen 7. grief 8. cents 9. along 10. more 11. conservative

Set 83 - I'm kind of at a loose end

Ben: Hi, Jeremy. What are you guys doing tonight? I'm kind of **at a loose end** since I broke up with Sandy. I feel down most of the time and I do need to break from **the daily grind**.

Jeremy: Join us, then—we're going to hang out downtown—probably go to several places. Then we're **heading for** Bill's house to **bid him a goodbye** before he travels to India. Are **you up for that**?

Ben: Definitely. Where should I meet you? **Better still**, can you give me a ride?

Jeremy: Glad to. I'll pick you up at your place at 9:30. Make sure you're ready on time. OK?

Ben: Perfect. I'll **look out for you**. Oh, could I ask you another favor?

Jeremy: Certainly. What's it?

Ben: I'd be grateful if you **pass on** this message to Sandy. Tell her to bring back my **camping gear**. I know I'm **putting you out**, but you're the only one I can count on.

Jeremy: Well, either you're trying to **cause a stir** or **muddy the waters**. Anyway. I'll give her a call right away.

Vocabulary;

at a loose end: not knowing what to do : not having anything in particular to do.

feel down: to feel depressed or unhappy.

the daily grind: [someone's] everyday work routine.

head for: to proceed or move toward someone or something.

bid someone a goodbye: to farewell; to say goodbye to someone.

up for something: ready and willing to do something

Better still: Even better; a phrase used when talking about something that's more positive or exciting or a better option than that which preceded it.

look out for: to try to notice someone or something.

pass on something: to give, transmit, transfer, or deliver something.

put someone out: to upset, irritate, or inconvenience someone.

camping gear: equipment for staying outdoors.

cause a stir: cause commotion; to incite trouble or excitement.

muddy the waters: to make a situation or an issue more confusing and

complicated.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Drop by if you find yourself at a end this weekend.
2. When Bob appeared without jacket and tie, it caused a at the state dinner.
3. We're throwing a farewell party to Mike a goodbye.
4. Recent research findings have muddled the considerably — nuclear scientists are having to re-examine all their existing theories.
5. We don't want to anybody out, but it's necessary for us to evolve our service as we go along.
6. Just walking through the aisles to see the gear and asking the staff questions about the equipment will quickly bring you up to speed on what equipment you need to get.
7. out for opportunities to coach on such issues as problem-solving, career development, lack of motivation, and teamwork.
8. Psst! I heard Jenny and Mike are getting back together, it on!
9. You could use a vacuum or, still, a steam cleaner, to get all of this dirt off your rug.
10. I'm a little busy right now, but your brother is probably up a game of basketball.
11. After some bewildered standing around, most of the kids for waterplay.
13. When my vacation was over, I had to go back to the grind.

1. loose 2. stir 3. bid 4. waters 5. put 6. camping 7. Look 8. pass
9. better 10. for 11. head 12. daily

Set 84 - Could you expand on that a little?

Abraham: Well; first of all, I'd like to thank you for your offer. I'm certainly interested in the opportunity. I just have a small problem with the conditions.

Bill: Could you **expand on** that a little, Graham?

Abraham: Sure, in my current post I get 24 days' leave a year, whereas you're offering 20.

Bill: I'm afraid twenty-four days is **out of the question**.

Abraham: Ok, well, do we have a room for negotiation here and **meet half-way** on this?

Bill: We could maybe take it up to twenty-two. You know we the quality of our work could be undoubtedly **compromised** when the people in charge are **out of reach**. However, I could **put that to** the Human Resources and see what they think.

Abraham: I'd be very grateful if you could. Now in terms of my salary, I'm not sure that the salary I'm making currently is relevant with regard to this opportunity. It's a different position with different responsibilities. More importantly, I am looking for a job that can compensate me fairly for my skills and experience. Can I have an idea as to what the **budgeted salary range** is?

Bill: Now, you'll start at 20 dollars an hour for your **probationary period** and then be **eligible for** a raise every year based on **performance reviews**.

Vocabulary;

expand on something: to give more details about something you have said or written.

out of the question: not possible; having no chance; not permitted.

meet someone half-way: to compromise with someone.

compromise: (verb) to risk having a harmful effect on something.

out of reach: unavailable; inaccessible.

put something to: to submit something to (someone) for consideration or attention.

salary/pay range: the amount of compensation a candidate would accept for a position.

probationary period: a trial period of employment before new employees

are fully integrated into a company.

eligible (for/to): (adj) having the necessary qualities or satisfying the necessary conditions.

performance review: a formal assessment in which managers evaluate an employee's work performance.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. I wonder if you would like to on your earlier remarks. I haven't got the picture yet.
2. We've sunk too much time and money into this project as it is, so starting again from scratch is out of the
3. After the quarrel, Ryan had no choice but to give him a "does not meet expectations" on his review form.
4. The period may be viewed as the final opportunity to evaluate performance before permanent appointment.
5. A model prisoner, he became for release after serving half his sentence.
6. Under most circumstances, base pay for individuals in key positions will be positioned between the midpoint and the maximum of the range.
7. We are making a takeover bid and an offer to the shareholders.
8. As the boy grew older, and his father remained just out of, he continued to hunger for his him and to fight to spend time with him.
9. We've to take all the necessary measure. We're in no position to the safety of our passengers.
10. Unfortunately, we were not ready to accept the other, dialogue with him, and halfway.

1. expand 2. question 3. performance 4. probationary 5. eligible 6. salary 7. putting 8. reach 9. compromise 10. meet

Set 85 - they can find a better way to air their grievances

Barbara: Why are we going by taxi?

John: I've heard there is a strike on public transport.

Barbara: Oh. That's dreadful. I'm against strikes. I feel that strikers misuse democratic structure to **blackmail** the authorities. If doctors and nurses go on strike, many patients will lose their lives. Surely, they can find a better way to **air their grievances** that putting people's lives **at stake**. In the same way, if teachers go on strike, the career of students are placed **on the line**.

John: Well; I go along with you **to some extent**. When public transport **goes off the road**, the lives of the people who are dependent on may be similarly **jeopardized**.

Barbara: Some are **holding** the society **to ransom** by resorting to strikes.

John: You may have forgotten that employees have no other way to **make their voice heard** when nobody is ready to hear their grievances. If everybody continues with their work, the authorities take it to mean that everything is right with the world.

Barbara: Right. Many members of the bureaucracy seem to be only interested in only **feathering their nest**.

Vocabulary;

blackmail: to demand money or another benefit from (someone) in return for not revealing compromising or damaging information about them.

air one's grievances: to express one's dissatisfaction; to complain.

at stake: at risk; in question.

on the line: at serious risk being harmed.

to some extent: partly; somewhat; to a limited degree.

off the road: no longer able to drive or be driven.

jeopardize: to damage; to harm.

hold someone to ransom: to force someone to do something by putting that person in a situation where they have no choice.

make one's voice heard: to express your opinions, feelings, etc. so that other people hear or notice.

feather one's nest: to enrich oneself by using one's influence or position or with other people's money.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. A former executive, seeking damages of \$2.5 million, was accused of trying to the company.
2. I'm sure he his own nest with the money he allegedly raised for charity.
3. Your idea is really good, so be sure to make your voice during the meeting this afternoon.
4. The administration is willing to negotiate to some but it is not ready to make any significant changes to the legislation.
5. Threatening us with a fine if we don't participate in the survey is a bit like holding us to, isn't it?
6. She knew that by failing her finals she could her whole future.
7. They said my truck will be off the until I can get the brakes replaced.
8. Firefighters are regularly willing to put their lives on the in order to save ours.
9. Let's not invest all of our money in one project. There's a lot of money at here.
10. The employees used the meeting to air their about their salaries and working conditions.

1. *blackmail* 2. *feathered* 3. *heard* 4. *extent* 5. *ransom* 6. *jeopardize*
7. *road* 8. *line* 9. *stake* 10. *grievances*

Set 86 - It does pay dividends in the long run

Bob: Good news! The marketing policy is **on course** to deliver what it **set out** to do.

Michael: Great. This step is bound to take the company to the next level and urge those **reluctant** customers to deal with us.

Bob: Certainly! You know advertising is a game-changer. Nevertheless, we were right when we **steered clear of** newspapers' adverts which many people feel **misleading**.

Michael: Yep. You can't **have the last laugh** these days unless you make use of the **cutting-edge** methods and findings.

Bob: That's why we are investing the **lion's share** of our profits in experienced consultants and updated investigations. It does **pay dividends** in the long run.

Michael: What's interesting in advertising and marketing is that humans are **diverse** yet the methods tend to be uniform.

Bob: Right. Before I leave I just want you to notify the employees and ask them to be **on guard for** the coming few days in case any new **prospects** show up.

Vocabulary;

on course: likely to happen, or likely to succeed as planned.

set out: to aim or intend to do something.

reluctant: (adjective) unwilling and hesitant; disinclined.

steer clear of: to avoid someone or something.

misleading: giving the wrong idea or impression; fallacious; deceptive.

have the last laugh: to succeed in the end, after some earlier reverses.

cutting-edge: (adjective) highly advanced; innovative or pioneering.

the lion's share: the largest part or portion of something.

pay dividends: to bring advantages at a later date.

diverse: (adjective) showing a great deal of variety; very different.

on (one's) guard: alert and watchful; cautious..

prospect: a possible future customer.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. He out to design software that would be accessible to employees outside the accounting department.
2. Frequently, a salesperson has only a limited amount of time for contact with customers and
3. Those trails can be a bit treacherous to climb. I just hope she's on her
4. Being disciplined in the way you study now will pay by the time your exams come around.
5. Students from countries as as Colombia and Lithuania use Cambridge textbooks.
6. When he invented this machine, everybody laughed at it, but he's sold 10 000 of them. He certainly had the last
7. Apple exemplifies the marketing concept, creating consistently stylish and-edge products.
8. Even though we're all talented, it's always our youngest brother who gets the lion's of our parents' praise and attention.
9. I can't approve this article. It contains a number of statements.
10. The 8:00 train is always late, so clear of it if you want to be on time.
11. She persuaded her husband to take a trip to Florida with her.
12. Because of the recession, we're on to have record unemployment levels.

*1. set 2. prospects 3. guard 4. dividends 5. diverse 6. laugh 7. cutting
8. share 9. misleading 10. steer 11. reluctant 12. course*

Set 87 - people are so self-absorbed

Diana: What is something other people do that bothers you?

Michael: People talk obsessively and excessively about themselves. My best friend, Kay, got this new girlfriend who I wanted to meet! I noted some **narcissistic** comments from her but ignored them since we'd barely met. It was like word vomit, I **got** maybe 2 full sentences **in edgewise**. This girl **thought so highly of** herself that she couldn't not brag about every single accomplishment she'd made since her birth. Thank goodness they're not together anymore.

Sarah: Well. I hate asking for advice and not taking it. Or asking for an opinion and not being able to **take criticism**.

Jessie: **On the flip side**, I hate when I ask someone a yes or no question, and they answer with some long, **drawn out** story.

Tony: Those who **bring others down** to make themselves look good are the worst. I also can't stand those who disrespect things that don't belong to them. We should be trying to leave things better than we found them but instead people are so **self-absorbed**. What about you Sam?

Sam: People don't have **humility**. They don't admit when they are wrong. They refuse to change and better themselves as a person since they always **point the finger** at the other.

Vocabulary;

narcissistic: (adjective) having too much interest in and admiration for yourself.

get a word in edgewise: to manage to say something when other people are talking and ignoring you.

think highly of: to have a very high opinion of somebody/something.

take criticism: to be able to handle criticism or accept it.

on the flip side: another aspect or version of something, especially its reverse.

drawn-out: lasting or seeming to last longer than is necessary.

bring someone down: to depress someone; to cause the failure or defeat of sb or sth.

self-absorbed: (adjective) self centered; preoccupied with one's own feelings and interests.

humility: the quality of having a modest or low view of one's importance.

point the finger at: to accuse someone or apportion blame.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. When Mary paused in her monologue, I was finally able to get a word in about my own weekend!
2. The stock market crash really brought my small business. When people stopped having a disposable income, they were reluctant to buy my cute crafts.
3. Henry is so self-..... it's a miracle anyone bothers with him at all.
4. Now, I'm not pointing the at anyone in particular, but someone here has been stealing food from the communal refrigerator.
5. They might be very rich, but it wouldn't hurt them to show a little
6. We had another-out discussion after the meeting ended.
7. I'll have to work really long hours and be away from my family for long stretches of time, but, on the side, I'll get the opportunity to travel around the world.
8. Why do you put everyone down and yet you don't any criticism. That's ridiculous!
9. Somehow I doubt the mayor will think too of an article exposing all of his financial details.
10. people have a hard time seeing another person's point of view.

1. edgewise 2. down 3. absorbed 4. finger 5. humility 6. drawn 7. flip 8. take 9. highly 10. Narcissistic

Set 88 - Could you stop fiddling with your phone, please?

Peter: Eric. Could you stop **fiddling with** your phone, please? This is supposed to be a serious meeting. I wish you would **take note of** the subject in question.

Eric: Oh. You must be kidding! What's the point of all this **rambling** and unfocused work. You could have sent this information in an e-mail.

Peter: Here we go again! Your presence as a director is **indispensible**. We won't get to any **resolutions** through e-mails.

Eric: Well; let's face the facts; without a good agenda, the meeting would be far from being productive. Moreover, we need to set a **time frame** for these meetings. We can't just talk and talk forever. We just run out of things to talk about and end up **reiterating** the same nonsense over and over.

Peter: We do have a well-prepared agenda. The problem is these distractions and **side conversations**.

Eric: Not at all. The agenda is often **vague** or **redundant** with pointless arguments, so the meetings felt like a rubber-stamping of decisions made elsewhere.

Peter: **Fair enough**. As of this moment you're assigned to lead our meetings.

Vocabulary;

fiddle with: to play or tinker with something.

take note of: to make an especial effort to focus on or remember something.

rambling: (adjective) lengthy and confused or inconsequential.

indispensable: (adjective) absolutely necessary; essential.

resolution: an official decision that is made after a group or organization has voted.

time frame: a period of days, weeks, etc. within which an activity is intended to happen.

reiterate: say something again or a number of times, typically for emphasis or clarity.

side conversation: to as a separate discussion having outside the main discussion.

vague: (adjective) not clearly expressed, known, described, or decided.

redundant: (adjective) unessential; more than what is usual or necessary, esp. using extra words that mean the same thing.

Fair enough: That's reasonable; I agree.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Grandpa's still with that old radio, but I doubt he'll get it to work again.
2. Since conversations are often distracting others from concentrating and learning, it is appropriate to actively do something to curtail this behavior.
3. The rules don't fit with our organization. They are and open to interpretation.
4. The tax laws are changing dramatically, and international businesses need to note.
5. The government has its refusal to compromise with terrorists.
6. A. "I'll wait just one more day. B. "Fair, you've been very patient".
7. My English teacher was merciless if what we wrote was abstract, sentimental, or
8. The United Nations passed a to increase aid to developing nations.
9. Yesterday, the troubled airline publicly announced a time for a possible liquidation.
10. His long experience at the United Nations makes him to the talks.
11. He set off on a long account of something that had happened in the bar that afternoon.

1. fiddling 2. side 3. vague 4. take 5. reiterated 6. enough 7. redundant 8. resolution 9. frame 10. indispensable 11. rambling

Set 89 - I'd love to set a new benchmark for craftsmen

Interviewer: How did you **get into** wood working?

Mike: I started working as a filling person at first. Then **advanced** up to learning to do sanding, building drawers and headboards, and now operating the CNC machine.

Interviewer: What exactly is a CNC machine?

Mike: CNC **stands for** Computer Numeric Controller. It's basically a 3-D printer that prints Auto CAD drawings.

Interviewer: Favorite piece among Hardwood Artisans' furniture?

Mike: I really like the Tansu style pieces. It has **sophisticated** design with Japanese flare to it. I also like the Craftsman collection because of its classic design that fits well into different homes.

Interviewer: What is your **ultimate goal** as a craftsman?

Mike: I admire peer woodworker's different skills and want to learn from each one of them. I will continue to learn and **polish up** my woodworking skills to become a **master** woodworker. I'd love to set a new **benchmark** for craftsmen throughout the world.

Vocabulary;

get into: to become interested in or passionate about something.

advance: to improve; to develop.

stand for: to represent, signify, or exemplify something.

sophisticated: (adjective) developed to a high degree of complexity.

ultimate goal: the goal one will seek to fulfill above all other goals.

polish up: to improve or refresh one's knowledge about or ability to do something.

master: a person who is very skilled in a particular job or activity.

benchmark: a level of quality that can be used as a standard when comparing other things

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. My daughter has into sports all of sudden.
2. Everyone was disappointed when the team failed to to the next round of the competition.
3. A long time interest in hypnosis led to several years of study with a hypnotist with whom he joined in establishing a school of hypnosis.
4. I need to up on factorials before attempting to teach them on Monday.
5. Identify Intermediate Goals. Determine the underlying claims. There may be intermediate goals that, if achieved, will facilitate realization of the goal.
6. The development of new and increasingly techniques for the authentication of food products continues apace with increasing consumer awareness of food safety and authenticity issues.
7. The stars and stripes of our flag for liberty afforded to individual state governments.
8. Teachers give the tests to see whether students are grasping the new curriculum.

1. got 2. advance 3. master 4. polish 5. ultimate 6. sophisticated 7. stand 8. benchmark

Set 90 - maintaining a happy family

Interviewer: We all know that good parents want their kids to stay out of trouble, do well in school, and go on to do well as adults. Is there a set recipe for raising successful children?

Simon: Unfortunately not. But there is **a range of** practices and techniques to raise a child **well-equipped** for adulthood like spending time with your child, letting your child make decisions, and **maintaining** a happy family.

Interviewer: Do you think having both parents in the same household, in a loving relationship, leads to success in a child's adult life?

Simon: Absolutely. Much of a child's development **comes down to** the parents. Children in high-conflict and **dysfunctional** families, whether **intact** or divorced, tend to **fare** worse than children of parents that get along.

Interviewer: What's the importance of developing our children's social skills?

Simon: Studies show that socially competent children can easily cooperate with their peers without **prompting**, helpful to others, understand their feelings, and resolve problems on their own.

Vocabulary;

a recipe for: something which is likely to lead to a particular outcome.

a range of: a set of different things of the same general type.

well-equipped: (adjective) having sufficient equipment, supplies, or abilities.

maintain: to continue to have; to keep in existence, or not allow to become less.

come down to: (of a situation or outcome) to be dependent on.

dysfunctional: not behaving or working normally.

intact: (adjective) whole; undamaged; complete and in the original state.

fare: to progress or to be in a particular condition.

prompting: the act of trying to make someone say something.

Exercise;

Fill in the gaps with the appropriate phrases or words;

1. Individuals in environments often become dysfunctional in other aspects of their lives, with their organizations ultimately footing the bill.
 2. Middle-income families will better under the new tax laws.
 3. Well-..... gyms will have a large selection of leg machines designed to isolate the various muscle groups.
 4. Amazingly - without any - my husband actually said how nice I looked in my new dress!
 5. It's difficult to emerge from such a scandal with your reputation still
.....
 6. With rents skyrocketing, it all down to how much you want to keep living in this part of town.
 7. Despite living in different countries, the two families have close links.
 8. Sound engineers utilize a of techniques to enhance the quality of the recordings.
- sky-high interest rates are a recipe for inflation and disaster.

1. dysfunctional 2. fare 3. equipped 4. prompting 5. intact 6. comes
7. maintained 8. range

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