



to keep someone in the loop



to be on the same wavelength

**B Match the idioms in Exercise A to these definitions.**

- 1 to fail to understand anything
- 2 to share similar opinions and ideas
- 3 to give the main facts in a short, clear way
- 4 to not understand something
- 5 to delay talking about something
- 6 to give the latest information
- 7 to talk about the most important thing
- 8 to hear about something because the information has been passed from one person to another in conversation
- 9 to be told something by someone who has direct knowledge of it
- 10 to try to communicate with an unresponsive person
- 11 to include someone in group communication
- 12 to not understand someone

**C Complete these sentences with the idioms from Exercise A in the correct form.**

- 1 OK, I'll..... I'm afraid it's the last time we're going to miss a deadline.
- 2 Paola and I and agree on most things. We seem to be.....
- 3 A lot happened while you were on holiday. Let me.....
- 4 I think we are..... I mean next week, not this week.
- 5 He never gives you a straight answer. He's always.....
- 6 I..... that he's been fired. Is it true?
- 7 The new organogram is very complicated, but to....., we still report to the same manager.
- 8 I'm afraid that isn't right. If you think our biggest problem is communication, then you have.....
- 9 This document from our subsidiary makes no sense at all. I.....
- 10 I've tried to get my supplier to give us a discount several times, but they just won't. It's like.....
- 11 The company is going bankrupt. The CEO told me himself. I heard it.....
- 12 I'll need regular updates about the progress of the project. I'll also need to know what's going on when I'm away. Please.....

**D Ask your partner these questions.**

- 1 What have you heard on the grapevine recently?
- 2 When is it necessary to put someone in the picture?
- 3 In what situations is it good to get straight to the point?
- 4 Is there anything you can't make head nor tail of?
- 5 Who are you on the same wavelength as? Why?
- 6 Have you ever felt you were talking to a brick wall?
- 7 When have you been kept either in or out of the loop? How did you feel?