

## Language review

### Idioms

- 3 In meetings, how often do you ..... what you think?
- 4 Have you ever ..... a joke in English?
- 5 How easy or how difficult is it to ..... the difference between the banknotes used in your country?
- 6 Can you ..... 'good morning' in more than three languages?
- 7 When you were a child, did you use to do as you were ..... ?

Check your answers in the key. Then answer the questions for yourself.

#### A Complete the idioms in the sentences below with the correct nouns.

- 1 They sent us a very long reply with all the details. But to put it in a *nutshell* .., that's it, we've won the contract!
- 2 I wish my boss would stop beating about the ..... and tell me clearly whether or not I stand a chance of being promoted soon.
- 3 She expected profit figures and I was going on about sales figures. Once again, we were just talking at cross .....
- 4 Not official yet, but it seems we're going to relocate. Just heard it on the .....
- 5 If you think you can give a good presentation just because you know your subject inside out, well, I'm afraid you've got the wrong ..... of the .....
- 6 This is a very badly written report. I just can't make ..... or ..... of it.

#### B Reorder the words to make idioms.

- 1 to / on / wavelength / same / be / the
- 2 to / picture / somebody / the / in / put
- 3 to / point / come / the / straight / to
- 4 to / crossed / get / wires / one's

#### C Complete the sentences with the correct form of an idiom from exercise B.

- 1 I know you couldn't attend the meeting, so here's a summary of the main points to ..*put you in the picture*...
- 2 I meant six in the morning, not in the evening. It seems that we .....
- 3 Let me ..... : I think your performance is totally unsatisfactory.
- 4 Fortunately Sue and I ....., so we hardly ever disagree about anything.

#### D Match these new idioms with their definitions.

- |                              |   |
|------------------------------|---|
| 1 air your views             | a) tell somebody all the information they want or need to know                            |
| 2 be at a loss for words     | b) unable to say anything because something surprising or totally unexpected has happened |
| 3 drop a hint                | c) express your opinions about something in public  |
| 4 give somebody the low-down | d) give somebody regular information about things   |
| 5 keep somebody up to date   | e) make a suggestion in an indirect way   |

## Writing

### Linking ideas

#### E Complete the sentences with the appropriate form of an idiom from exercise D.

- 1 E-mail me every day to *keep me up to date* with the latest developments, will you?
- 2 When she was told she'd been nominated Businesswoman of the Year, she .....
- 3 Could you briefly ..... on their financial situation before our meeting this afternoon?
- 4 Every week in our department there's a meeting where the administrative staff can ..... and discuss problems.
- 5 We can't be sure, but management ..... that there might be redundancies.

#### A Study the examples of linking words.

- 1 *Despite* his great sense of humour, he often finds it difficult to respond to his audience.
- 2 *In spite of* his shyness, he's a brilliant speaker.
- 3 *Although* he generally communicates his ideas clearly, I often find it hard to follow him.
- 4 *Even though* I'd put them in the picture, they didn't seem to grasp what I was on about.

#### Cross out the two incorrect explanations.

The words in *italics* are used to

- a) express the cause of something, the reason for something
- b) reinforce an idea, add information
- c) contrast ideas

#### B Tick the three sentences in which the linkers are used correctly.

- 1 I managed to follow their conversation *although* my attention had drifted away. ✓
- 2 *Even though* he had something relevant to add, he interrupted the speaker.
- 3 *Despite* I knew I was wrong, I refused to admit it.
- 4 *In spite of* their criticisms, I didn't lose my confidence.
- 5 I was unable to express my disagreement *although* I am generally assertive.
- 6 I remained alert throughout the meeting *although* my tiredness.

#### C Rewrite the sentences in exercise B in which the linkers are not used correctly.

- 1 Even though he had *nothing* relevant to add, he interrupted the speaker.

#### D Use your knowledge of linkers to guess the meaning of the words and phrases in *italics*.

- 1 Although Sue is usually very direct, this time she was really *beating about the bush*.
- 2 Despite the market's *bearish* trend, he was optimistic about share prices going up again soon.
- 3 Although he often tends to *waffle*, today he made a presentation that was clear, concise and to the point.
- 4 Their new product sold quite well even though the advertising campaign was a complete *flop*.
- 5 They managed to find a huge site for the new factory in spite of the *scarcity* of land in that part of the country.