**Internal matters – expressions**

**nutshell, being, go, catch, beg**

- In a …nuthsell…………………….we are behind our schedule. That being the case we ought to …go…………….extra mile with a view to …catch………. up with backlog

- I …beg……………….to differ. All …being…………………….well we will deliver expected outcome far ahead of due date

**par, lay, leaves, clear, stops**

- That outcome is below…par………………Can you …lay…………………emphasis on it

-It ……leaves…………………..a lot to be desired nonetheless if we pull out all the …stops…………….and …clears…………………..hurdles we will deliver a real blockbuster

**half, elaborate, scrutiny, run**

- We can’t accept ……half………………….baked solution could you elaborate on this a bit

- I will ……run……………….out the best ideas and put them under …scrutiny…………………once again then we will be able to …elaborate……………………with it

**keep, loop, game**

I am trying to ……keep………………..track of things, nevertheless it is hard to be on top of the …game………………… I am in the …loop………………….only if I have enough time to follow changes

**ropes, cut, flair , measure, inherent, pull,**

- How do you find this new employee. Is he ………………………..out to work in our department?

- He has a ……………………for troubleshooting and seems to have an unprecedented potential to gain ………………….promptly.

- Will he ………………………up . As long as he …………………….his socks up he will become an ……………………part of our team

**breath, helm, poke**

My boss always ……breaths……………….down my neck. He …pokes…………………his nose into my matters although he is not at the …helm………………..of this project

**deluge, hand**

I can’t bear any longer that …deluge…………………of emails. Can you …hand………………..it over to someone else

**rub, move, hold,**

Who do you ……rub……………………shoulders with?

I …hold………………….with two of my colleagues. I always …move………………….in their circle

**pencil, fit, bring,**

- I’d like to make an appointment to see M r Fowler.

- Let me have a look at his diary. I could …pencil…………………… you in at half past three this afternoon. How would that suit you ?

I’m calling about my Thursday appointment with the manager. I wonder if we could

…bring…………………… it forward to Monday.

- Yes, I think so. I’ll …fit………………………… it in for Monday and confirm it with you when I've spoken to the manager.