Overheard in the office – phrases

**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 …fit…………………… 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 …pencil………………………… it in for Monday and confirm it with you when I've spoken to the manager.

**slip , crept , fill, put, breathing, screw,**

- We’ve placed an order for sixty items and you’ve sent us only thirty!

- I’m so sorry, there’s a …slip………………….. in the documents

I’d like to talk about this mistake which …crept………………….. into our invoice.

- Well, it was just a misprint and by now everything has been …put………………right.

- I ’m sorry but we won’t be able to …fill……………….. this order before June the twenty first.

- Oh, that will …screw………………… things up. I’ve got a customer …breathing………………….. down my neck.

**, flush , eyes,**

Working hard?

- Oh, there’s an incredible …flush……………………… of orders so we are up to our eyes in work.

**flexitime, beyond, brink, pass**

Late again?

- I’m not late, I’m on flexitime

I think he’s overdoing it.

- Yes, he looks as if he was on the …brink…………………. of a nervous breakdown.

Report writing is …beyond………………………..me. Why don’t you get the secretary to do it for you?

- …pass……………………….. the buck as usual, I see.

**get, matter, shady, push**

Your work will never …get…………………by if you don't improve it. This is no laughing…matter………………….. this

time.

- I kid you not! I've spent quite a bit on it.

They want to …push………………….. all the unpleasant jobs on me!

- So you’d rather keep …shady…………………………..

I like my new work, but I’m totally snowed under.

**round, sign, team**

The secretary hasn’t finished her work yet, she seems to be going …round……………………. in circles without getting anywhere.

After five years, he decided to …sign…………………. off and start up his own business.

I'm happy to …team…………………. up with such excellent workers

**head, trades ,better , ball**

- What qualities should our ideal manager have?

- A cool …head…………………..for a start. And what’s most important perhaps, he should be a jack—of—all-……………………...

- You’d be much …better……………….. off working for us. I’d like you to think over my offer.

- How long does this offer hold good?

I’m sure he’ll make a good manager. He seems to know everything what’s going on

here.

- Yes, he is on the …ball……………………… all right. He may go far on.

**round, take ,look , head, round**

- If you offer him more money than he’s getting from our competitor I’m sure he’ll buy it.

- Don’t worry, I’ll get …round…………………….. him.

I’ve heard the manager is going to …look………………… a back seat.

- Really? So who are they going to hand over to?

I've heard Mr. X is going to take the …head…………………. of the sales department.

- Oh, he’s a very competent person and everybody …take…………………..up to him. The company will soon pull …round………………….. once he is at the head of this department

**turns, dish , straw**

We have to take ……turns………………... We can’t do it simultaneously

- He told me off for taking more than 2 hours for lunch. It’s the last …straw…………………….!

- Why don’t you just …dish……………………… it out?

**pick, snap , put,**

- She says I’m constantly ………………………………… on her!

- I’ve told you you’ve got to handle her with kid gloves. How are you going to calm

things down now?

- I said I would ………………………. in for a rise and he practically ……………………. my head off!

- You can always put in for a transfer.