



UNIT 9

ENGLISH FOR BUSINESS

WITH THE INSPIRE ACADEMY

IDIOMS

COMMON PHRASES

TO PUT IN EXTRA EFFORT

To knuckle down

To give 110%



To go the extra mile

TO START SOMETHING

To get something off the ground



To get the ball rolling

TO SUGGEST SOMETHING

To bring something to the table



To bring something up

TO DO SOMETHING BEFORE IT'S TOO LATE

To hit the ground running



To get ahead of the game

IF SOMETHING IS NOT CERTAIN

It's a long shot



To be touch and go

IF SOMETHING IS REALLY OBVIOUS

It goes without saying



It's a no brainer

COMMON PHRASES

MATCH THE PHRASES WITH THEIR DEFINITIONS

TO TURN SOMETHING DOWN

A NON-SPECIFIC/GENERAL NUMBER

TO HIT THE NAIL ON THE HEAD

TO EXPLORE NEW IDEAS AFTER OLD ONES
HAVE BEEN DISCARDED

**TO GO BACK TO THE DRAWING
BOARD**

TO LEARN THE BASICS OF A NEW JOB

MY HANDS ARE TIED

TO REDUCE EXPENDITURE

TO LEARN THE ROPES

TO FINISH JUST BEFORE THE DEADLINE

**TO DO SOMETHING BY THE
BOOK**

TO RUSH SOMETHING AND
THEREFORE SKIP NECESSARY STEPS

TO BE IN THE RED

AS SOON AS POSSIBLE

A BALLPARK FIGURE

THE END OF THE WORKING DAY

TO TIGHTEN YOUR BELT

I AM LIMITED BY REGULATIONS OR ORDERS

**TO FINISH SOMETHING AT THE
11TH HOUR**

TO FOLLOW ALL RULES AND REGULATIONS

TO THROW A CURVEBALL

TO INTRODUCE A PIECE OF INFORMATION THAT
PROBLEMATISES THE SITUATION

CLOSE OF PLAY

TO REJECT SOMETHING

TO CUT CORNERS

TO DO SOMETHING VERY WELL

ASAP

TO BE IN DEBT

COMMON PHRASES

LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



Script:

Rachel: Hi Jen, how are things going in accounts?

Jen: Fine thanks, Rachel! But I did want to let you know that the sales team threw us a curve ball at the 11th hour so we have had to go back to the drawing board on the website pricing scheme.

Rachel: Ok, but we still need to make sure we do everything by the book, don't cut corners just because we are short of time.

Jen: Yes, don't worry about that - the team will really have to knuckle down, but I am sure they will all give 110%. When do you need it finished?

Rachel: I need the final summarising documents on my desk by end-of-play on Thursday.

Jen: OK, although it may be slightly touch and go.

Rachel: Let me know if you need some more help- I could reassign a couple of the guys from taxes to help out with the process.

Jen: We might need that- I will talk to the team asap and let you know.

Rachel: Once that is done we can get the ball rolling with Daniel's new design project.

Jen: Yes we really need to hit the ground running with that one. See you for the meeting on Friday then.

Rachel: See you then!

1. What was the result of the 'curveball' from the sales team?
2. What is Rachel worried that could happen because of the approaching deadline?
3. When does the report need to be given to Jen?
4. Does Jen think that her team will finish the report on time?
5. What does Rachel suggest to help the accounting team?
6. What will happen when this project is finished?