

WORK IDIOMS

1. Match the idioms with their meanings.

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| 1. Learning curve | a) to have a lot of responsibilities |
| 2. By the book | b) details of a contract that are usually overlooked |
| 3. Close of play | c) the end of a working day |
| 4. Punch a puppy | d) to enter an organization or industry |
| 5. Fine print | e) to do something by law or rule |
| 6. Have a lot on your plate | f) to have the responsibility or to take action |
| 7. The ball's in your court | g) the rate of gaining experience or new skills |
| 8. Get your foot in the door | h) to do something unpleasant |
| 9. Glass ceiling | i) to consistently work beyond normal business hours |
| 10. Burn the midnight oil | j) metaphorical barrier preventing advancement to a higher position |

2. Fill in the gaps with the work idioms from the previous activity.

- 1) Our manager is _____ to meet every deadline.
- 2) I think there's a _____ because I don't see any room for growth here.
- 3) A coffee meeting can help you _____ with prospective clients.
- 4) New employees usually have a _____.
- 5) I _____ since my supervisor quit last week.
- 6) Always read the _____ before signing a contract.
- 7) You need to finish the audit by _____.
- 8) The company fired the CEO for not doing things _____.
- 9) The boss was really _____ when he laid off 15 people.
- 10) We handed off the assets so _____ now.