1. Your explanation is too long. Can you **put it in a nutshell** to save some time?

2. At meetings, Americans **get right to the point** and not to spend too much time saying hello.

3. My gossipy aunts are **the family grapevine** when it comes to information about everybody.

4. Our boss asked us to use WhatsApp **to keep him in the picture** during his vacation.

5. I must have **gotten the wrong end of the stick** because I thought our meeting was at 3pm not 4.

6. Everyone needs to **be on the same page** before we take a vote.

7. Our president and vice president finish each other's sentences, because they are always **on the same wavelength.**

Of the same mind	Shorten the information	Speak directly	In agreement
Include him	The information network	Misunderstood	

LIVEWORKSHEETS

8. The instructions were in Japanese so **we couldn't make heads nor tails out of it.** ____

____ 9. The two salesmen were talking **at crossed purposes.** Each was selling but not buying a product.

10. When you are firing someone, being indirect doesn't help. Don't **beat around the bush.** ____

____ 11. Don't talk to the CEO's assistant. It's better to get the CEO and **get it straight from the horse's mouth.**

12. Giving advice to stubborn clients is **like talking to a brick wall.** ____

____ 13. I don't know when the next meeting is. Could you **put me in the loop**?

Bring me up to date	Couldn't understand it	Be indirect	With different intentions
Not being listened to	Talk to the source		

LIVEWORKSHEETS