

PART A: MATCH THE IDIOMS WITH THEIR MEANINGS

- A. Get straight to the point
- B. Beat about the bush
- C. Get the wrong end of the stick
- D. Put someone in the picture
- E. Be on the same wavelength
- F. Talk at cross purposes
- G. Can't make head or tail of something
- H. Hear it on the grapevine
- I. Get the message
- J. Keep someone in the loop

- 1. Fail to understand a situation correctly
- 2. Hear a rumor
- 3. Not understand at all
- 4. Say what is most important
- 5. Keep someone updated with ongoing developments
- 6. Understand what someone is trying to say
- 7. Share important information with someone
- 8. Talk about different things without realizing it
- 9. Be able to understand and relate to someone easily
- 10. Delay talking about the main topic

PART B: FILL IN THE BLANKS (IDIOMS & EXPRESSIONS)

- 1. Let's _____ instead of wasting time.
- 2. I tried reading the instructions, but I _____.
- 3. I _____ that we're getting a new team leader.
- 4. We _____; I was talking about France, and he thought I meant Spain.
- 5. She didn't say anything, but I think he _____ from her expression.
- 6. We've worked together for years and we're always _____.
- 7. The report is confusing. I think you _____.
- 8. Please _____ about any updates in the project.
- 9. Could you _____? I was away last week.
- 10. Stop _____ and tell us what happened.

PART C: MULTIPLE CHOICE – EXPRESSIONS & VERBS

- 1. He speaks five languages, but he doesn't really _____ to clients.
 - a) talk
 - b) tell
 - c) say
 - d) speak
- 2. Could you _____ me what the client said?
 - a) say
 - b) talk
 - c) tell
 - d) speak
- 3. She _____ so fast that I couldn't follow her.
 - a) said
 - b) talked
 - c) told
 - d) spoke

- 4. The manager didn't _____ anything during the meeting.
 - a) speak
 - b) talk
 - c) say
 - d) tell
- 5. He's great at _____ in public.
 - a) talking
 - b) saying
 - c) speaking
 - d) telling
- 6. _____ of the delay, we completed the project on time.
 - a) Although
 - b) Despite
 - c) Even though
 - d) However

- 7. I went to the meeting _____ I was feeling unwell.
 - a) despite
 - b) although
 - c) in spite
 - d) though
- 8. _____ her qualifications, she was not hired.
 - a) Although
 - b) Even though
 - c) In spite of
 - d) However
- 9. I enjoy our meetings, _____ they can be a bit long.
 - a) despite
 - b) even though
 - c) in spite
 - d) in case
- 10. We decided to proceed, _____ the risks.
 - a) although
 - b) even though
 - c) despite
 - d) du

PART D: CASE STUDY READING TASK – CROSS-CULTURAL COMMUNICATION

CASE STUDY: A Misunderstanding in Tokyo

When Sarah, a UK-based sales manager, visited Tokyo to negotiate a deal, she encountered unexpected challenges. The Japanese team remained silent after her presentation, which Sarah took as disinterest. She tried to lighten the mood with informal jokes, but the atmosphere only became more awkward. Later, she heard on the grapevine that the Japanese team had found her approach too aggressive and disrespectful. What Sarah didn't realize is that in Japanese business culture, silence is often a sign of deep thinking and respect, not disagreement. Furthermore, informal language in meetings is considered inappropriate. A local colleague later helped her get the message, explaining how cultural context affects communication styles.

Questions:

1. Why did Sarah think the Japanese team was not interested?
2. How did she try to change the atmosphere?
3. What did the Japanese team actually feel about Sarah's approach?
4. What cultural difference caused a misunderstanding?
5. What helped Sarah understand what went wrong?

PART E: WRITING TASK (LINKERS + EXPRESSIONS)

- Instructions: Write a short email (120–150 words) to a colleague summarizing the results of a recent meeting and what needs to happen next. Use at least three idioms from Unit 1 and four contrast/linking words (e.g., despite, although, even though, however, whereas, nevertheless).
- Email Prompt: You had a meeting with an international partner about a joint project. There were some misunderstandings at first, but the teams eventually reached an agreement. Your colleague couldn't attend and needs a summary.