

Fill in the gaps with the next phrases in the correct form.

1. *a red flag*
2. *all style and no substance*
3. *be up to your neck in*
4. *friends in high places*
5. *get on*
6. *get your foot in the door*
7. *give somebody the okay*
8. *have a lot on your plate*
9. *keep someone in the loop*
10. *propel a business forward*
11. *pull a sickie*
12. *put out fires at work*
13. *put something into place*
14. *put something out to tender*
15. *reinvent the wheel*
16. *take a day off*
17. *take someone at face value*



1. The manager me start the project next week.
2. She managed to get the promotion quickly thanks to her
3. His constant tardiness is definitely for the team and the HR.
4. I think John yesterday to avoid that boring meeting.
5. I really need to after this hectic week. I'm emotionally drained!
6. Implementing the new marketing strategy will help the company
7. With the new project coming up, I really right now.
8. The company decided to the construction project to find the best contractor.
9. You shouldn't our new colleague, as she tends to exaggerate and overstate minor problems at work.
10. We need to the new security measures before the deadline.
11. I've been at work all day, dealing with last-minute issues.
12. This internship is a great way to at a top company.
13. I in paperwork, so I can't take on any more tasks.

14. Make sure to me about any updates on the project.

15. The presentation looked impressive, but it was
What a waste of time!

16. There's no need to ; let's use the existing framework for this project.

17. I need to stop procrastinating and with this report if I want to finish it by the deadline.

Listen and check.

