

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.

