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.

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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.

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