

Work Idioms – Fill in the Gaps

Instructions: Read the idioms and their definitions below. Then, complete the sentences with the correct **work-related idiom** from the box.



Work-related Idioms List - Definitions

1. **Hit the ground running**

To start a job or activity and begin working with energy and enthusiasm right away.

Example: I want to hit the ground running on my first day at work.

2. **Pull your weight**

To do your part in a group or team task.

Example: Everyone in the team must pull their weight to finish the project.

3. **Burn the midnight oil**

To work late into the night, usually studying or working hard.

Example: She burned the midnight oil to finish her report before the deadline.

4. **Get the ball rolling**

To start something, especially a project or activity.

Example: Let's get the ball rolling on this new campaign.

5. **On the same page**

To agree or have the same opinion about something.

Example: Before we begin, we need to make sure we're all on the same page.

6. **Think outside the box**

To think creatively or in an unusual way to solve a problem.

Example: To solve this problem, we need to think outside the box.

7. **Step up to the plate**

To take responsibility and do what needs to be done.

Example: When the manager was sick, Maria stepped up to the plate and led the team.

8. **Take the bull by the horns**

To face a difficult situation bravely and take control.

Example: He took the bull by the horns and fixed the problem himself.

9. **Go the extra mile**

To do more than what is expected or required.

Example: She always goes the extra mile to help her coworkers.

Use the following idioms to complete the gaps. Remember to use the correct form:

think outside the box - burn the midnight oil - get the ball rolling
take the bull by the horns - be on the same page - pull your weight
go the extra mile - hit the ground running - step up to the plate

1. On the first day of the job, Maria wanted to _____ and show her skills immediately.
2. In group projects, everyone must _____ or the work will not be fair.
3. To finish the report before the deadline, Carlos had to _____ last night.
4. Before we start the meeting, let's make sure we are all _____ about the goals.
5. We need to _____ if we want this project to succeed, so let's begin now.
6. The company needs creative ideas, so our team learned how to _____.
7. When the boss was away, Juan decided to _____ and take charge of the situation.
8. Instead of avoiding the problem, she decided to _____ and solve it directly.
9. Ana always _____ by helping her teammates even after work hours.