Say it Better in English

Useful Phrases for Work & Everyday Life

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To my father, Harold Pascal
Marianna Pascal has taught English as a Second Language in Canada, the United States, Australia, and Southeast Asia. She currently operates her own language school in Malaysia.

In addition to teaching, Marianna, from Montreal, Canada, has developed English language course material for Excel Books and Scholani Educational College in Australia, for ELS Language Centers in Malaysia, and for her own school.

Married to a Chinese Malaysian, Marianna has been a presenter at several international language conferences and has published papers on language teaching in educational journals.

**About the Illustrator**

Lee Shee earned a degree in Fine Arts from the National Taiwan Normal University. She is a freelance illustrator and has illustrated projects from greeting cards to books to product packaging. For more of Lee Shee’s illustrations, visit www.leesheeart.com.
Dear Reader,

We know that you are busy. You want to learn fast. This book was designed to make it easy for you. You can use the book these ways:

1. **Read it like a storybook**
   *Say it Better in English* tells the story of five people who work together.

2. **Learn one phrase a day**
   We suggest you read one page each day from Monday to Saturday.

**Puzzle review**
After every six pages, see how much you have learned by doing the crossword puzzle.

When you do a puzzle, pay attention to the verb tense. For example, you may have to write ‘made’ instead of ‘make’.

**Examples**
See each phrase used in more everyday situations.

At the bottom of some pages, you are asked to see another page. This helps you to understand a phrase in the example. You will see some phrases many times. This will help you to remember them.
Take the phrases with you
If you want to carry the phrases with you to practice wherever you go, you can print out a free list of all these phrases and their meanings. You’ll find this tool on the Language Success Press website: www.languagesuccesspress.com.

See it, then say it
When you learn a phrase, try to use it the same day.

Enjoy!

- Marianna Pascal
keep going
continue

MORE EXAMPLES

A: “Can I stop running?”
B: “No, keep going. You need the exercise.”

A: “Should we stop working at 6 o’clock?”
B: “No, let’s keep going until 8 o’clock.”
Mr. Lee

NOT Mr. Alan

MORE EXAMPLES

A: “I’m Bill Jones.”
B: “Nice to meet you, Mr. Jones.”
A: “You can call me by my first name.”
B: “Alright. Hello Bill.”

A: “I’d like you to meet Don Clinton.”
B: “Hello Mr. Clinton.”
**drop by**
*visit for a short time*

Bob Beckham is our sales manager.

I’d like to show you some samples. Can I drop by your office later?

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**MORE EXAMPLES**

“You left your book in my car. I’ll **drop by** your house and give it to you.”

“I **dropped by** the camera store to pick up our photos.”

For *left*, see page 232
For *pick up*, see page 62

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*kurz vorbeikommen, auf einen Sprung vorbeikommen*
Can I put you on hold?

Please wait.

Ask this during a phone call.

MORE EXAMPLES

A: “Can I speak to the manager?”

B: “Can I put you on hold for a minute? I’ll see if he’s here.”

A: “Hello, ABC Market? Do you have any fresh raspberries?”

B: “Can I put you on hold while I go and see if we have any left?”

For left, see page 185
in charge of
responsible for; supervisor of

Tom Smith is in charge of deliveries.

MORE EXAMPLES

“I’d like to speak to the person in charge of customer service.”

“He’s in charge of training new staff.”

NOTE: sometimes in charge of + _ing
running short of time
getting close to a deadline

MORE EXAMPLES

“I have to work late tonight. I need to finish a project, and I’m running short of time.”

“I’d like to finish this meeting soon. Let’s move on to the next point because we’re running short of time.”

For move on, see page 209

in der Zeitnot sein, Spät dran sein, Zeit davon rennt
ACROSS
1) “This is Stephen Jackson.” • “Nice to meet you, Mr. ___.”
4) “Your test is tomorrow. You haven’t studied yet! You’re running ___ ___ time!”
5) “Let’s stop driving and have dinner.” • “No, let’s ___ __. We will be there soon.”
6) (on the phone) “What time is the meeting?” • “Can I put you ___ __? I’ll ask my boss.”

DOWN
2) “I’m a teacher. I’m in ___ ___ 50 students.”
3) “If you ___ ___ my house tonight, I’ll give you the money.”

For answers, see page 365
get a move on

go faster

MORE EXAMPLES

“The movie is going to start soon. Let’s get a move on or we’ll be late.”

“We have to get a move on if we want to finish by Wednesday.”

For by Wednesday, see page 117
that’s K for Korea
Say this to help people understand the spelling of a word.

MORE EXAMPLES

A: “What’s your email address?”
B: “It’s alan76@hotmail.com. That’s A for Africa, L for London, A for Africa, N for Norway, the number 76, at hotmail dot com.”

A: “My address is 22 Elm Street.”
B: “Sorry, what street?”
How can I help you?

This is often used when answering the phone in a workplace.

MORE EXAMPLES

“Good afternoon. ABC Marketing. How can I help you?”

“IMG Computers. This is Mary speaking. How can I help you?”
it’s for you
the caller wants to speak to you

MORE EXAMPLES

“Could you ask Chris to come to the phone? It’s for him. It’s his mother.”

A: “The phone is ringing.”
B: “I’ll get it. I think it’s for me.”

For I’ll get it, see page 61

ist für Sie
in an hour
one hour after now
NOT an-hour-later; NOT after-an-hour

I’ll be back in an hour.

MORE EXAMPLES

“She hasn’t arrived yet. She’ll be here in 10 minutes.”

“He is almost finished with high school. He will graduate in a few months.”

For a different meaning of in, see page 215
ahead of / on / behind schedule
faster than planned / as planned / slower than planned

MORE EXAMPLES 📺

“Please drive faster. We are behind schedule.”

A: “How’s the project coming along?”
B: “Fine. Everything is on schedule.”

For coming along, see page 228
Grab a Pencil! • Puzzle #2

ACROSS
1) “Don’t forget to finish the report tomorrow.”
   • “I’ve already finished. I’m ___ ___ schedule.”
4) (on the phone) “Can I speak to Jane?” • “One
   moment, please.... Jane! ___ ___ you.”
5) (on the phone) “Good afternoon. This is the
   Hinton Hotel. How can ___ ___ ___?”

DOWN
2) “Hurry up! We have to get ___ ___ ___.”
   • “Okay. I’ll get my coat quickly.”
3) “My name is Sam. That’s S ___ Sweden, A, M.”
5) “I am driving to work now. I will arrive at work
   ___ 15 minutes.”

For answers, see page 365
tied up
busy doing something that you can’t stop

MORE EXAMPLES

A: “Can we meet today?”
B: “Sorry, I’ll be tied up all day. How about tomorrow?”

“I’m tied up now, but I’ll be free in an hour.”

For *in an hour*, see page 12
When is a good time?
When is a convenient time for you?

I’ll call you later. When is a good time?

Around 4 o’clock.

MORE EXAMPLES 📚

“I have some papers for you to sign. When is a good time to drop by your office?”

A: “Can we meet next week?”
B: “Sure. When is a good time for you?”
A: “How about Friday at 10 a.m.?”

For drop by, see page 3
held up
delayed

Sorry. I was held up at a meeting.

MORE EXAMPLES

“I was held up at the airport for two hours! Customs officials went through my bags.”

“I got home at 10 o’clock last night. I was held up at the office doing paperwork.”

NOTE: paperwork = work that involves forms, documents and letters

For went through, see page 194
move something out of the way

move something so that it doesn’t block you

Please move these boxes out of the way!

MORE EXAMPLES

“We’re having a party, so I want to move the furniture out of the way.”

“There are a lot of things on your desk. If you move them out of the way, I’ll put your computer there.”

aus dem Weg räumen
upside down / right side up
with the top part at the bottom /
with the top part at the top

The box is upside down! Please turn it right side up!

MORE EXAMPLES 📩

“Look! That picture is upside down. You hung it the wrong way.”

“There’s a cake in this box. Please make sure the box is right side up.”

For make sure, see page 353
no wonder
now I understand why

I’m tired!
Why?

We made 143 deliveries today.
No wonder you’re tired!

MORE EXAMPLES

A: “Why is he so sad?”
B: “His wife just died.”
A: “No wonder he’s sad.”

A: “This lamp doesn’t work.”
B: “You didn’t plug it in!”
A: “No wonder it doesn’t work!”

For plug it in, see page 124
For doesn’t work, see page 162
ACROSS
3) “Please move your bicycle ___ ___ the way so I can park here.”
5) “I need to talk to you, but I know you are busy. When is a ___ ___?” • “How about 4 o’clock?”
6) “Sorry I’m late. I was ___ ___ at the post office. There was a long line!”

DOWN
1) “Why are you so tired?” • “I just ran 15 miles.” • “Wow! ___ ___ you’re tired!”
2) If the number 6 is ___ ___, it looks like the number 9.
4) “Can you help me?” • “Sorry, I’m ___ ___ right now. I’m helping another customer.”

For answers, see page 365
on me
Say this if you want to pay for someone’s food or drink.

MORE EXAMPLES 📝

A: “Lunch is on me today.”
B: “Thanks Jack.”
A: “It’s my pleasure.”

A: “Let’s split the check.”
B: “No, the drinks are on me today.”

For split the check, see page 183

22 geht auf meine Rechnung
stuck in traffic
in a traffic jam

MORE EXAMPLES

“Sorry I’m late. I was stuck in traffic for an hour.”

“There’s no point in driving downtown during rush hour. You’ll be stuck in traffic.”

NOTE: rush hour = the times of day with the busiest traffic, when many people are traveling to or from work

For there’s no point, see page 212

im Verkehr stecken
it slipped my mind
I forgot

MORE EXAMPLES

A: “Did you mail my letter?”
B: “Oh, it slipped my mind. I’ll do it tomorrow.”

“I was supposed to meet Fred last night, but I forgot. It slipped my mind.”

For supposed to, see page 305
under a lot of pressure
feeling stress

MORE EXAMPLES

“We are under a lot of pressure because we have to finish this job by Friday.”

“Students are under a lot of pressure at exam time.”

For by Friday, see page 117
**drop something off**  
*take something to a place and leave it there*

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**MORE EXAMPLES**

“I’m going to the dry cleaners. I want to **drop off** some shirts.”

A: “Don’t stay and talk. Just **drop off** the gift and leave.”
B: “Okay, I’ll just **drop it off**.”

NOTE: **drop something off**, **drop off** something, **drop it off**, NOT **drop off it**

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26 abgeben, absetzen
**Have you done something yet?**

Ask this to find out if something has already happened.

**MORE EXAMPLES**

A: “**Have you** eaten lunch **yet?**”
B: “Yes, I had lunch an hour ago.”

A: “**Have you** been to the post office **yet?**”
B: “No, not yet. I’m going now.”

For *ago*, see page 46
ACROSS
2) (at a restaurant) “I’ll pay.” • “No, lunch is ___ ___ this time.” • “Thank you.”
4) “Why are you late?” • “I was ___ ___ traffic.”
5) “Have you had lunch ___?” • “No, I’m hungry.”

DOWN
1) “I have a lot of deadlines this month. I’m under a lot of ___.”
2) “Could you take this book back to the library?” • “Yes, I’ll drop it ___ on my way to work.”
3) “You forgot to buy milk!” • “Sorry. I was so busy it slipped ___ ___.”

For answers, see page 365
get through
make contact with someone by phone

MORE EXAMPLES

A: “I tried to call you, but I couldn’t get through.”
B: “Sorry. I turned off my cell phone.”

“Don’t call the bank at lunchtime. They are so busy. It’s difficult to get through.”

For it’s difficult to, see page 300
**put up with** something
accept something bad

The plumber is coming to fix it *tomorrow* so I have to put up with it today.

**MORE EXAMPLES**

“Your neighbor’s dog is so noisy! How can you **put up with** the noise?”

“My office is freezing, but I **put up with** it because I love my job.”

NOTE: freezing = very cold
right away
immediately; now

Hello, Plumber? This is an emergency! We need you to come right away.

MORE EXAMPLES

A: “Waiter! I ordered soup 30 minutes ago!”
B: “I’m sorry, Sir. I’ll bring it right away.”

A: “The client is waiting. He needs the report.”
B: “I’ll get it right away.”

For ago, see page 46
x caused y / y was caused by x
x made y happen / y happened because of x

MORE EXAMPLES

A: “What caused the delay?”
B: “Heavy rain caused the delay.”

A: “The goods are damaged!”
B: “The damage was caused by the shipping department.”
it’s not the end of the world
the situation is not very bad

MORE EXAMPLES

“I hurt my knee, but it’s not the end of the world. I can still play golf.”

A: “I failed my driving test!”
B: “It’s not the end of the world. You can take the test again.”
in the same boat

in the same bad situation

I know how you feel. We are in the same boat.

MORE EXAMPLES

A: “My husband is often away on business.”
B: “So is mine! We’re in the same boat.”

“We all lost money last year. We’re all in the same boat.”

For away on business, see page 262
GRAB A PENCIL! • Puzzle #5

ACROSS
4) “I called Fred 10 times, but I can’t ___ ___. The line is always busy.”
5) “I lost your report!” • “Don’t worry. It’s not the end of ___ ___. I can print another copy.”
6) “What caused the car accident?” • “The accident ___ caused ___ ice on the road.”

DOWN
1) “I lost my job this year.” • “I lost my job too! We are in the same ___.”
2) “Joe is sick. Call the doctor!” • “Let’s wait.” • “No, don’t wait! Call him ___ ___!”
3) “My wife talks too much! She’ll never change, so I ___ ___ with her talking.”

For answers, see page 365
I’m not following you
Say this if you don’t understand instructions, directions or an explanation.

MORE EXAMPLES

A: “To save the document, click on ‘copy’ then open a new file and click…”
B: “I’m not following you. Click on what?”

A: “He’s not unfriendly, he’s just not friendly.”
B: “I’m not following you.”
get cut off
lose the connection during a telephone call

Yes Bob, I think we...
Hello? Hello? Are you there?
He’s gone... We got cut off.

MORE EXAMPLES 📞

“There’s something wrong with my phone. I often get cut off.”

A: “Hello?”
B: “Hi. This is John again. We got cut off just now, so I’m calling you back.”

For there’s something wrong with, see page 347
For call you back, see page 193
have change
have smaller units of money

MORE EXAMPLES

A: “Do you have change for $10?”
B: “Yes, here are nine ones and some small change.”

A: “Your coffee is $3, please.”
B: “Here’s a 50 dollar bill.”
A: “Sorry. I don’t have change for a fifty.”

NOTE: small change = coins; bill = paper money; a fifty = a fifty dollar bill
distance **from** a place

Say this to show the distance between two places.

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**MORE EXAMPLES**

A: “Where’s Palo Alto?”
B: “It’s about 30 miles **from** San Francisco.”

“Our office is about 200 feet **from** Grand Central Station.”
the second to last
the thing before the last thing

Mr. Franks can see you now. It’s the second to last door: the black door.

MORE EXAMPLES

“We went to France for a week. We were having a great time. But on the second to last day, I got sick.”

A: “Which is your house?”
B: “The second to last house on the street.”
comes in
is available in

MORE EXAMPLES

“This phone comes in blue, white or black. Which one should I buy?”

“Instant soup comes in a plastic cup. And it comes in two flavors: chicken and beef. I prefer the beef soup.”

For prefer, see page 247
ACROSS
2) (on a cell phone) “Speak quickly. My battery is low. We might get ___ ___.”
4) “Was Joe the last person to arrive?” • “Almost. He was the ___ ___ last person.”
5) “This jacket ___ ___ three sizes: small, medium and large.”
6) “I need 25 cents for the phone, but I only have a $10 bill. Do you ___ ___?”

DOWN
1) “Turn left, turn right, then right again, then left...” • “Huh? I’m not ___ you. Could you start over?”
3) “Do you live near your office?” • “Yes, I live just two miles ___ my office.”

For answers, see page 365
I’d like

This is a polite way to say what you want.

NOT I-want

MORE EXAMPLES

A: “I’d like a ticket to Stanton City, please.”
B: “One-way or a round-trip ticket?”

A: “Can I help you?”
B: “Yes, I’d like to send this package to Mexico City.”

NOTE: a round-trip ticket = a ticket that takes you somewhere, then brings you back
**I’ve been waiting for a long time**
Say this for something you are still doing now.

**MORE EXAMPLES 🌊**

“I hope we arrive soon. We’ve been sitting in this airplane for seven hours!”

“Please wake up the baby. He’s been sleeping for four hours.”

NOTE: I’ve = I have; we’ve = we have; he’s = he has
make up my mind
decide

Which one would you like?
I can’t make up my mind.

MORE EXAMPLES

A: “Are you going to buy the blue car or the green car?”
B: “I don’t know. I haven’t made up my mind yet.”

“He’s finally made up his mind. He’s going to study business.”

sich entscheiden, Entscheidung treffen
two weeks ago
two weeks before now

MORE EXAMPLES

A: “I just got married.”
B: “When?”
A: “Three days ago.”

“He left the office five minutes ago. You just missed him.”
cheers

Sometimes we say this before drinking alcohol to offer good wishes.

When we say this, we lift our glasses and touch them together.

MORE EXAMPLES

A: “Cheers!”
B: “Cheers! To a long happy life.”

A: “Cheers. To your health.”
B: “Cheers.”

For to, see page 101
discuss something

talk about something

NOT discuss about something

MORE EXAMPLES

“We need to discuss the travel arrangements.”

“We can discuss the situation at the meeting if you bring it up.”

For bring it up, see page 178
GRAB A PENCIL! • Puzzle #7

ACROSS
2) “We bought this house 25 years __.”
4) “Can I help you, Sir?” • “Yes, I’d ___ two coffees, please.”
6) Rearrange these letters to make a word that we sometimes say before drinking alcohol: ceresh

DOWN
1) “Do you want to order the chicken or the fish?” • “I don’t know. I can’t ___ ___ my mind.”
3) “When can we talk about the computer problem?” • “We can ___ it now.”
5) “I’m studying now. I’m tired because I’ve ___ studying for three hours!”

For answers, see page 365
stay up
stay awake later than one’s usual bedtime

MORE EXAMPLES

A: “Why are you so tired today?”
B: “I stayed up late last night.”

“When my husband works late, I stay up until he gets home.”
oversleep
wake up later than planned

MORE EXAMPLES

“I’m behind schedule this morning because I overslept.”

“I use three alarm clocks so that I never oversleep.”

For behind schedule, see page 13
about to do something

go to do something very soon

MORE EXAMPLES

A: “Is Dan still here?”
B: “Yes, but you’d better talk to him now. He’s about to leave.”

A: “Have you written that letter yet?”
B: “No, but I’m about to do it right now.”

For Have you ... yet?, see page 27
**on my way**  
going to a place — but not at the place yet

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**MORE EXAMPLES**

A: “Did you call the police?”
B: “Yes, they’re **on** their **way**. They will be here very soon.”

A: “We need some milk.”
B: “Okay, I’ll ask Dad to buy some **on** his **way** home.”

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**unterwegs, an seinem Weg**
get sidetracked
become distracted from something important

MORE EXAMPLES ️

A: “You burned dinner.”
B: “Yes. While I was cooking, my mom called and I got sidetracked.”

“I didn’t finish my homework. There was a good movie on TV, so I got sidetracked.”
gone for the day
Say this when someone will not come back that day.

MORE EXAMPLES
A: “Could I speak to Mr. Couga?”
B: “Sorry, he’s gone for the day. He will be in the office tomorrow morning.”

“Kate’s gone for the day. You can reach her at home.”

For reach, see page 254
GRAB A PENCIL! • Puzzle #8

ACROSS
5) “Are you busy?” • “Yes. I just finished cooking dinner, and I am about ___ eat it.”
6) “I was busy working. Then my friend visited me, and I forgot about work. I got ___.”

DOWN
1) “If I don’t set my alarm clock at night, I will ___ in the morning.”
2) “Last night I didn’t go to bed early. I ___ ___ until 2 a.m.”
3) “My assistant is gone ___ ___ day. She’ll be back in the office tomorrow.”
4) “I’m in my car driving to my office. I’m on ___ ___ to work.”

For answers, see page 365
in the lighting business
Say this to show the industry someone works in.

That’s Mr. Lee.
He’s in the lighting business.

MORE EXAMPLES

“Mr. Saito is in the shoe business. He exports shoes.”

A: “What do you do?”
B: “I’m in the publishing business. I’m an editor.”

NOTE: What do you do? = What is your job?
a win-win situation
a situation that has good results in many ways

“Buying a house is a win-win situation. If you sell it, you make money. If you keep it, you make money.”

“I rent a room in my brother’s house. He needs the extra money. I need a room. It’s a win-win situation.”
**that’s it**

nothing more

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**MORE EXAMPLES**

A: “You’re going to Europe? To France? Germany? Spain?”
B: “Just to Italy. That’s it.”

A: “We have just 24 hours to finish this project!”
B: “Twenty four hours? That’s it?”
A: “Yes, that’s all the time we have.”
it’s about time
it is overdue, but it is finally happening

MORE EXAMPLES

A: “The package arrived.”
B: “It’s about time! I’ve been waiting for weeks!”

A: “Sam is getting married.”
B: “Great. It’s about time. He’s 46 years old.”

For I’ve been waiting, see page 44
get it
answer the phone

MORE EXAMPLES

A: “The phone’s ringing.”
B: “I’ll get it. I think it’s for me.”

A: “The phone’s ringing.”
B: “Could you get it? I’m busy.”

For it’s for me, see page 11
**pick** something **up**

**collect** something

I’d like to pick up my wife’s shoe please.

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**MORE EXAMPLES**

“I left my book at your house. Could I come over later and **pick it up**?”

A: “I’m from ABC Company. I’m here to **pick up** an envelope.”
B: “Oh, yes, here it is.”

NOTE: **pick something up**, **pick up something**, **pick it up**, NOT **pick up it**

For **left**, see page 232
ACROSS
2) “This situation is good for you and good for me. It’s a ___-___ situation.”
5) “For lunch I eat an apple.” • “Just an apple?”
   • “Yes, that’s ___. I’m on a diet.”
6) “The phone is ringing.” • “I’m in the shower!”
   • “Okay. I’ll ___ ___.”

DOWN
1) “Yesterday, I took my shirt to the cleaners. When it’s clean, I’ll ___ it ___.”
3) “What business are you in?” • “I’m ___ ___ furniture business. I import furniture from China.”
4) “Mary finally graduated from college.” • “It’s ___ time! She’s been studying for 10 years!”

For answers, see page 365
Can I take a rain check?
Can we change the plan to another time in the future?

A: “I have to cancel our plans for lunch today. Can I take a rain check?”
B: “Sure. How about tomorrow?”

A: “Would you like to go out for dinner tonight?”
B: “Sorry, I can’t make it tonight. Can I take a rain check?”

For can’t make it, see page 352
**take time off**

decide not to go to work for a short time

MORE EXAMPLES

“I **took** three months **off** after I had the baby.”

“I’m going to **take** a week **off** because I need a vacation.”
**on top of that**

*in addition to; also*

Say this when the last piece of information is important.

**MORE EXAMPLES**

“My neighbor is noisy. He plays loud music at night and he has lots of parties. **On top of that**, his dog barks a lot!”

“I’m very busy. I have two children, I work full-time, and **on top of that** I take evening classes.”
**put clothes on**

This is not the same as ‘wear’ clothes: first we **put clothes on**; then we are wearing clothes.

**MORE EXAMPLES**

“I ate breakfast quickly, **put** my coat **on** and ran out of the house.”

“He’s only two years old. He doesn’t know how to **put on** his shoes.”

NOTE: **put** something **on**, **put on** something, **put** it **on**, NOT **put on** it

For **doesn’t know how**, see page 331
I didn’t mean that

Say this when someone does not understand what you said.

NOT That’s not my meaning

MORE EXAMPLES

A: “You’re very big.”
B: “You think I’m fat!”
A: “No, I didn’t mean that. I meant you’re very tall.”

A: “I want you to work over the weekend.”
B: “Boss, I can’t work every weekend!”
A: “I didn’t mean that. I meant this weekend.”

ich habe es nicht so gemeint
Do you mind if I join you?
Ask this for permission to be with someone.

MORE EXAMPLES

A: “We’re going to the movies.”
B: “Do you mind if I join you?”
A: “No, we don’t mind. Please come along.”

A: “Hi Jane. Do you mind if I join you?”
B: “Actually, I’m leaving now, but you can have my seat.”
ACROSS
1) “I broke my leg! I can’t go to work, so I’m taking two weeks ___."
2) “I'm going out to lunch.” • “Do you ___ ___ I join you?” • “No. Please come.”
3) “I can’t meet you for lunch today. Can I take a rain ___?”
4) “Firefighters have to wake up and ___ ___ their clothes very fast.”

DOWN
1) “My girlfriend is smart, interesting and sweet. On top ___ ___, she’s beautiful.”
2) “These shoes cost nine ninety.” • “$990!” • “No, I didn’t ___ that. I meant $9.90.”

For answers, see page 365
chip in
contribute money

It’s Mr. Lee’s birthday soon. Let’s each chip in $20 and buy a gift.

MORE EXAMPLES

“Every summer, my friends and I chip in $100 each to rent a boat.”

“My older brothers and sisters chipped in to pay for my education.”
drop someone off

**take someone to a place and leave them there**

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MORE EXAMPLES 🎤

A: “Could you **drop** me **off** at the bank?”
B: “Sure, I’m going to drive right past the bank.”

A: “Why are you late?”
B: “I **dropped** Sharon **off** at her house. Her car broke down.”
What’s the difference between A and B?
How are A and B different?

What’s the difference between this tie and that tie?

This one is made of silk. That one is made of cotton.

MORE EXAMPLES

A: “What’s the difference between the words ‘large’ and ‘big’?”
B: “There’s no difference.”

A: “What’s the difference between these two cell phones?”
B: “One has a digital camera and the other one doesn’t.”

was ist der Unterschied zwischen A und B?
end up doing something
finally do something

MORE EXAMPLES

“Tim was a bad student. How did he end up becoming a doctor?”

“At first business was good. But our costs were very high. So, we ended up losing money.”
you shouldn’t have
Say this to show appreciation when receiving a gift.

MORE EXAMPLES

A: “I bought you this gift.”
B: “Thank you, but you shouldn’t have.”
A: “It’s nothing really.”

A: “Happy Anniversary!”
B: “A gift for me? You shouldn’t have!”
A: “My pleasure.”

NOTE: “It’s nothing” and “my pleasure” are polite replies to “thank you”.

das hättest du nicht tun sollen,
das wäre nicht nötig gewesen
the day after tomorrow
NOT tomorrow after tomorrow

How long are you going away for?

2 nights. We will be back the day after tomorrow.

MORE EXAMPLES

“Tomorrow is July 3rd, so the day after tomorrow is July 4th.”

A: “I’m getting married in three days!”
B: “So the day after tomorrow is your last day as a single man.”

For in three days, see page 12
ACROSS
4) “First Sue was my girlfriend, then Mary, then Lucy. But I ended ___ marrying Jane.”
5) “It’s an overnight trip. We leave tomorrow and we return ___ ___ ___ tomorrow.”
6) “Let’s each ___ ___ five dollars and buy Fred a birthday present.”

DOWN
1) “Every morning on my way to work, I ___ my son ___ at his school.”
2) “What’s the difference ___ a bicycle and a tricycle?” • “A bicycle has two wheels; a tricycle has three.”
3) “Happy Birthday! Here’s a present.” • “Thank you, but you shouldn’t ___!”

For answers, see page 365
take turns
ding something
alternate (i.e. you, then me, then you, then me)

It’s a long way. Let’s take turns driving.

MORE EXAMPLES 💬

“My partner and I take turns opening the shop.”

“Last year, my husband and I both worked, so we took turns cooking dinner.”
**remind** someone **to**

*say something to help someone remember*

> When we get to the hotel, remind me to call my mother.

> Call your mother.

> Oh, yes. Thanks.

**MORE EXAMPLES**

“Could you **remind** Sharon **to** order more envelopes? I think she forgot.”

“When we get to the grocery store, please **remind** me **to** buy some eggs.”

**NOTE:** grocery store = store that sells food and small household items
fed up with something

unhappy about something that has been happening for a long time

MORE EXAMPLES 🌟

“They’re building a new house on my street. Every day they hammer and saw and drill! I’m fed up with all the noise.”

“I don’t like my job. I’m fed up with paperwork.”
as long as
on the condition that; providing that

MORE EXAMPLES

“We play football every Sunday morning as long as it’s not raining.”

A: “Boss, I’d like to leave at 4 o’clock today.”
B: “That’s fine as long as you finish the report first.”

solang, so lang wie, sofern
**good at something**

*able to do* something *well*

MORE EXAMPLES 🎤

“My father is very **good at** golf, but my mother isn’t.”

“Could you give me a hand with this letter? I’m not very **good at** writing in English.”

NOTE: sometimes **good at** + _**ing**

For *give me a hand*, see page 176
so weit so gut, bisher nicht schlecht

so far, so good
everything is fine now, but there may be problems later on

MORE EXAMPLES

A: “You fixed the printer again! How’s it working?”
B: “So far, so good. I hope it doesn’t break again.”

A: “How’s your new job?”
B: “I’ve only worked there for three days but so far, so good.”
ACROSS
5) “I fixed my car.” • “Is it okay now?” • “So far, ___ __. But, it might break down again.”
6) “Let’s ___ ___ cleaning the house. You clean on Mondays, and I’ll clean on Thursdays.”

DOWN
1) “Lisa is very ___ ___ math. She’s the best in her class.”
2) “You can borrow my books as ___ ___ you return them when you finish.”
3) “This summer is too hot! Every day it’s hot! I’m fed ___ ___ this weather.”
4) “Please ___ Joe to buy milk.” • “Okay. Joe, don’t forget to buy milk!”

For answers, see page 365
that sounds
Say this to give your opinion after reading or hearing something.

They have grilled fish in a lemon sauce. That sounds delicious.
That sounds disgusting!
That sounds expensive.

MORE EXAMPLES

A: “We stayed in a five-star hotel right on the beach.”
B: “That sounds beautiful.”

A: “I’m going to climb up on the roof and fix the leak.”
B: “That sounds dangerous!”
you’re not allowed to do something

doing something is not permitted

MORE EXAMPLES

“I read that you’re not allowed to chew gum in Singapore.”

“I can’t work in the USA because I don’t have a work permit. You’re not allowed to work without a permit.”

NOTE: In spoken English, “you” can mean “everyone”.

nicht erlaubt, untersagt
**Despite** something  
*not affected by* something

**MORE EXAMPLES**

“The company did well this year **despite** poor sales in March.”

“He goes jogging every day **despite** having a broken arm.”

NOTE: sometimes **despite** + **_ing**
as a result
consequently; as an effect

MORE EXAMPLES

“My brother left school when he was 14. As a result, he can’t find a good job.”

“It rained a lot last year. As a result, we sold a lot of umbrellas.”
Do you know where Mr. Smith is?

NOT Do you know where is Mr. Smith?

MORE EXAMPLES

A: “Do you know where Ohio is?”
B: “I think it’s near Pennsylvania.”

A: “Terri, do you know where the July bank statement is?”
B: “I have no idea.”
**sorry to interrupt**
Say this when you want to talk to someone who is already speaking.

**MORE EXAMPLES 📈**

“**Sorry to interrupt**, but Mr. Marco wants to see you right now.”

A: “Tuesday is a holiday so...”
B: “**Sorry to interrupt**, but **Wednesday** is a holiday, not Tuesday.”
A: “Oh, yes. You’re right.”

Entschuldigung für die Untebrechung, es tut mir Leid für die Unterbrechung (Störung)
ACROSS
1) “It rained all day, but we went swimming ___ the rain.”
3) “Do you know ___ Bob ___?” • “Yes, Bob is in the kitchen.”
5) “You’re ___ allowed ___ take a knife on an airplane.”
6) “You didn’t study for the test. ___ ___ result, you failed the test.”

DOWN
2) “I’ll tell you a story. Last week I went…”
   • “___ ___ interrupt, but I have to go now.”
4) “I’m reading a book about cars of the future.”
   • “That ___ interesting.”

For answers, see page 365
in good condition / in perfect condition
not broken / like new

MORE EXAMPLES

“My car is in perfect condition because I take good care of it.”

“Our house used to be in bad condition. We fixed everything, so now it’s in good condition.”
he just stepped out
he went out for a short time

May I speak to Tom Smith?

I’m sorry, he just stepped out. He should be back in a few minutes.

MORE EXAMPLES

A: “Could I speak to Eva?”
B: “She just stepped out of the office. She’ll be back soon.”

A: “Fred’s not in his office. Is he gone for the day?”
B: “No, he just stepped out.”

For back, see page 264
For gone for the day, see page 55
I’ll put you through
I will connect you
Say this during a phone call.

MORE EXAMPLES 📞

A: “Could I speak to Mr. Lim?”
B: “He’s not here right now. **I’ll put you through** to his assistant.”

A: “I’d like to speak to the manager.”
B: “One moment, please. **I’ll put you through**.”

ich verbinde Sie,
ich stell Sie durch
There’s been a delay
Say this when something is late.

I’m sorry Mr. Harper. There’s been a delay.

MY DELIVERY IS LATE!

MORE EXAMPLES
A: “Has the package arrived yet?”
B: “No, **there’s been a delay** because of bad weather.”

“There’s been a delay” in production. One of the machines broke down.”
for good
forever; permanently

MORE EXAMPLES

“There were ants in my kitchen. But after I used ant killer, they were gone for good!”

“I’ve tried to quit smoking before, but this time I’m quitting for good.”
**hear from** someone
**receive communication from** someone

**MORE EXAMPLES**

A: “I **heard from** Jack last week. He emailed me.”
B: “How is he?”

“I haven’t **heard from** my sister for a long time. I hope she’s okay.”
ACROSS
3) “I heard ___ Sue. She emailed me last week. She’s getting married.”
5) “Sam just ___ ___ of the office for a few minutes.
6) “My bicycle is five years old, but it’s ___ ___ condition because I take care of it.”

DOWN
1) “Joe moved to Taiwan.” • “Is he coming back?”
   • “No, he moved there for ___.”
2) “Your shipment will arrive late because there’s been ___ ___ at the customs department.”
4) (on the phone) “Can I speak to the manager?”
   • “Yes, I’ll ___ ___ through to him.”

For answers, see page 366
that’s too bad

When someone tells you bad news, say this to show that you care.

… so the delivery was late, the customer was angry and now I have to find a new driver.

That’s too bad.

MORE EXAMPLES

A: “I didn’t get the job.”
B: “That’s too bad. But I’m sure you’ll get one soon.”

A: “Our computer system has been down for five days!”
B: “That’s too bad.”

NOTE: down = not working
What’s this charge for?
Ask this when you don’t understand an amount on your bill or receipt.

What’s this charge for?

Peanuts.

But we didn’t order any peanuts.

MORE EXAMPLES

A: “What’s this charge for?”
B: “That’s the shipping charge.”

A: “Excuse me. What’s this charge for on my receipt?”
B: “It’s the tax.”
**to someone / something**

When people drink together, they say this to wish success to someone or something.

![Cartoon of three people clinking glasses with expressions of congratulations and surprise.]

**MORE EXAMPLES**

(at a wedding) “**To** the bride and groom!”

(at a gathering of friends) “**To** friendship!”

(at a business dinner) “**To** our new partnership!”

*auf jemanden / auf etwas (Trinkspruch)*
I heard it through the grapevine
someone told me something as gossip or a rumor

MORE EXAMPLES

A: “Alex lost his job.”
B: “Who told you that?”
A: “I heard it through the grapevine.”

A: “Are you sure the company is closing?”
B: “No, I’m not sure. I heard it through the grapevine.”
hear back from someone
receive a reply from someone

MORE EXAMPLES

“I emailed Ted yesterday, and I hope to hear back from him soon.”

A: “Did you get the job?”
B: “No. I had an interview, but I never heard back from the company.”
really like / really enjoy / really want
NOT very like / NOT very enjoy / NOT very want

I really like this company, and I really enjoy driving. I really want this job.

MORE EXAMPLES

“Jane, I really enjoyed your presentation today.”

“I really like my English class. I really want to improve my writing.”
ACROSS
2) At a wedding, someone might lift their glass and say, “___ the bride and groom!”
3) “I wrote to her. I don’t know if she got my letter because I didn’t hear ___ from her.”
5) “Do you like Italian food?” • “Yes, I ___ like it! I like it a lot!”
6) “Todd got a new job! I heard it through the ___. Everyone is talking about it.”

DOWN
1) “My mother is sick. She’s in the hospital.”
   • “That’s ___ ___.”
4) “Waiter, what’s this ___ for on my bill?”
   • “That $4.59 on your bill is the tax.”

For answers, see page 366
**better off doing something**

Say this to show a better choice.

MORE EXAMPLES

A: “Should we go now?”
B: “No. There’s too much traffic now. We’re **better off going** later.”

A: “The train takes three hours. The bus takes five hours.”
B: “Then I’m **better off taking** the train.”
the second one from the right / left
the thing beside the thing on the right / left

I’d like the second one from the right.
Sure.

MORE EXAMPLES

“This is a photograph of my family. I’m the second one from the right.”

“Please pass me that book on the shelf, the second one from the left.”
**Are we still on for today?**

Are we going to meet as we have already agreed?

Ask this to confirm an arrangement.

---

**MORE EXAMPLES**

A: “Are we still on for tonight?”
B: “Yes. Let’s meet at the theater at 7 p.m.”

A: “Are we still on for lunch tomorrow?”
B: “Actually, I have to cancel. Can I take a rain check?”

For *Can I take a rain check*, see page 64
they say

some people say

Say this when you hear something, but it’s not important who said it.

MORE EXAMPLES

“They say it’s important to get eight hours of sleep a night.”

A: “The economy is bad this year.”
B: “Yes, but they say it will improve soon.”
go ahead

do it

Say this if you want someone to start or do something.

MORE EXAMPLES 📚

A: “Do you mind if I have the last cookie?”
B: “Go ahead. I’ve had enough.”

A: “I’d like to start the meeting now.”
B: “Okay, everyone’s here, so go ahead.”
in a good mood / in a bad mood
feeling happy / feeling unhappy

I’m in a good mood when I play golf.

I’m in a bad mood when it rains.

MORE EXAMPLES

A: “The boss looks angry.”
B: “He’s in a bad mood because sales are down this week.”

A: “You’re in a good mood today.”
B: “Yes, I am. Tomorrow is a holiday!”

For look angry, see page 271
ACROSS
4) “In this photo, the man on the left is my father. Beside him is my mother. She’s the ___ one ___ the left.”
6) “Can I borrow your pen?” • “Sure. Go ___. Take it.”

DOWN
1) “You’re smiling a lot today.” • “Yes, I’m ___ ___ mood. I won $500!”
2) “Dinosaurs were very big.” • “Yes, ___ say that some were 30 feet tall!”
3) “I want to buy a dog, but my apartment is small.” • “Then you’re better ___ buying a cat.”
5) “Are we still ___ for dinner tonight?” • “Yes. We’re meeting at 7:30, right?”

For answers, see page 366
run into someone
meet someone unexpectedly

Sue Smith! What a surprise to see you!

I ran into Sue Smith today.

MORE EXAMPLES

“I ran into Fred Schiffer at the airport. I was arriving from Seoul, and he was on his way to Chicago.”

“Sometimes I run into Mohamed at the bank. We both go on Mondays.”

For on his way, see page 53
I can’t get something to work
I can’t make something function

MORE EXAMPLES

“I’ve pressed all the buttons on this DVD player, but I can’t get it to work.”

“I can’t get my printer to work. There’s something wrong with it.”

For something wrong with it, see page 347
take it apart / put it back together
dismantle it / assemble it

MORE EXAMPLES

A: “What’s wrong with the air conditioner?”
B: “I don’t know. I’ll take it apart and look inside.”

“I took my computer apart to replace a part, and now I can’t figure out how to put it back together.”

For can’t figure out how to, see page 160
**this is Jenny**
Say this to identify yourself on the phone.
NOT I am Jenny

---

**MORE EXAMPLES**

A: “May I speak to the manager?”
B: “**This is** the manager speaking. How can I help you?”

A: “Can I speak to Mr. Daw?”
B: “Can I ask who’s calling?”
A: “**This is** Mary from ABC Company.”

For *How can I help you*, see page 10
by 9 o’clock

at 9:00 or before 9:00 —
but not after 9:00

MORE EXAMPLES

“We need to be at the airport by 3 o’clock. Our flight leaves at 4 o’clock and we need one hour to check in.”

“I need the report by 5 o’clock at the latest.”
What do you think about doing something?
NOT How do you think about

What do you think about increasing our prices?

I think it’s a good idea.

I don’t think it’s a good idea.

MORE EXAMPLES

A: “What do you think about moving to a bigger house?”
B: “Good idea! We need more room.”

A: “What do you think about buying a new car?”
B: “I don’t think we need a new car.”
ACROSS
2) “I took the wheels off my bike. Then I took the seat off.” • “Why did you take your bike ___?”
5) “What a boring party! People started to leave at 9 o’clock. ___ 9:30, everyone had gone.”
6) “I ___ ___ your sister today! I was leaving Shopmart, and she was just coming in.”

DOWN
1) “___ do you think ___ driving to the beach today?” • “It’s a great idea!”
3) (on the phone) “Hello Edward? ___ ___ Tony.”
   • “Hi Tony.”
4) “Why don’t you fix this broken radio?” • “I’ve tried, but I can’t get it to ___.”

For answers, see page 366
we **don’t see eye to eye**
This is a polite way to say we **don’t agree**.

**MORE EXAMPLES**

“Steve loves the movie. Mary hates it. They **don’t see eye to eye** on the movie.”

“We both agree on the problem. But we **don’t see eye to eye** on the solution.”
on sale / for sale
cheaper than the regular price / available to buy

MORE EXAMPLES

“Hats are on sale at Shopmart this week. They are 20% off.”

“Look! That house is for sale. I wonder how much it is.”

NOTE: 20% off = 20% less than the normal price
What’s something made of?

What materials were used to make something?

It feels so soft. What’s it made of?

It’s made of silk.

MORE EXAMPLES

A: “What are these shoes made of?”
B: “They’re made of leather.”

A: “What’s this table made of?”
B: “It looks like glass, but it’s actually made of plastic.”

For looks like, see page 271
it’s **worth** $199

its **real value** is $199

$150? That’s a lot of money.  

$199

**Now $150**

But it’s worth $199.

MORE EXAMPLES

“Gold is **worth** more than silver.”

A: “This used Mercedes for sale on eBay is so cheap! It’s only $12,000.”

B: “How much is it **worth**?”

A: “It’s **worth** $20,000!”

For *for sale*, see page 121
**plug something in**

connect something to a power outlet

---

MORE EXAMPLES

“I’ll **plug in** the new TV so we can watch it.”

“You can **plug** the iron **in** here. Please unplug it when you’re finished.”

NOTE: unplug = remove the plug from the power outlet

NOTE: **plug something in**, **plug in** something, **plug it in**, NOT **plug in it**
what if
what will happen if
Ask this when you are worried about something that might happen.

MORE EXAMPLES

A: “I don’t have health insurance.”
B: “What if you get sick?”

A: “Let’s have the party outside.”
B: “What if it rains?”
A: “If it rains, we can move inside.”
ACROSS
2) “Will you hold my dog?” ▪ “___ if he bites me?”
   ▪ “Don’t worry. He’s very friendly.”
4) “I think we should take the train. You think
   we should fly. We don’t see ___ ___ ___.”
6) “You have a new car. Can I buy your old car?”
   ▪ “No. It’s not ___ sale. I want to keep it.”

DOWN
1) “What’s your shirt ___ ___?” ▪ “It’s 100% cot-
   ton.”
3) “Here’s the radio. If you plug ___ ___, we can
   listen to it.”
5) “I paid too much money for that watch! I paid
   $300, but it’s ___ only $100.”

*For answers, see page 366*
he **let** me go / he **made** me run

he **allowed** me to go / he **forced** me to run

NOT *let* me to go; NOT *made* me to run

MORE EXAMPLES

A: “My company **makes** us wear uniforms.”
B: “Really? My company **lets** us wear jeans.”

“My manager **let** me take two days off last week.”

For **take two days off**, see page 65
**look** something **up**

*find* a piece of information *in* a book or *on the Internet*

---

**MORE EXAMPLES**

A: “How did you get my phone number?”
B: “I **looked** it **up** in the phone book.”

A: “I need the address of the hotel.”
B: “I’ll **look up** the address on the Internet.”

NOTE: **look** something **up**, **look up** something, **look it up**, NOT **look up it**
get rid of something
make something go away;
eliminate something

MORE EXAMPLES

A: “You bought a new car?”
B: “Yes, we got rid of our old car. We sold it.”

“You can get rid of a toothache by putting ice on it.”
must have done something

Say this when you guess about something that happened in the past, and you are quite sure.

MORE EXAMPLES

“John isn’t answering his phone. He must have gone out.”

“Look! There’s $20 on the floor. Someone must have dropped it.”
shoot

This is a way to show anger or frustration.

MORE EXAMPLES

A: “Have you seen John?”
B: “He’s gone for the day.”
A: “Oh, shoot! I really needed to talk to him.”

“Shoot! I just spilled coffee on my shirt.”

For gone for the day, see page 55
Could you tell me where something **is**?
NOT Could you tell me where is something?

Could you tell me where the post office is?

It’s on the next corner opposite the bank.

**MORE EXAMPLES**

A: **“Could you tell me where** the manager’s office **is?”**
B: “It’s on the second floor.”

A: **“Could you tell me where** the nearest restaurant **is?”**
B: “There’s a restaurant about two blocks from here.”

For **two blocks from here**, see page 39
ACROSS
3) “We had ants in our kitchen. Then I used Jimco Ant Killer Powder, and we got ___ ___ the ants.”
4) “Could you tell me where ___ ___ ___?” • “Sure. The bank is on Main Street.”
6) “When I was a child, my mother ___ me eat vegetables. She said, ‘You must eat your vegetables!’”

DOWN
1) Rearrange these letters to find a way to express frustration or anger: othos
2) “If you don’t understand a word, ___ it ___ in the dictionary.”
5) “I put a tuna sandwich on the table. Now it’s gone! My cat loves tuna. My cat must ___ eaten it.”

For answers, see page 366
don’t mention it
This is a polite response when someone thanks you.

MORE EXAMPLES

A: “Here’s your umbrella. You forgot it.”
B: “Oh, thank you!”
A: “Don’t mention it.”

A: “Thanks for mailing those letters for me.”
B: “Don’t mention it.”
Would you mind doing something?
Ask this to make a very polite request.
NOT Would you mind to

MORE EXAMPLES 📧

“Would you mind moving your car out of the way? I want to park here.”

A: “Sir, would you mind not smoking here?”
B: “Sorry. I’ll smoke outside.”

For move something out of the way, see page 18
sold out

all sold so that there is no more

MORE EXAMPLES

“We couldn’t go to the show because the tickets were sold out.”

“The fish was sold out, so I bought chicken instead of fish.”

For instead of, see page 173
half-way through
Say this when you have finished 50% of something.

MORE EXAMPLES

“This book is 1,000 pages long! I’m half-way through. I’m on page 500.”

“He’s half-way through his MBA program. It’s a two-year program, and he just finished the first year.”
how much longer
how much more time

MORE EXAMPLES

A: “She hasn’t finished the job yet.”
B: “How much longer will it take?”

A: “How much longer do you need to cook dinner? I’m hungry.”
B: “Another 20 minutes. I’m only half-way through.”

For half-way through, see page 137
**take** the highway

**go on** the highway

---

I need you to go to 26 Main Road. Take the highway to Exit 21. Then take Kramer Street and turn right onto Main Road.

---

**MORE EXAMPLES**

“We got lost on our way here. We took the wrong street.”

“Don’t take Main Street during rush hour. You’ll be stuck in traffic.”

For *on our way*, see page 53
For *stuck in traffic*, see page 23
ACROSS
2) “How do I get to the airport?” • “___ Bedford Street all the way.”
3) “We have been waiting for Joe for 30 minutes! How ___ ___ should we wait?” • “Let’s wait five more minutes.”
4) “I went to the store, but they didn’t have any more milk. The milk was ___ ___.”
5) “I don’t want to go to the dentist alone. Would you ___ ___ with me?”

DOWN
1) “I have to photocopy 80 pages. I’ve already photocopied 40 pages, so I’m half-____.”
3) “Thanks for helping me.” • “Don’t ___ it.”

For answers, see page 366
double-check

check *again* when you are not sure about something

I think the address is 26 Main Road but I’m not sure.

You’d better double-check with Tom.

Tom, it’s 26 Main Road, right?

**MORE EXAMPLES**

“I think Ken’s party is tomorrow night. But I’m not positive. I’ll call him to double-check.”

A: “Are you sure there are no mistakes in the report?”

B: “Yes, I checked and then I double-checked.”

For *positive*, see page 159
a bad connection
an unclear phone connection

MORE EXAMPLES

“This is **a bad connection**. I can’t hear you very well. Could you repeat that?”

“My battery is low, so we have **a bad connection**. We might get cut off.”

For *get cut off*, see page 37
**in that case**

*because of the thing you just said*

Say this when you must change something because you get new information.

---

**MORE EXAMPLES**

A: “Waiter, I’d like the steak please.”
B: “I’m sorry. We’ve run out of steak.”
A: “**In that case**, I’ll have the spaghetti.”

A: “Jack can’t come to the meeting today.”
B: “**In that case**, let’s meet tomorrow.”

For **run out of**, see page 186
Where is something held?
Ask this to learn the location of an event.

Where is the conference held this year?

At the ExpoCenter.

MORE EXAMPLES 📌

A: “Last night we went to a piano concert.”
B: “Where was it held?”
A: “At the Smith Theater.”

A: “I take a painting class every Tuesday.”
B: “Where is it held?”
A: “It’s held at the College of Fine Arts.”
it doesn’t matter
it is not important

MORE EXAMPLES

A: “I forgot to mail your letter. Sorry.”
B: “It doesn’t matter. It wasn’t urgent.”

“It doesn’t matter where we eat lunch as long as it’s not expensive.”

For as long as, see page 81
I might
It’s possible that I will
NOT Maybe I will

Are you going to wear a dress tonight?

I might. I might not. I might wear pants.

MORE EXAMPLES

A: “Why are you bringing your umbrella? It’s not raining.”
B: “It might rain later.”

A: “Are you going to buy that car?”
B: “I might. I can’t make up my mind.”

For make up my mind, see page 45
ACROSS
4) “I looked in my bag, but I can’t find my keys.”
   • “Why don’t you ___-___? Look in your bag again.”
5) “Are you going to the party?” • “I ___ go. I’m not sure.”
6) “We can’t watch a movie. My DVD player is broken.” • “___ ___ case, let’s watch TV.”

DOWN
1) “Tom called me from the airport. I couldn’t hear him clearly. We had a bad ___.”
2) “I’m going to walk home.” • “But it’s raining!”
   • “It doesn’t ___. I have an umbrella.”
3) “Last night was our annual company dinner.”
   • “Where was it ___?” • “At the Holton Hotel.”

For answers, see page 366
Is this seat taken?

This is polite to ask before sitting beside a stranger.

MORE EXAMPLES

A: “Excuse me. Is this seat taken?”
B: “No, go ahead.”

A: “Is this seat taken?”
B: “Yes, sorry. I’m saving it for someone.”

For go ahead, see page 110
play it by ear
doi t without a plan

I didn’t prepare a speech so I don’t know what I will say. I’m going to play it by ear.

MORE EXAMPLES

A: “What movie should we see?”
B: “Let’s play it by ear. Let’s go to the movie theater first, and then choose a movie.”

“Don’t book a hotel room. Play it by ear. Look for a hotel when you get to the city.”
set up
establish; start

I started the business in 1974. I set up a bank account, I set up an office and I set up a filing system.

MORE EXAMPLES

“I work for a company, but next year I hope to set up my own business.”

“I’m a computer programmer. I set up accounting programs for companies.”
in those days / today
      then / now

I started in 1974. In those days, the business was small. But today, we have a staff of 50!

MORE EXAMPLES

“I became a writer in the 1970’s. In those days I used a typewriter, but today I use a computer.”

“I went to Tate College. In those days I had no money. Today I own a beautiful home.”
**I didn’t get your name**

Say this when you didn’t hear someone’s name, or you can’t remember it.

Maria, this is Bob Beckham, Jenny Jones and Tom Smith.

I didn’t get your name.

I’m Jenny.

**MORE EXAMPLES**

“Who’s that man in the blue jacket? I didn’t get his name.”

A: “This is Mr. Stevanoloulich.”
B: “Mr. ...? Sorry, I didn’t get your name.”
nice to see you again

Say this when you see someone who you don’t see often.

NOT Nice to meet you

MORE EXAMPLES

A: “Hi Ann. I haven’t seen you for a long time.”
B: “Yes, nice to see you again, Ahmed.”

“Good-bye Jim. It was nice to see you again. Please send my regards to your wife.”

For I haven’t seen you for, see page 187
For send my regards, see page 192
ACROSS
3) “We met last year.” • “Yes, I remember. It’s nice to ___ you again.”
4) “I got married 25 years ago. ___ ___ days, we lived with my parents, but now we have our own house.”
5) “Who is that man? I just talked to him, but I didn’t ___ his name.”

DOWN
1) “What time should we serve dinner at the party?” • “Whenever the guests get hungry. Let’s play it ___ ___.”
2) “I’d like to sit here. ___ this seat ___?” • “No, it’s not. You can sit here.”
3) “Our office is in Boston. Next year we plan to ___ ___ another office in Chicago.”

For answers, see page 366
it’s on the tip of my tongue
I can almost remember it

MORE EXAMPLES

A: “What’s the capital of Canada?”
B: “Otta... It’s on the tip of my tongue.
    Otta... Ottawa!”

A: “Do you remember my address?”
B: “Sure, it’s 22... wait, it’s on the tip of
    my tongue... Elm Street?”
A: “Yes, that’s right!”
**give someone a ride**

*drive someone to a place they need to go*

A: “Could you **give** me a **ride** to school?”
B: “Sure, I’ll drop you off on my way to work.”

A: “How are you getting to the party?”
B: “Mary is **giving** me a **ride**.”

For *drop you off*, see page 72
For *on my way*, see page 53
For *How are you getting to*, see page 344
have trouble with something
Say this when something is a problem.

MORE EXAMPLES

“My son is having trouble with his chemistry homework. Can you help him?”

“I always have trouble with this key! It’s difficult to unlock the door!”

For it’s difficult to, see page 300
by far

by a large amount

Say this to show that something is very different from other things.

MORE EXAMPLES

“This is the fastest printer we have by far. All the others are much slower.”

“Most camera shops charge 50 cents per photo. But this shop charges only 20 cents! That’s the lowest price by far.”
I’m positive
I’m 100% sure

There’s a mouse in the corner!

Are you sure?

I’m positive!

MORE EXAMPLES 📣

A: “I can’t find the key.”
B: “Are you sure you left it on the table?”
A: “I’m positive. I remember putting it there.”

A: “Mr. Jackson still hasn’t received my letter.”
B: “Are you sure you sent it?”
A: “I’m not positive, but I think so.”

For left, see page 232
I can’t figure out how to
Say this when you can’t understand how to do something.

MORE EXAMPLES

A: “I can’t figure out how to turn this radio on.”
B: “Just press this button.”

“Joe can’t figure out how to use the fax machine. Could you give him a hand?”

For give him a hand, see page 176
ACROSS
5) “I’m ___ trouble ___ my printer. The paper keeps getting stuck.”
6) “I’m going to walk to the bank.” • “My car is right here. I can give you a ___.”

DOWN
1) “Pat is 34 years old. All of the other students are 19 or 20. Pat is the oldest ___ ___.”
2) “Are you sure you locked the door?” • “Yes, I’m ___.”
3) “Why can’t you print out the document?”
   • “Because I can’t figure ___ ___ to use the printer.”
4) “Her name is Marina or Melina or... It’s on the ___ ___ my tongue. Oh yes, it’s Miranda!”

For answers, see page 366
something **works** / does’t work
something **functions** / doesn’t function

**MORE EXAMPLES**

“My camera **doesn’t work**. I dropped it yesterday. I must have broken it.”

A: “This radio is so old. Does it **work**?”
B: “Yes, it **works** well. Just plug it in.”

For **must have**, see page 130
For **plug it in**, see page 124
suggest that he / you / we
NOT suggest him to; NOT suggest you to;
NOT suggest us to

MORE EXAMPLES

A: “I need a lot of money.”
B: “I suggest that you go to your bank. They can lend you money.”

“His hair is too long, so I suggested that he get a haircut.”

NOTE: suggest that he put, get, go, etc.
NOT suggest that he puts, gets, goes, etc.

For lend, see page 225
**in** May / **on** Tuesday,
May 2 **at** 9 o’clock

**in** + month; **on** + day; **at** + time

The doctor is very busy.
He can see you **in** May.
He can see you **on**
Tuesday, May 2nd **at** 9 o’clock.

---

**MORE EXAMPLES**

A: “When did she have the baby?”
B: “It was **in** July. In fact, it was **on** July 16
   **at** 6 o’clock.”

A: “Are you free next Wednesday?”
B: “No, but I’m free **on** Thursday.”
A: “How about **at** 3 o’clock?”

**NOTE:** NOT **on** next Wednesday
come off
become detached

Tom, look! The bumper is coming off!

MORE EXAMPLES

“I bought a cheap suitcase. The wheels came off after one week!”

“My house is in bad condition. The paint is coming off the walls. And last night, the door handle came off the door.”

For condition, see page 92
a fortune

a lot of money

“Last summer it rained every day. Umbrella companies made a fortune!”

“He spends a fortune on his son’s education. It isn’t worth it. His son never studies.”

NOTE: made = earned

For it isn’t worth it, see page 219
at the most
not more than

MORE EXAMPLES

“The wedding hall is small, so we can invite 30 people at the most to our wedding.”

“I can play tennis for one hour at the most. After an hour, I feel tired.”
ACROSS
1) “I lost my wedding ring while I was swimming! I think it came ___ in the swimming pool.”
5) “My brother wants to learn English.” • “I suggest ___ ___ watch American movies.”
6) “My cell phone fell in the swimming pool and now it ___ work!”

DOWN
2) “I want to buy a piano, but I don’t have enough money. Pianos cost a ___!”
3) “My wife buys expensive shoes, but I don’t. I spend $30 ___ ___ most on shoes.”
4) “My train leaves ___ Saturday ___ 7 o’clock. I bought the ticket ___ April.”

For answers, see page 366
**in the short term / in the long run**

*temporarily / over a long period of time*

---

**MORE EXAMPLES 👇**

“Covering the hole in your roof is okay **in the short term**. But **in the long run**, you will need a new roof.”

“Smoking doesn’t always hurt you when you’re young. But **in the long run**, you develop health problems.”
think it over
take time to think before deciding

MORE EXAMPLES

A: “Will you take that job?”
B: “I’m not sure. I need a few days to think it over.”

“I’ve thought it over and I’ve made up my mind. I’m going to study engineering.”

For made up my mind, see page 45
get something **in** writing

have a signed agreement or contract

If the car has a problem, I will repair it.

Can I get that in writing?

MORE EXAMPLES 

A: “He said he will pay me next month.”
B: “You should get it **in** writing.”

A: “You and I already have a verbal agreement.”
B: “Yes, but I’d like to get our agreement **in** writing.”

NOTE: verbal agreement = a spoken agreement
come with
be served with and included in the price of something

MORE EXAMPLES

“You don’t need to order soup because your chicken comes with soup.”

A: “Does the spaghetti come with a salad?”
B: “No, a salad costs extra.”
instead of something
to replace something

MORE EXAMPLES

“We have a meeting on Friday, but I’ll be very busy then. Could we meet on Thursday instead of Friday?”

“My fax machine is broken. Please email me instead of faxing me.”

NOTE: sometimes instead of + _ing
**throw something away / put something away**

**put something in the trash / put something in a special storage place**

---

Can I throw this box away?

No. Please put it away. I might need it.

---

**MORE EXAMPLES**

“Those carrots are two months old. **Throw them away!**”

“My kids always **put away** their toys when they’re finished playing.”

NOTE: **throw something away, throw away something**, **throw it away**, NOT **throw away it**

NOTE: **put something away, put away something**, **put it away**, NOT **put away it**
ACROSS
5) “I’ll invite Sally to the movies.” • “Sally is sick.” • “Then I’ll invite Mary ___ ___ Sally.”
6) “Right now I work at a restaurant. But in the long ____, I hope to open my own restaurant.”

DOWN
1) “The pizzas are very good at this restaurant. They are only $6.99 and they ___ ___ soup and a salad.”
2) “In business, never accept a spoken promise. Always ask for a contract. Get it ___ __.”
3) “These shoes are old and broken. Why don’t you ___ them ___?”
4) “Do you want to buy this house?” • “We’d like to think ___ ___ for a few days.”

For answers, see page 366
give someone a hand

help someone

Bob, could you give me a hand with the door?

MORE EXAMPLES

A: “I can’t reach the top shelf.”
B: “Let me give you a hand.”

“Fred had to photocopy 1,000 pages, so I gave him a hand with the job.”
**enough**

adjective + **enough** / **enough** + noun

NOT enough tall /
NOT space enough

---

**MORE EXAMPLES**

“I don’t have **enough time** to call him today. I’m too busy.”

A: “Can you print 100 pages an hour?”
B: “No, my printer isn’t **fast enough**.”

NOTE: noun = thing (e.g., book, house);
adjective = describing word (e.g., good, tall)
**bring something up**

*start talking about* something

This storage room is too small!

Why don’t you bring it up at the meeting?

I’d like to discuss the storage room.

MORE EXAMPLES

“Sam **brought up** the problem and then we all discussed it.”

A: “Can we talk about the schedule?”
B: “Yes. I’m glad you **brought it up**.”

NOTE: **bring something up**, **bring up something**, **bring it up**, NOT **bring up it**
fine with me
I accept the suggestion

MORE EXAMPLES

A: “Why don’t we paint this wall green?”
B: “Okay. That’s **fine with me**.”

A: “Would it be possible to change the meeting to Thursday?”
B: “That’s **fine with me**, but you’d better ask Frank too.”

For *Would it be possible to*, see page 257
**a table for three**

Say this when you want the restaurant staff to find you a table.

**MORE EXAMPLES**

“We’d like a table for two in non-smoking, please.”

“Could we have a table for four by the window, please?”

NOTE: non-smoking = the area where smoking is not allowed
ready to order
Say this when you want to order your meal.

MORE EXAMPLES

A: “Miss? We’re ready to order.”
B: “I’ll be with you in one moment.”

A: “Excuse me, I’m ready to order.”
B: “Okay. What would you like?”
ACROSS
3) “I have a problem.” • “Please ___ ___ your problem at the meeting. We can discuss it then.”
5) “I need help fixing my car. You know how to fix cars. Could you give me a ___?”
6) (at a restaurant) “Excuse me, Waiter. Can we have a table ___ four?”

DOWN
1) “This camera costs $99. I only have $70. I can’t buy it. I don’t have ___ money.”
2) “Do you mind if I smoke?” • “It’s fine ___ ___, but ask the others too.”
4) (at a restaurant) “Have you decided what you’d like?” • “Yes, we are ___ ___ order.”

For answers, see page 366
split the check

each person pays the same amount

at a restaurant

Let’s split the check. It’s $30.

MORE EXAMPLES

A: “Who paid for dinner?”
B: “We each paid $20. We split the check.”

A: “This dinner is on me.”
B: “No, you paid last time. Let me pay.”
A: “The bill is $150. I can’t let you pay that much!”
B: “Okay, then let’s split the check.”

For on me, see page 22
the other day
a few days ago

MAY 5

MAY 8

Have you tried that new restaurant?

Yes, I went there the other day.

MORE EXAMPLES

“I had a car accident the other day when I was driving to work.”

A: “I saw Mr. White the other day.”
B: “When?”
A: “I can’t remember.”
there is something left
something is remaining

MORE EXAMPLES

A: “Is there any pizza left?”
B: “Yes, there are two slices left.”

“We ran out of paper yesterday. There’s no paper left.”

For ran out of; see page 186
run out of something
use something until it is finished

We’ve run out of teabags.

MORE EXAMPLES

A: “Where are the stamps?”
B: “We ran out of them. I used the last one yesterday.”

“We’re running out of envelopes. We only have three left.”

NOTE: running out of = almost finished

For left, see page 185
I haven’t seen you for years
the last time I saw you was many years ago

Bob? Bob Beckham! I haven’t seen you for years!

MORE EXAMPLES ➔

“I miss my family. I haven’t seen them for six months.”

“Is Tom in the office this week? I haven’t seen him for a few days.”
What are you up to these days?
tell me about your recent life

What are you up to these days?

Well, I’m a teacher now. I teach history at a high school. I just bought a house and...

MORE EXAMPLES

A: “What are you up to these days?”
B: “I have my own company now.”

A: “I haven’t seen you for ages. What are you up to these days?”
B: “I’m still working for the same company.”

NOTE: ages = a long time

For I haven’t seen you for, see page 187
ACROSS
1) “How’s Linda?”  •  “I don’t know. I never see her. I haven’t ___ her ___ five years!”
4) “We need to buy eggs. There are only two ___ in the refrigerator.”
5) “We need to buy sugar. We don’t have any more. We ran ___ ___ sugar yesterday.”

DOWN
1) “Our bill is $20, and there are four of us. If we ___ the check, we each pay $5.”
2) “Anna called me the ___ day. I can’t remember which day it was; maybe Tuesday or Wednesday.”
3) “I haven’t seen you for ages! What are you ___ ___ these days?”  •  “I’m in college now.”

For answers, see page 366
I’d better get going
Say this when you need to leave.

MORE EXAMPLES

“It’s late. I’d better get going. But thank you for a very nice dinner.”

A: “Would you like another coffee?”
B: “Actually, I’d better get going now.”
keep in touch
continue to have contact

Nice to see you again Diane. Here’s my card. Keep in touch.

Okay, I’ll call you sometime.

MORE EXAMPLES

“My brother lives in Italy. We keep in touch by phone.”

A: “Do you keep in touch with your old classmates?”
B: “Yes, we email each other.”
**send my regards to** someone

Say this if you want someone to give your greeting to another person.

---

**MORE EXAMPLES**

A: “How’s your family?”
B: “Fine thanks.”
A: “**Send my regards to** them.”

A: “Andy **sends his regards to** you.”
B: “Please **send my regards** back to him.”
**call someone back**

*phone someone who tried phoning you earlier*

---

Mom, I can’t talk right now. I’ll call you back in a few minutes.

---

**MORE EXAMPLES**

A: “Mr. Smith called you.”
B: “I know. I tried to **call him back**, but he wasn’t in the office.”

“I don’t have the information you need. I’ll find it and **call you right back**.”

NOTE: **call someone right back** = call someone back *very soon*
**go through something**  
**search or examine something carefully**

Could you go through these files and find Mrs. Hugo’s phone number?

Ahh! Here it is!

**MORE EXAMPLES**

“I **went through** my bag, but I still can’t find my keys!”

“I’m **going through** this report. I want to double-check for mistakes.”

For **double-check**, see page 141
**returning someone call**

Say this when you phone someone who tried phoning you earlier

---

**MORE EXAMPLES 💬**

A: “Hi Mary. I’m *returning your call*”
B: “Thank Louis. I called you yesterday because…”

A: “May I speak to Don?”
B: “Can I ask what is regarding?”
A: “Yes. I’m *returning his call*.”

For *can I ask what it’s regarding*, see page 349
ACROSS
1) (on the phone) “You tried calling me last night, but I wasn’t home. Now I’m ___ your call.”
4) “Look at the time! I’d better ___ going. I have to meet my husband soon.”
5) (on the phone) “I can’t talk right now. I’ll call you ___ later.”

DOWN
1) “How is your sister?” • “She’s fine.” • “Please send my ___ to her.”
2) “I want to go ___ all my clothes and throw away the clothes I never wear.”
3) “Juan moved to Spain, but we still contact each other. We keep ___ ___ by email.”

For answers, see page 367
on the other line
talking on a different phone line

May I speak to Mr. Beckham?

I’m sorry. Mr. Beckham is on the other line right now.

MORE EXAMPLES

“When you called me, I was on the other line, so I couldn’t talk to you.”

A: “Can I speak to Ivan?”
B: “He’s on the other line. Would you like to leave a message?”
on the right track

doing the right thing

Dad, am I doing this right?

Yes Son. You’re on the right track.

MORE EXAMPLES

“We haven’t succeeded yet, but we’re **on the right track.**”

A: “I want to get a better job, so I’m going to business school.”
B: “You’re **on the right track.”**
almost all something
≈ 90% of something
NOT almost the cake

MORE EXAMPLES

“I’ll be in the office almost all day. I’ll just go out for lunch.”

“Ernest Hemingway is my favorite writer. I’ve read almost all his books.”
for the next four days
starting now and continuing for four days

Today is Monday. Your test is Friday. You must study hard for the next 4 days!

MORE EXAMPLES

“We are fixing the elevator. For the next few hours, please use the stairs.”

“Sam is on leave. For the next three weeks, Mary will be doing his job.”

For on leave, see page 319
at three o’clock sharp

at exactly 3 o’clock; not 2:59 and not 3:01

What time does the test start?

At 3 sharp.

TEST AT 3 P.M.

You may start...now.

MORE EXAMPLES

“The meeting will start at 4 o’clock sharp, so please be on time.”

“The boat leaves at 7:59 a.m. sharp. So if you arrive at 8 o’clock, you will be too late.”
let someone know
give someone information

Mrs. Johnson, did I pass the test?
I’ll let you know tomorrow.

MORE EXAMPLES

A: “When are you going on vacation?”
B: “I’m not sure. I’ll let you know soon.”

“When you find out how much it costs, please let me know.”

For find out, see page 258
ACROSS
2) “Every morning at 9:59, the store manager
   unlocks the door. The store opens at 10
   o’clock ___.”
3) “I had $100, but I spent $90. I spent almost
   ___ my money.”
5) “Did you get the job?” • “I’m not sure. The
   company will let ___ ___ next week.”
6) “I want to be a singer. I take singing lessons
   every day.” • “You’re on ___ ___ track.”

DOWN
1) “Take this medicine every day. Start today
   and take it for five days.” • “Okay Doctor, I’ll
   take it for ___ ___ five days.”
4) (on the phone) “Ed can’t talk to you now. He’s
   on the other ___. He’s talking to someone on
   another phone.”

For answers, see page 367
How did something go?
Ask this to learn if something was successful.

A: “How did your job interview go?”
B: “It went well. I think I’ll get a job offer.”

A: “How did your presentation go?”
B: “It went okay. I was a little nervous.”
I’m **interested in** something

NOT I’m interesting

MORE EXAMPLES

A: “Why are you reading a book about Gandhi?”

B: “I’m **interested in** his life.”

“My son is **interested in** learning karate.”

NOTE: sometimes **interested in** + **_ing**
**hang up**

*end a phone call by cutting the connection*

**MORE EXAMPLES**

A: “Is Mary still talking on the phone?”
B: “No, she just **hung up**.”

“This is a bad connection. I’ll **hang up** and call you back.”

For a **bad connection**, see page 142
For **call you back**, see page 193
it’s someone’s turn
it’s someone’s time to do something

Whose turn is it to wash the dishes tonight?
I washed them last night.
Then it’s your turn.

MORE EXAMPLES

“Monday is my day to feed the cat. Tuesday is your day. Today is Tuesday, so it’s your turn.”

“There’s no toner left in the copier. I changed the toner last time. Now it’s Dave’s turn.”

NOTE: toner = a dry ink powder used in printers and copiers

For left, see page 185
eight **feet long / wide / high**

NOT long-eight feet/ NOT wide-four feet/
NOT high-four feet

---

**MORE EXAMPLES**

A: “How big is your office?”
B: “It’s 20 **feet long** and 15 **feet wide**.”

A: “How high is Mount Everest?”
B: “It’s 29,035 **feet high**!”
move on
begin a new topic
We often use this in meetings.

...any more questions about the tax forms? No?
Okay, let’s move on.
The new computer will arrive...

MORE EXAMPLES

“We can’t solve this problem right now, so let’s move on to the next problem.”

“We’ve been talking about this for an hour! We should move on.”
GRAB A PENCIL! • Puzzle #30

ACROSS
3) “Why don’t you like your history class?” • “I’m not interested ___ history.”
4) “Sam cooked on Wednesday. Marcy cooked on Thursday. It was my ___ on Friday.”
5) “We have answered the first question. Let’s ___ ___ to the second question.”
6) “After I finish this phone call, I will ___ ___ the phone and start working.”

DOWN
1) “Look! That snake is longer than a car!” • “Yes, actually it’s 16 ___ ___!”
2) “How ___ your job interview ___?” • “It went well. We talked for a long time.”

For answers, see page 367

210
wrap up
finish a meeting

...talk talk talk
increase of 5% talk
talk dropped slightly
talk talk talk.

I hope we wrap up this meeting soon.

MORE EXAMPLES

A: “Sorry I missed the meeting. What time did you wrap up?”
B: “At 5 o’clock.”

“I’d like to wrap up this meeting by 6 o’clock, so let’s move on to the next point now.”

For by 6 o’clock, see page 117
For move on, see page 209
there’s no point
there’s no reason
Say this when it is not useful to do something.

Why are you doing that? There’s no point. It’s going to rain.

MORE EXAMPLES 🗣

A: “Let’s go to the mall.”
B: “There’s no point. It’s closed now.”

A: “Should I fix this printer?”
B: “No, it’s too old. There’s no point in fixing it. It will just break again.”

NOTE: sometimes there’s no point in + _ing
calm down
become relaxed

MORE EXAMPLES

A: “I’m so angry at Maria. I’m going to talk to her right now!”
B: “You should calm down before you talk to her.”

“I always feel nervous before a job interview. So I sit quietly and try to calm down first.”
Can I make a suggestion?
You can ask this before suggesting something.

MORE EXAMPLES

A: “I don’t like taking the bus.”
B: “Can I make a suggestion?”
A: “Okay.”
B: “Why don’t you take the train instead of the bus?”

A: “This office is dark.”
B: “Can I make a suggestion?”
A: “Sure.”
B: “Let’s paint it yellow.”

For instead of, see page 173
do something **in** five days

*it takes* five days *to complete* something

---

I can build it in 5 days.

So if you start on Monday, you will finish on Friday.

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**MORE EXAMPLES**

“She can run five miles **in** 30 minutes!”

“He ate six burgers **in** five minutes! No wonder he’s sick!”

For *no wonder*, see page 20
For a different meaning of *in*, see page 12
for the time being
at this time only; not forever

Everything is in Ann’s office for the time being.

MORE EXAMPLES

“We plan to buy a house, but for the time being we’re living with my parents.”

“I’m working as a waiter for the time being. But I hope to become a doctor.”
ACROSS
1) “Kids, stop running around the house! Please calm ___ and sit quietly.”
5) “You should paint your house.” • “There’s ___ ___ in painting it. I’m moving next month.”
6) “I don’t like my hairstyle!” • “Can I ___ ___ suggestion?” • “Sure.” • “Get it cut short.”

DOWN
2) “The meeting was so long. We finally ___ up at 8 p.m.!”
3) “My car is at the repair shop, so I’m using a bicycle for the time ___.”
4) “How long does it take to walk to the bank?”
   • “I can walk there ___ five minutes.”

For answers, see page 367
I see your point
I understand your opinion or feelings

I can’t work with these things all around me!

Yes, I see your point but it’s just for a few days.

MORE EXAMPLES

A: “If you buy a car, you won’t have enough money to buy a house.”
B: “I see your point, but I need a car to get to work.”

A: “You often borrow my car and use all the gas! Gas is expensive.”
B: “Yes, I see your point. I’ll buy gas next time.”
it’s not worth it
it requires too much effort for a small result

MORE EXAMPLES  

A: “Are you going to paint your house?”
B: “No. It’s not worth it. We are moving next year.”

A: “If you clean my house, I’ll give you five bucks.”
B: “Five bucks? No thanks. It’s not worth it.”

NOTE: bucks = dollars
can afford / can’t afford
have enough money / don’t have enough money

MORE EXAMPLES

“I can’t afford a car, so I bought a bicycle.”

“Big companies can afford to buy any computer system that they want.”
the same as
NOT same-like

MORE EXAMPLES

A: “I’m going to order a burger.”
B: “I’ll have the same as you.”

A: “Is your new office bigger than your old one?”
B: “No. It’s the same size as the old office.”
any minute now
very soon

MORE EXAMPLES

“Fred is outside parking his car. He’ll be here any minute now.”

“Would everyone please sit down? Ivan is going to start the meeting any minute now.”
pull strings
use personal contacts to get something

Hi Fred. This is your old friend Bob. Could you help me get tickets to...

How did you get tickets?! I pulled some strings.

MORE EXAMPLES

A: “How did he become vice president of the company?”
B: “His father is the president. His father **pulled** some **strings**.”

A: “I’d like to work for ABC Company.”
B: “My uncle works there.”
A: “Maybe he can **pull** a few **strings** for me.”
ACROSS
1) “Let’s not leave at 8 o’clock. There will be less traffic at 10.” • “I see your _____. Let’s leave at 10.”
4) “Those shoes cost $99. I only have $50. I can’t ___ those shoes.”
5) “My friend works at this restaurant. Maybe he can pull some ___ and get us a good table.”

DOWN
2) “My car is a Firebird.” • “I have ___ same car ___ you! My car is a Firebird too!”
3) “The movie theater is 20 miles from here.”
   • “Drive 20 miles just to see a movie? It’s not ___ it.”
4) “Please wait near the door. The taxi will be here ___ minute now.”

For answers, see page 367
**lend** someone something

*give* something to someone **for a short time** — they will return it later

NOT *Could you borrow me*

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**MORE EXAMPLES**

“I **lent** Susan my jacket, but she never gave it back to me. She borrowed it from me last year!”

A: “I forgot to bring my cell phone.”
B: “Here, I can **lend** you my phone.”
within the hour

less than one hour after from now

MORE EXAMPLES ✉

“If you take the medicine now, you’ll start to feel better within the hour.”

“I’m going to the bank now. I’ll be back within the hour.

For back, see page 264

innerhalb einer Stunde
go over something
check the details of something

$247.84!? I want to go over these numbers! Soap $4.99, milk $2.99, bread ...

MORE EXAMPLES

“Let’s go over the travel arrangements. Your flight departs on Tuesday at 9:35 p.m. and ...”

“Make sure you go over the contract carefully before you sign it.”

For make sure, see page 353
**How’s something coming along?**

tell me about the progress of something that is *not* finished

---

**MORE EXAMPLES**

A: “**How’s** your project coming along?”  
B: “It’s coming along fine.”

A: “**How’s** the report coming along?”  
B: “We are half-way through.”

For *half-way through*, see page 137
What’s something for?
What is the purpose of something?

What’s that for?

It’s for cutting wood.

MORE EXAMPLES

A: “What are these machines for?”
B: “For making bread.”

A: “What’s this key for?”
B: “It’s for the bathroom.”
watch out
be careful of something that can be dangerous

MORE EXAMPLES ✰

“Watch out! There’s a hole in the road!”

“When you swim in the ocean, watch out for sharks.”
ACROSS
2) “If you ride your bicycle on that street, please watch ___ for cars.”
4) “It’s 3 o’clock. I’m leaving sometime before 4 o’clock. I’m leaving ___ the hour.”
6) “The numbers in our sales report look too low. Let’s ___ ___ the numbers again.”

DOWN
1) “How’s your homework ___ along?” • “Okay, Dad. I’m almost finished.”
3) “I don’t have a pen.” • “Here, I’ll ___ ___ mine.”
5) “What’s this machine ___?” • “It’s for cleaning my car.”

For answers, see page 367
**leave** something somewhere

let something **stay** somewhere;
forget something somewhere

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**MORE EXAMPLES**

“I think I **left** my glasses on your desk.”

A: “Where should I put this book?”
B: “Just **leave** it on the table. I’ll put it away later.”

For **put it away**, see page 174
call in sick
phone your boss to say you can’t come to work because you’re sick

This is Steve. I can’t come to work today. I don’t feel well.

It’s Steve. He’s calling in sick.

MORE EXAMPLES

A: “Where’s Bob? He’s not at his desk.”
B: “He called in sick.”

“Susie called in sick today, so the sales department is short by one person.”

For short by, see page 267
Can I have a word with you?
Can I speak to you for a short time?

Steve, can I have a word with you?
You were late again today!

MORE EXAMPLES

A: “Can I have a word with you?”
B: “Yes.”
A: “We have to change the time of the meeting.”

A: “Can I have a word with you?”
B: “Can you wait five minutes? I’m on the phone.”
**in a row**

one thing directly after another thing

---

You were late 3 days last week...

...and 3 days in a row this week.

---

**MORE EXAMPLES**

“We went to Japan three years **in a row**. In 2004, 2005 and 2006.”

“I exercised on Monday, Tuesday, Wednesday and Thursday. Is it healthy to exercise four days **in a row**?”
**pick someone up**

*stop to get* someone

---

**MORE EXAMPLES 📞**

A: “How did you get to the doctor?”
B: “My husband **picked** me **up** at work and drove me.”

“Rob’s plane arrives at 4:30 p.m. tomorrow. I’ll **pick** him **up** at the airport.”
in luck / out of luck

lucky / unlucky

MORE EXAMPLES

A: “Would it be possible to see the doctor today?”
B: “You’re **in luck**. A patient just canceled. You can come in at 2 o’clock.”

“Oh no! We’re **out of luck**. The store has already closed.”

For *Would it be possible*, see page 257
ACROSS
1) “I need to speak to you for a few minutes. Can I have a ___ ___ you?”
5) “David gave me flowers on Friday, Saturday and Sunday.” • “Wow! Three days in ___ ___.”
6) “I have a car so I will ___ you ___ at your house and drive you to the party.”

DOWN
2) “I’d like to buy your car.” • “Sorry, you’re ___ ___ luck. I just sold it.”
3) “Joe can’t come to work today because his tooth hurts. He called ___ ___.”
4) “When you finish eating, don’t ___ your dishes on the table. Please wash them.”

For answers, see page 367
last three hours
continue for three hours

That movie was so long!
It lasted 3 hours!

MORE EXAMPLES

A: “How long did the Second World War last?”
B: “It lasted six years, from 1939 to 1945.”

A: “I hope the meeting doesn’t last long.”
B: “I think it will last about an hour.”

For a different meaning of last, see page 244
get something done

finish something

MORE EXAMPLES ☞

A: “When can you get the job done?”
B: “I can get it done by Friday.”

“I can’t get everything done today. I’ll finish tomorrow.”

For by Friday, see page 117
**take longer than**
**someone expected**
**need more time than originally planned**

Today is Friday! You haven’t finished yet.

It’s taking longer than we expected.

**MORE EXAMPLES**

“I thought it would take two hours to drive to your house, but it took three hours. It **took longer than I expected.**”

“I was supposed to finish this job today, but it’s **taking longer than I expected.** I’ll finish it tomorrow.”

For **supposed to**, see page 305
have a sense of humor
enjoy funny things; enjoy laughing

Jenny has a sense of humor. Ann has no sense of humor.

MORE EXAMPLES

“I’d like to marry a man who has a sense of humor.”

“It’s important to have a sense of humor when life gets stressful.”
can’t get something down / in / out / open

Say this when something is difficult to do.

MORE EXAMPLES

“My disc is stuck in my computer! I can’t get it out!”

“My suitcase is full. I can’t get my shoes in.”
last 20 years

can function or can be used for 20 years

I used good wood. These cabinets will last 20 years.

MORE EXAMPLES

“I buy leather shoes because leather lasts a long time.”

“I bought a cheap radio. It lasted six months. Then it broke.”

For a different meaning of last, see page 239
GRAB A PENCIL! • Puzzle #35

ACROSS
1) “Paul’s parties are always fun. They usually ___ all night long.”
4) “I’m surprised it took you two months to write that report!” • “Yes, it took longer than I ___."
5) “Lillian never laughs or makes jokes. She has no sense of ___.”

DOWN
1) “If you keep your medicine in the refrigerator, it will ___ a long time.”
2) “I haven’t finished building your table.” • “Can you ___ it done by tomorrow?”
3) “There is some paper stuck in my printer. I can’t ___ it ___.”

For answers, see page 367
I’m sorry to hear...

When something bad happens to someone, say this to show you care.

MORE EXAMPLES 🎧

A: “I’m sorry to hear about your car accident.”
B: “Thanks. I’m feeling better now.”

A: “My dog died.”
B: “I’m sorry to hear that. I know how much you loved your dog.”
Would you prefer a or b?

Do you want a or b?

Ask this when you give someone a choice.

MORE EXAMPLES

A: “Would you prefer coffee or tea?”
B: “Coffee, please.”

A: “Would you prefer to meet at my office or yours?”
B: “It’s up to you.”

For it’s up to you, see page 338
from now on
starting now and continuing forever

From now on, let’s put our shoes up at the top.

MORE EXAMPLES

“I just won $10,000! From now on, I’m going to take taxis, not buses!”

“Judy is our new receptionist. From now on, she will answer the phone.”
that’s funny
that’s strange

That’s funny. I had 3 fish yesterday.

MORE EXAMPLES

A: “Did you get my letter?”
B: “No.”
A: “That’s funny. I mailed it two weeks ago.”

A: “Sandra isn’t here yet.”
B: “That’s funny. She called me two hours ago and said she was on her way.”

For ago, see page 46
For on her way, see page 53
there’s nothing I can
do (about it)
Say this when you cannot help someone.

I’m sorry.
There’s nothing I
can do about it.

MORE EXAMPLES

A: “I want to take the 2 o’clock train!”
B: “But, I told you it’s fully booked. There’s
nothing I can do.”

A: “Taxi Driver, please drive faster!”
B: “There’s nothing I can do! We’re stuck
in traffic.”

For stuck in traffic, see page 23
I’d better let you go
Say this to end a phone call politely.

Mrs. Kobori, I’d better let you go now.
Okay. Bye Sue. See you soon.

MORE EXAMPLES

A: “I’d better let you go now.”
B: “Okay. Keep in touch.”
A: “I will. Bye.”

A: “I’m sure you’re busy. I’d better let you go.”
B: “Okay. Nice talking to you.”

For keep in touch, see page 191
ACROSS
1) “It didn’t rain, but the street is wet. That’s ___.” • “You’re right, that is strange!”
5) “I’m sorry ___ ___ your mother is sick. I hope she gets better soon.”
6) “Please lower the price!” • “I’m sorry. There’s nothing I can ___ ___ ___ . You have to speak to the boss.”

DOWN
2) “I just smoked my last cigarette! I quit! From ___ ___ , I will not smoke.”
3) “How will we get downtown? Would you ___ ___ take the train or the bus?”
4) (on the phone) “Jane, I know you’re busy. I’d better ___ you ___ now.”

For answers, see page 367
**look into** something
investigate; research

I’m going to Shanghai next week.

I’ll look into hotels for you.

**MORE EXAMPLES**

“We just moved to a new city. We’re looking into schools for our children.”

A: “There’s a problem with my bill.”
B: “I’ll look into the problem right away.”

For *right away*, see page 31
reach someone
contact someone by phone, email, fax, etc.

You can reach me on my mobile, or at the Shanghai Hotel at 0086-21-338-3245, or by fax at 0086-21-868-4572, or by email or...

MORE EXAMPLES

A: “How can I reach you?”
B: “You can email me at this address.”

“I’ll be away on business for a few days, so you won’t be able to reach me at the office.”

For away on business, see page 262
**get by**

manage but with difficulty

"Can you speak Chinese?"

"Not very well, but I can get by."

**MORE EXAMPLES**

"My car broke down. I have to get by with my bicycle for a few days."

"We don’t have much money, but we can get by if we don’t spend much."
How long does it take to get to a place?
How much time is needed to arrive at a place?

How long does it take to get to the Shanghai Hotel by taxi?

About 30 minutes.

MORE EXAMPLES

A: “How long does it take to get to Montreal from Toronto?”
B: “It takes about five hours.”

A: “How long does it take to get to the bank?”
B: “Not long. It’s a five-minute walk.”
Would it be possible for someone to...

This is a polite request. Say this when you don’t know if someone can help you.

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**MORE EXAMPLES 🎤**

“Would it be possible for me to see the doctor today? I don’t have an appointment.”

A: ”**Would it be possible for you to** lend me $300?”

B: ”$300! That’s a lot of money!”

For *lend*, see page 225
**find out**

*get a piece of information*

Is the restaurant still open?

I'm not sure. I'll find out.

---

**MORE EXAMPLES**

A: “Let’s go see that new movie tonight.”
B: “Okay. I’ll **find out** when it starts.”

A: “How old is Jane?”
B: “I don’t know, but I can **find out**. I’ll ask her sister.”
ACROSS
3) “If you need to speak to me, you can ___ me at home on most evenings.”
4) “Teacher, a student is crying!” • “Thank you. I’ll look ___ the problem right now.”
5) “I can’t speak English well, but I can ___ by.”
6) “I’m going to Boston next week. ___ ___ be possible for me stay at your house?”

DOWN
1) “How long does it ___ to ___ to the airport?”
   • “About 30 minutes by car.”
2) “When does his flight arrive?” • “I don’t know, but I’ll ___ ___. I’ll call the airline.”

For answers, see page 367
How long have you been in this place?

Ask this to know the amount of time spent in the place someone is now.

How long have you been in Shanghai?

For 2 days. I arrived yesterday morning.

MORE EXAMPLES 🗣️

A: “How long have you been in Hong Kong?”
B: “I’ve been here for six months, but I still can’t find a job!”

A: “How long have you been in this country?”
B: “For five years. I grew up in Sri Lanka and moved here five years ago.”

For ago, see page 46
What does this mean?
NOT What mean this?; NOT This mean what?

MORE EXAMPLES

A: “What does ‘large’ mean?”
B: “It means ‘big’.”

A: “What does ‘insatiable’ mean?”
B: “I don’t know. Look it up in the dictionary.”

For look it up, see page 128
away on business
in another city or country on a business trip

Hi Mary. I haven’t seen Alan this week.

He’s away on business in China.

MORE EXAMPLES

A: “Are you free next week?”
B: “No, I’ll be away on business.”

A: “I tried calling you last week, but I couldn’t reach you.”
B: “I was away on business.”

For reach, see page 254
**should have done something**

Say this when something was a good idea, but you didn’t do it. You made a mistake and now it’s too late.

---

**MORE EXAMPLES 👌**

“Fred wanted to marry you, but you said no. Now he’s very successful. You _should have_ married him!”

“The copier is broken because you put in too much paper. You _shouldn’t have_ put in so much paper.”

For _successful_, see page 309
someone is back
someone has returned from somewhere

MORE EXAMPLES

A: “Miss French went to the bank. Is she back?”
B: “No, she isn’t back yet.”

“My father was in the hospital for a few days, but now he’s back home.”
by the way
Say this to introduce a different topic.

...and the IMAX sales increased by 7%.

7% increase. That’s good. By the way, did you watch the football game last night?

MORE EXAMPLES

A: “Are you ready to go to lunch?”
B: “Yes, let’s go. By the way, your mother called.”

“...then we visited Paris and then we went to London. By the way, how’s your sister?”
ACROSS
1) “How long ___ you ___ in this city?” • “I’ve been here for seven months.”
3) “We have a test today, but I didn’t study! I should ___ studied last night.”
5) “What ___ ‘speedy’ ___?” • “‘Speedy’ means ‘fast’.”
6) “Your sister went to Mexico. Is she still there?” • “No, she’s __.”

DOWN
2) “My husband often travels for his job. In fact, he’s ___ ___ business right now. He’s in Brazil.”
4) “Let’s print these documents now. By ___ ___, I’m having a party next Friday.”

For answers, see page 367
short by
Say this when you don’t have enough. This shows how much you need.

MORE EXAMPLES

“We need 10 players for our football game. We have eight players, so we’re short by two.”

A: “My cash register is short by $15.”
B: “You must have given a customer too much change.”

For *must have*, see page 130
Have you been waiting long?
This is a polite question to ask someone waiting for you.

“A: “Have you been waiting long?”
B: “No, just a few minutes.”

“I’m sorry to keep you waiting. Have you been waiting long?”

MORE EXAMPLES ✪
**Will that be all?**

*Is that the only thing you want?*

Servers say this in restaurants

---

**MORE EXAMPLES 🎨**

A: "I’ll have a salad and an iced tea, please."
B: "**Will that be all?**"
A: "Yes, that’s it, thank you."

A: "I’d like a cheeseburger to go, please."
B: "**Will that be all?**"
A: "No. And a Diet Coke, too."

For *that’s it*, see page 59
For *to go*, see page 270
For here or to go?
Do you want to eat/drink here in the restaurant, or do you want to take it away?
Servers ask this in restaurants.

Is that for here or to go?

For here, please.

MORE EXAMPLES

A: “One cheeseburger, please.”
B: “Is that **for here or to go?**”
A: “It’s to go.”

A: “I’d like two coffees, please.”
B: “**For here or to go?**”
A: “For here, please.”
**look / look like**

**look + adjective / look like + noun**

MORE EXAMPLES

A: “You **look** tired.”
B: “That’s because I worked late every night this week.”

A: “My new haircut is too short. I **look like** a boy.”
B: “No, you **look** beautiful.”

NOTE: noun = thing (e.g., book, house);
adjective = describing word (e.g., good, tall)
A: “I wonder how much that jacket costs.”
B: “At least $200. Maybe even $300! It’s made of leather.”

“That piano is heavy! You need at least four people to help you carry it.”

For made of, see page 122
ACROSS
1) “To buy a house, you need $100000 or more. You need __ __ $100000.”
3) “Thanks for waiting for me. Have you __ waiting __?”
   “No, only about five minutes.”
5) “One coffee please.”
   “For here or __ __?”
   “I’ll drink it here.”

DOWN
2) “I need a 10-foot ladder. This one is eight feet long. This ladder is __ __ two feet.”
3) “I’d like two hotdogs, please.”
   “Will that __ __?”
   “No, I’d like an ice tea too.”
4) “My grandmother is old, but she __ young because her skin is so soft.”

For answers, see page 367
get back to someone

contact someone as a reply by phone, email, fax, etc.

MORE EXAMPLES

“I don’t have that information right now. I’ll get back to you later.”

“Please get back to me by email or phone.”
as far as I know
based on the information I have
Say this when you might be wrong.

MORE EXAMPLES 📚

A: “Is Ali going to the meeting?”
B: “Yes. **As far as I know**, he’s going. Bob told me everyone is going.”

“There was a fire at the bank! **As far as I know**, nobody was hurt. That’s what I heard on the radio.”
How was something?

It’s polite to ask about someone’s recent experience.
Say this to know if it was good or bad.

Welcome gentlemen. How was the flight?

ARRIVAL
FLIGHT 207 SHANGHAI

Very nice, very comfortable.

MORE EXAMPLES

A: “How was your vacation?”
B: “It was great, thanks.”

A: “How was the conference?”
B: “Interesting. There were a lot of good speakers.”
**show** someone **around**

*take* someone **for a tour**

---

**MORE EXAMPLES**

“Welcome to Boston. I’ll **show** you **around**
the city tonight.”

“We’re interested in buying this house. Could you **show** us **around**?”

For **interested in**, see page 205
stand for

mean

Say this when only the first letters of words are used.

I need it A.S.A.P..

What does A.S.A.P. stand for?

It stands for “as soon as possible”.

MORE EXAMPLES

“U.S.A. stands for United States of America.”

A: “What does FYI stand for?”
B: “It stands for ‘for your information’.”
**make yourself / yourselves at home**

please feel relaxed and comfortable

Say this to welcome guests to your home.

**MORE EXAMPLES**

"Hi James. Come in and make yourself at home. Let me take your coat."

A: "May I use your phone?"
B: "Go ahead. Make yourself at home."

For *go ahead*, see page 110
ACROSS
4) "I need Gloria’s phone number." • "Okay. I’ll find it. Then I’ll get ___ ___ you."
5) "We have a visitor from Canada. Last night I ___ him ___ our city."
6) "Is there a meeting today?" • "Yes, as ___ ___ I know it’s at 3 o’clock. That’s what Bob told me."

DOWN
1) "Welcome to our house, Steve. Please relax and make ___ ___ home."
2) "___ ___ the party last night?" • "It was fun."
3) "C.O.D. ___ ___ ‘cash on delivery’."

For answers, see page 367
help yourself / yourselves
serve your own food or drink

Please help yourselves.

MORE EXAMPLES 🎤

A: “Can I have some more soup?”
B: “Sure. Could you help yourself? I have to cut the cake.”

“Ladies, if you’d like tea or coffee, please help yourselves.”
back and forth
in one direction, then in the opposite direction — repeated many times

MORE EXAMPLES

“That was a long tennis game. The ball went back and forth for two hours!”

“We emailed back and forth for six months before we met.”
short notice
without much advance warning

Could you photocopy these by 5 o’clock?

By 5 o’clock?!

Sorry for the short notice but it’s urgent.

MORE EXAMPLES

“Could you type this letter for me? I know it’s short notice, but I need it in 20 minutes.”

A: “Can you repair my car today?”
B: “No, sorry, I can’t do it on short notice. I have to repair a lot of cars today.”

NOTE: do something on short notice
come up with something
produce an idea or solution

Look Dad!
I came up with an idea to make money.

MORE EXAMPLES

“Those birds keep eating my flower seeds. I need to come up with a solution to the problem.”

“Carl came up with a great idea for our presentation!”
hands-on experience
experience where you learn by doing something, not by studying

MORE EXAMPLES

“I study cooking, but I work as a waiter. This gives me **hands-on experience** in the restaurant business.”

“I’m an architect now, but first I worked as a builder. That **hands-on experience** taught me a lot.”
once every four years
NOT four years once

MORE EXAMPLES

A: “I go jogging once a week.”
B: “I only go once every two weeks.”

“The earth goes all the way around the sun once every 365 days.”

For once a week, see page 363
ACROSS
3) "I never took a computer class. I learned how to use computers through ___-___ experience."
4) "If you’d like a piece of cake, go into the kitchen and ___ ___.
6) "There were mice in our house. Then we came ___ ___ a solution. We got a cat!"

DOWN
1) "Can you write that report today?" • "No, I can’t do it on short ___. I need more time."
2) "We have a store downtown and a store in the suburbs. I manage both stores, so I drive ___ and ___ a lot."
5) "How often do you see your parents?" • "I see them once ___ three weeks."

For answers, see page 367
Could you press 15?
Ask this in an elevator if you can’t reach the buttons.

MORE EXAMPLES

A: “Which floor would you like?”
B: “Could you press seven, please?”

“Could you press six, please? I can’t reach it. Thanks.”
Can I get by?
Ask this when you need someone to move so you can go past them.

MORE EXAMPLES

A: “Can I get by, please? I have to catch a train.”
B: “Oh, sorry.”

“Excuse me. Can I get by? I need to get off the bus here.”

For get off, see page 303
I’d recommend something

Say this to suggest something.

NOT I recommend you to buy the Imax

I want something modern for all of my offices.

I’d recommend the Imax. It’s a new model and very modern.

MORE EXAMPLES 📌

A: “Do you know any good French restaurants?”
B: “Yes, I’d recommend Chez Pierre.”

A: “I need exercise. What should I do?”
B: “I’d recommend swimming.”

NOTE: sometimes recommend +_ing
I don’t know offhand
I don’t have the information in my memory
Say this when you need to go and find the answer.

More Examples

A: “How many people live in London?”
B: “I don’t know offhand. I’ll look it up on the Internet.”

A: “Do you know Sam’s phone number?”
B: “I don’t know it offhand. It’s in my address book.”

For look it up, see page 128
**have something done**

Say this when *you* arrange something, but *someone else* does it.

I need them tomorrow.

Tom, can you deliver 150 Imax lights tomorrow?

I’ll have your lights delivered tomorrow.

---

**MORE EXAMPLES**

“There were workers in my house yesterday. I **had** the walls painted and I **had** the air conditioner repaired.”

“We make radios, but we don’t make the small parts. We **have** the parts made by another company.”
**move** something **up**

*change a plan to an earlier time*

I’ll be on vacation next week.

Then let’s move the meeting up to Friday.

---

**MORE EXAMPLES**

“The deadline was Friday, but they **moved** it **up** to Thursday.”

A: “Lunch is scheduled for 2 o’clock.”
B: “That’s a bit late. Can we **move** it **up** to one o’clock?”

NOTE: a bit = a little
GRAB A PENCIL! • Puzzle #42

ACROSS
1) “Which pasta dish is the best?” • “I’d ___ the spaghetti with meatballs.”
5) (on an elevator) “Could you ___ five, please?”
6) “Did you repair your car yourself?” • “No, I ___ my car repaired at Tony’s Auto Repair.”

DOWN
2) “How old is Tina?” • “I don’t know ___. I’ll look in her file and find out.”
3) “The meeting is scheduled for next Friday, but let’s ___ it ___ to this Wednesday.”
4) “Excuse me, you are standing in front of me and I need to go past you. Can I ___ ___?”

For answers, see page 368

294
the week after next

the week after next week

NOT next next week

Next week I’ll be on vacation. How about the week after next?

MORE EXAMPLES 🌟

“My exam is the week after next, so I have to study hard next week.”

“We can’t get it done by next week, but we can get it done by the week after next.”

For get it done, see page 240
For by, see page 117
I wish you all the best
Say this to wish someone happiness and success in their future or with a big project.

MORE EXAMPLES

“Good-bye students. I wish you all the best next year.”

“I wish you all the best with your new business. I’m sure it will be a success!”
if I were you, I’d...

Say this to give advice by imagining you are in the other person’s situation.

Sometimes I feel a pain right here.

If I were you, I’d see a doctor.

MORE EXAMPLES

A: “My salary is low and I don’t enjoy my job.”
B: “If were you, I’d look for another job.”

A: “We’ve repaired our fax machine twice this year.”
B: “If I were you, I’d buy a new one.”
in other words
Say this if you need to repeat something a different way.

You need to accelerate your cardiovascular rate. In other words, you need to exercise.

MORE EXAMPLES
“A five-year-old child could understand this computer program. In other words, it’s very easy.”

“Employees are expected to have completed all duties prior to departure. In other words, finish your work before you go home.”
**tell someone**
NOT tell to someone; NOT tell that

The doctor told me to exercise. I told him that I hate exercise.

**MORE EXAMPLES**

“She **told him** to wait. He **told her** that he couldn’t wait.”

“I **told the kids** to clean up their rooms. Please **tell them** again!”
It’s easy to get to the airport. Just follow the signs.

It’s difficult for me to read without my glasses.

MORE EXAMPLES

“It’s easy to get to the airport. Just follow the signs.”

“It’s difficult for me to read without my glasses.”
ACROSS
3) “I go to bed very late, so it’s ___ ___ wake up early.”
5) “Good luck, John! I wish you all ___ ___ in your new job.”
6) “I’m on vacation for three weeks: this week, next week, and the week ___ ___.”

DOWN
1) “I ___ Michael that you want to see him.”
2) “Your son has high emotional intelligence. In other ___, he’s kind and caring.”
4) “Your car is 20 years old. If ___ ___ you, I’d buy a new car.”

For answers, see page 368
give up
quit; stop doing something

“I called three times, but he never answered the phone. In the end I give up.”

“I feel healthier now because I gave up smoking last year.”

NOTE: sometimes give up + _ing
get on / get off /
get in / get out
get on / get off = for buses, trains and planes
get in / get out = for cars and taxis

Could you tell me how to get to the circus?

Get off the train at Westwood Station. Then get on the 160 bus and get off at High Street. Then take a taxi and get out at Ash Street.

MORE EXAMPLES

“I was wearing my glasses when I got on the plane. I lost them when I got off the plane or when I got in the taxi!”

“Taxi Driver, I’d like to get out at the next street, please.”
**even though**

Say this when you show 2 contrasting or opposite ideas

“**Even though** he’s rich and successful, he’s not a happy person.”

“ABC Printing Company is very good. So **even though** they charge a lot, we use the company.”
**was / were supposed to**
Say this to talk about a plan that didn’t happen.

![Image of a man and a circus performer with a ring and a lion]

You went *under* the ring! You were supposed to go *through* the ring!

**MORE EXAMPLES**

“I *was supposed to* go to the meeting. I planned to go, but I didn’t. I was tied up.”

“We *were supposed to* finish this last month, but it’s still not complete.”

For *tied up*, see page 15
take a chance

do something that might result in
danger or failure

MORE EXAMPLES

“The mountain was icy and dangerous, but we took a chance and climbed up.”

“We spent $10,000 on advertising. We took a chance, but it didn’t work. It didn’t increase sales.”
on second thought

Say this when you change your decision.

MORE EXAMPLES 🌟

“Let’s meet at the library. **On second thought**, let’s meet at the coffee shop because the library is closed.”

A: “I’m going to buy this tie.”
B: “It’s $300? **On second thought**, I think I’ll buy a different one.”
ACROSS
2) “I must lose weight, so I will ___ ___ fatty foods.”
4) “Let’s order a small pizza. On ___ thought, let’s order a large pizza. I’m very hungry!”
5) “___ ___ Julio is a doctor, he smokes!”

DOWN
1) “I was ___ ___ meet James at a restaurant last night, but I forgot!”
2) “I was reading a book on the bus, so I forgot to ___ ___ at my stop.”
3) “We want to go swimming, but it might rain.”
   • “Let’s ___ ___ chance and go to the beach anyway.”

For answers, see page 368
he **was successful** / he **succeeded** / he **had success**

NOT he success; NOT he successful

We had a lot of success with the Imax light. Bob was very successful. He succeeded in getting 500 orders.

**MORE EXAMPLES**

“I’d always wanted to climb Mount Everest and finally I **succeeded**.”

“I **had** a lot of **success** with importing. I **was successful** because I worked hard.”
**on average**

**about; around**

This is the result when you add amounts together, then divide by the number of amounts.

---

**MORE EXAMPLES**

“Children watch, **on average**, five hours of television every day.”

“I cook chicken, **on average**, once every two months.”

For **once every two months**, see page 286
do well
be financially successful

Our West Mall shop is doing very well,
but our East Mall shop is not doing well.

MORE EXAMPLES 

“Two years ago, I didn’t do very well. I made only five sales. But I did well last year. I made over 70 sales!”

“Look at Frank’s expensive new car! He must be doing well.”

For ago, see page 46
For must be, see page 356
the bottom line is
the main idea is; the thing I’m really trying
to say is

MORE EXAMPLES 💬

“I worked hard on the project. I tried my best. But **the bottom line is** I couldn’t finish it.”

“He’s lazy, his work is not good, and he’s late every day. **The bottom line is** we have to let him go.”

For *let him go*, see page 333
Could you go over that again?
Ask this if you need someone to repeat a lot of information.

Please give the blue copy to me, sign the yellow copy and put it in the blue drawer, keep the green copy and sign the pink copy and put it in the green folder.

“Could you go over the instructions again? I didn’t understand everything you said.”

A: “... then turn left and then right and then...”
B: “Sorry, I’m not following you. Could you go over the directions again?”

For I’m not following you, see page 36
have a good time
Say this before someone goes somewhere enjoyable.

MORE EXAMPLES 🗣

A: “Mom, I’m going to my friend’s house now.”
B: “Okay, have a good time.”

A: “My sister will be here any minute now. We’re going out for dinner.”
B: “Have a good time.”

For any minute now, see page 222
ACROSS
3) “My stomach is too big and my pants are too tight. The bottom __ is need to lose weight.”
4) “Did you do well on your exams?”
   “Yes, I was __ because I studied hard.”
5) “Tomorrow I’m going on vacation to Florida!”
   “Well, __ __ good time.”
6) “I didn’t understand the instructions. Could you __ __ them again?”

DOWN
1) “Our company has many new clients. We are doing __ this year.”
2) “Our students are from 19 to 25 years old. They are, on __, 22 ears old.”

For answers, see page 367
**hear of something / someone**

**know that** something / someone **exists**

---

**MORE EXAMPLES**

A: “The newspaper says that Sharon Stanley died!”
B: “Who is she? I’ve never **heard of** her.”

A: “Have you seen the movie **Danger Zone**?”
B: “No, but I’ve **heard of** it. My sister told me about it.”
Is something included?
Is the cost of something already added on to the price?
NOT Is it include breakfast?

I’d like a room. Is breakfast included?

No, Sir. Breakfast is charged separately. It’s $12.50.

MORE EXAMPLES

A: “I’m interested in this laptop for $1,999. Is the carrying case included?”
B: “Yes, you get the laptop and the case, all for $1,999.”

A: “How much is this watch?”
B: “$100.”
A: “Is tax included?”
B: “No. With tax, it comes to $107.”

For comes to, see page 334
it depends on something
something will decide for me
NOT it’s depend

What are you going to do today: read or swim?

It depends on the weather.

MORE EXAMPLES

A: “How much does it cost to mail a package?”
B: “It depends on the weight.”

A: “Are you going to buy one shirt or two?”
B: “It depends on the price.”
on leave
having planned absence from work

MORE EXAMPLES

A: “Does Nancy still work here?”
B: “Yes, but she’s on leave taking care of her mother.”

“My wife is on maternity leave. We just had a baby, so she has three months off!”

NOTE: on maternity leave = absent from work to give birth

For have three months off, see page 325
bring someone up to date
tell someone the most recent information

Can you bring me up to date?

Sure. On Monday Mr. Templeton called you. He didn’t leave a message. Yesterday Diane Lane came to see you. And this morning...

MORE EXAMPLES

A: “Please bring me up to date on the computer problem.”
B: “I fixed it. Then it broke again. Now it’s at the repair shop.”

A: “How’s Ann? I haven’t seen her for years!”
B: “Let me bring you up to date. She got married, moved to Japan, and now she teaches English.”

For I haven’t seen her for, see page 187
Can you tell me how to get to a place?
This is a polite way to ask for directions.

MORE EXAMPLES

A: “Can you tell me how to get to Whitman’s Jewelers?”
B: “Take the elevator to the third floor and turn left.”

A: “Can you tell me how to get to the human resources department?”
B: “Go down the hall and you’ll see it.”
GRAB A PENCIL! • Puzzle #46

ACROSS
1) “Let me bring you ___ ___ ___. I got married, had two children, and recently started my own company.”
5) “Louis is not working this week. He’s on ___. His wife is having a baby.”
6) “Can you tell me ___ ___ ___ to the bank?”
   • “Go straight and turn left on Mill Street.”

DOWN
2) “Are you going to the party?” • “It ___ ___ my wife. If she wants to go, we’ll go.”
3) “I’d like to buy this electronic toy. Are the batteries ___?” • “No, they are sold separately.”
4) “Do you know who Mick Jagger is?” • “No, I’ve never ___ ___ him. Is he an actor?”

For answers, see page 368
**even if it rains**

*it might* rain, but rain is not important — rain **will not change the situation**  
NOT even it rains

---

**MORE EXAMPLES**

“José is a great student. He studies every day. **Even if** he’s tired, he studies.”

“**Even if** a customer doesn’t buy anything, be polite to him or her.”
a no-win situation
a situation that can have only bad results

MORE EXAMPLES

“When a supermarket opened near our store, we lost customers. Now, we can’t sell the store. It’s a no-win situation.”

“If I work, I have to pay for a babysitter. If I stop working, I will lose money. It’s a no-win situation.”
**have time off**
have non-working time arranged by the company

---

I have to work at Christmas. Do you?

No. I have 4 days off.

---

**MORE EXAMPLES 📈**

“I **have** a week **off** in July, so I might go to Spain.”

A: “Do you work on weekends?”
B: “Only on Saturdays. I **have** Sundays **off**.”

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325

Copyrighted material
get together with someone
meet someone socially

What did you do over the weekend?

I got together with my friend.

MORE EXAMPLES

“Would you like to get together next week? We could go and see a movie.”

A: “I’m leaving next week.”
B: “Let’s get together for lunch before you leave.”
**as for something**

Say this to introduce a topic.

NOT about the hotel

---

**MORE EXAMPLES**

“Sergio’s is a good restaurant. **As for** the service, it’s fast and the waiters are friendly. **As for** the price, it’s pretty cheap.”

A: “What do we need for the party?”
B: “**As for** food, we need a cake. **As for** decorations, let’s buy some balloons.”
What’s someone / something **like**?

Tell me about someone or something.

What’s Hawaii like?

It’s hot and beautiful, and there are lots of mountains, and the people are friendly and...

**MORE EXAMPLES**

A: “**What’s** that restaurant **like**?”
B: “Well, the food is spicy and it’s a little expensive.”

A: “**What’s** your boss **like**?”
B: “He’s very serious. On the other hand, he’s very kind.”

For *on the other hand*, see page 358
ACROSS
2) “My classes end in May. My job starts in July. I ___ one month ___ in between.”
5) “If I walk, I’ll be late. If I drive, I won’t find a parking space. It’s a ___-___ situation.”
6) “I love my job. I might win the lottery, but ___ ___ I get rich, I will keep my job.”

DOWN
1) “Last night I ___ together with some friends. We went out for dinner.”
3) “Let’s paint the living room green and the kitchen yellow. ___ ___ the bedrooms, let’s use wallpaper.”
4) “What’s your school ___?” • “It’s big and modern, and the teachers are very good.”

For answers, see page 368
**short for something**

A shorter way to say a word

---

I’m here for the interview. Please call me Jay. It’s short for Jason.

---

**MORE EXAMPLES**

“S’pore is **short for** Singapore.”

A: “I need to buy milk and a veggie.”
B: “What’s a veggie?”
A: “It’s **short for** vegetable.”
know how
have the skill or knowledge

Why didn’t you change the tire?
I don’t know how.

MORE EXAMPLES

A: “Do you know how to use this fax machine?”
B: “No, but I’ll figure it out.”

“Mom knows how to type, but she doesn’t know how to use a computer.”

For figure it out, see page 160
say that / say to
NOT you said me; NOT I said him

You said that the delivery was out of town.

No I didn’t! I said to you that it was downtown!

MORE EXAMPLES

A: “What did you say to him?”
B: “I said that I was interested in the job.”

“She said that she has two brothers, and she told me that they’re twins.”

For told me, see page 299
**let someone go**

**take away** someone’s job

**MORE EXAMPLES**

“He took money from the company, so his boss let him go.”

“Our company isn’t doing well. We let five people go to save some money.”

For *do well*, see page 311
it **comes to**
Say this before the total amount.

How much is our bill?

It comes to $21.

**MORE EXAMPLES**

“I bought a lot of food last week. My bill **came to** $200.”

A: “How much is this?”
B: “It’s $6. With tax, it **comes to** $6.42.”
**give me** five minutes
Say this when you need someone to wait.

![Image](image_url)

**MORE EXAMPLES**

A: “When can you deliver the sofa?”
B: “Can you **give me** a few days? I’m very busy this week.”

A: “Which hotel is best?”
B: “I don’t know, but if you **give me** 30 minutes, I’ll find out.”

For **find out**, see page 258
ACROSS
4) “Lucy was late for work every day, so the company ___ her ___. Now she has no job.”
5) “What did you say ___ Mike?” • “I said ___ we should go to the movies.”
6) “Why don’t you go skiing with your friends?” • “I don’t ___ ___ to ski. I never learned.”

DOWN
1) “I can repair your computer, but please ___ me a few days. I’m very busy this week.”
2) “Ad is ___ ___ advertisement.”
3) “We ordered a lot of food at the restaurant. Our bill ___ ___ $300!”

For answers, see page 368
in case something happens
because something might happen

A: “Don’t forget to buy eggs.”
B: “I’d better write it down in case I forget.”

A: “Why are you putting a smoke alarm on the wall?”
B: “In case there’s a fire.”
it’s up to someone
someone decides

MORE EXAMPLES

A: “What color will you paint your house?”
B: “It’s not up to me. It’s up to my wife. She will decide.”

A: “Can customers return products?”
B: “It’s up to the manager. It depends on the situation.”

For it depends on, see page 318
during something
at the same time as something
during + noun
NOT during we watch the movie

MORE EXAMPLES 🎨

“During the flight, I read two books.”

“We visited friends during our vacation.”

“During the meeting, I fell asleep.”

NOTE: noun = thing (e.g., book, man, house)
What’s taking so long?
Why is something taking a long time?

“Why is the bus taking so long?”

There’s a long line.

MORE EXAMPLES 📆

“We’ve been waiting for the bus for an hour! What’s taking so long?”

A: “He still hasn’t arrived. What’s taking so long?”

B: “He’s stuck in traffic.”

For stuck in traffic, see page 23
**sleep in**
**wake up later than usual — by choice**

![Image of a person waking up with a clock at 9:30 and a character saying, "I love to sleep in on Sundays." ]

**MORE EXAMPLES**

“I can **sleep in** tomorrow morning because I have the day off!”

“I feel great! I **slept in** until 9 o’clock this morning.”

For **have the day off**, see page 325
**speaking of something**
Say this when a word makes you think of a new topic.

These flowers smell nice.

Speaking of flowers, look what I bought.

---

**MORE EXAMPLES**

A: “I want to mail this letter.”
B: “**Speaking of** mail, did you get a postcard from Dave?”

A: “Joe bought a new car.”
B: “**Speaking of** cars, I left my bag in your car. Did you find it?”

For *left*, see page 232
ACROSS
1) “I’m not going to wake up early tomorrow. I’m going to sleep ___.”
4) “We ordered our food 30 minutes ago! ___ ___ so long?” • “Maybe they forgot our order.”
5) “Can I take the test with a red pen?” • “It’s ___ ___ the teacher. You’ll have to ask her.”

DOWN
1) “When I travel, I always bring medicine in my bag ___ ___ I get sick.”
2) “Ted emailed me from Italy.” • “___ ___ Italy, let’s try that new Italian restaurant.”
3) “I learned to swim ___ my vacation.”

For answers, see page 368
How are you getting somewhere?
Ask this to find out if someone is going to take a plane, train, car, bus, etc.

I’m going to Danton City next weekend to see my aunt.

How are you getting there?

I’m taking the train.

MORE EXAMPLES

A: “How are you getting to the conference?”
B: “By taxi.”

A: “How are you getting home after the party?”
B: “Jane’s going to drop me off.”

For drop me off, see page 72
Could I ask you a favor?
Ask this before requesting someone’s help.

MORE EXAMPLES

“Julio, **could I ask you a favor?** Could help me read this form? It’s in Spanish and I can’t understand it.”

A: “**Could I ask you a favor?**”
B: “Yes?”
A: “Could you give me a hand with these boxes?”

For **give me a hand**, see page 176
How would you like to pay?
Do you want to pay by cash, check or credit card?

How would you like to pay for your ticket?

By credit card please.

MORE EXAMPLES

A: “Your bill comes to $47.95. **How would you like to pay?**”
B: “By cash, please.”

A: “**How would you like to pay?**”
B: “I’ll pay by check.”

NOTE: pay **by** cash, check or credit card
For *comes to*, see page 334
There’s something wrong with something

Say this when you are not sure what the problem is.

MORE EXAMPLES

“There’s something wrong with the air conditioner. It’s making a funny noise.”

“There’s something wrong with my leg. It hurts when I walk.”

For funny, see page 249
**how soon**
what is the earliest time

**MORE EXAMPLES**

A: “*How soon* can you finish the project?”
B: “We can get it done by Friday.”

A: “*How soon* can you start working?”
B: “I can start on Monday.”

For *get it done*, see page 240
For *by Friday*, see page 117
Can I ask what it’s regarding?

Ask this to learn why someone wants to speak to someone.

I’m here to see Ann Kim.

Can I ask what it’s regarding?

I’m here to fix her computer.

MORE EXAMPLES

A: “I’d like to see the manager!”
B: “Can I ask what it’s regarding?”
A: “I bought a computer here and it’s broken.”

A: (on the phone) “May I speak to Mr. Yi?”
B: “Can I ask what it’s regarding?”
A: “It’s regarding his account at Union Bank.”
GRAB A PENCIL! • Puzzle #50

ACROSS
4) “Police! Hurry! ___ ___ will you be here?”
   • “We will be there in five minutes.”
5) “Can I speak to Ms. Lim?” • “Can I ask what
   it’s ___?” • “I’m calling about my bill.”
6) “___ ___ you like to pay for this shirt?” • “By
   credit card, please.”

DOWN
1) “How are you ___ to the party?” • “I’m going to
   drive.”
2) “There’s something ___ ___ the refrigerator.
   It’s not cold.”
3) “Could I ask ___ ___ ___?” • “Sure.” • “Could
   you help me move this desk?”

For answers, see page 368
**has nothing to do with**
someone / something

**does not concern or involve**
someone / something

Is my printer broken?

No. The problem has nothing to do with your printer. The problem is this cable.

**MORE EXAMPLES**

A: “Did you quit your job because of the pay?”
B: “No, it **has nothing to do with** pay. I want to start my own company.”

A: “Are you angry with me?”
B: “No, I’m angry with Paul. It **has nothing to do with** you.”

351
can’t make it
not able to attend

My wife and I are having a party on Friday night. Can you come?

Sorry, I can’t make it. I have other plans.

MORE EXAMPLES 📚

A: “Is Bob coming to the movie?”
B: “No, he’s working late. He can’t make it.”

A: “The meeting starts at 3 o’clock sharp.”
B: “I can’t make it by three. I’ll be a little late.”

For 3 o’clock sharp, see page 201
For by three, see page 117
**make sure**
confirm; ensure

Make sure she eats her vegetables. And make sure Tommy brushes his teeth. And make sure he...

MORE EXAMPLES

A: “Please **make sure** we have enough chairs for the meeting.”
B: “I’ve already **made sure**.”

“Could you **make sure** you turn off the computer before you leave?”
an hour **late**

NOT **late** an hour

They told us to come at 7 o’clock.

It’s 8 o’clock now. We are an hour late.

**MORE EXAMPLES**

“I’m stuck in traffic right now. I’ll be a few minutes **late**.”

“I got to the doctor’s office on time, but the doctor was 20 minutes **late!**”

For **stuck in traffic**, see page 23
dressed up

wearing their best clothes

Everyone is dressed up! I thought this was a barbeque!

MORE EXAMPLES

“My wife likes to get dressed up. But I prefer casual clothes.”

A: “Why are you so dressed up?”
B: “I have a meeting with the president of the company.”
must be
Say this when you are 95% sure about something.

Mr. Lee, this must be your brother.
That’s right. This is my brother Alfred.

MORE EXAMPLES 🌰

“I took my shoe to the repair shop a month ago. It must be ready by now.”

“I just called the store, but no one answered the phone. It must be closed.”

For ago, see page 46
ACROSS
3) “I’m dressed ___ because I’m going to a wedding.”
5) “I think I locked the door but please check and ___ it’s locked.”
   “Well, ___ good time.”
6) “You shouldn’t discuss my problem with Ken. My problem was nothing ___ ___ with him.”

DOWN
1) “Look! Everyone’s clothes are wet! It ___ raining.”
2) “He arrived ten minutes after the meeting started. He was ___ minutes ___.
4) “Are you comming to the baseball game on Sunday?” “Sorry, I can’t ___ ___.”

For answers, see page 367
on the other hand
Say this before you give an opposite or contrasting idea.

MORE EXAMPLES

“Studying medicine is very interesting. On the other hand, it’s very difficult.”

A: “London is a beautiful city.”
B: “Yes, but on the other hand, it rains a lot.”
to tell you the truth
Say this when you want to speak honestly — often before saying something negative.

Are you excited about the new baby?

To tell you the truth, I’m not excited, I’m worried. Babies are expensive!

MORE EXAMPLES

A: “How was my speech?”
B: “Good, but to tell you the truth, it was a bit too long.”

“He’s a kind teacher, but to tell you the truth, his class is boring.”
**put someone in charge**

give someone the job of leader or supervisor

---

**MORE EXAMPLES 📺**

“If my husband and I go out, we put our oldest son in charge at home.”

“I put Sara in charge of the party because she is good at organizing events.”

For good at, see page 82
keep someone posted
give someone information when there are new developments

Has she had the baby yet?

Not yet but I’ll keep you posted. I’ll call you when something happens.

MORE EXAMPLES

A: “Did the new client sign the contract?”
B: “No, but I’ll keep you posted. I’ll call you when he signs.”

A: “The workers will start building today.”
B: “Please keep me posted on their progress.”
the day before yesterday
Not yesterday before yesterday

How old is he?

He was born the day before yesterday so he’s 2 days old.

MORE EXAMPLES INAL

“I was sick the day before yesterday, but yesterday I felt fine.”

“It was a 50 hour bus ride! We left the day before yesterday and we arrived today.”
**once a year**
NOT one year one time

**MORE EXAMPLES**

A: “I exercise once a week.”
B: “Really? I only exercise once every two or three weeks.”

A: “How often do you check your email?”
B: “Once a day.”
A: “I check mine twice a day, sometimes three times a day.”

For once every, see page 286
ACROSS
2) “Andy is a naughty boy. ___ the other ___, he’s very smart.”
5) “Today is December 20th, so ___ ___ ___ yesterday was the 18th.”
6) “When the boss was away, he ___ me ___ charge of the whole department.”

DOWN
1) “How was the restaurant?” • “___ ___ ___ the truth, the food wasn’t very good.”
3) “I haven’t gotten a job yet, but I’ll keep you ___. I’ll call you when I get a job.”
4) “How often do you wash the floors?” • “___ ___ week. I wash them every Monday.”

For answers, see page 368
ANSWER KEY

PUZZLE 1: ACROSS: 1) jackson, 4) shortof, 5) keepgoing, 6) onhold; DOWN: 2) chargeof, 3) dropby

PUZZLE 2: ACROSS: 1) aheadof, 4) itsfor, 5) ihelpyou; DOWN: 2) amoveon, 3) for, 5) in

PUZZLE 3: ACROSS: 3) outof, 5) goodtime, 6) heldup; DOWN: 1) nowonder, 2) upsidedown, 4) tiedup

PUZZLE 4: ACROSS: 2) onme, 4) stuckin, 5) yet; DOWN: 1) pressure, 2) off, 3) mymind

PUZZLE 5: ACROSS: 4) getthrough, 5) theworld, 6) wasby; DOWN: 1) boat, 2) rightaway, 3) putup

PUZZLE 6: ACROSS: 2) cutoff, 4) secondto, 5) comesin, 6) havechange; DOWN: 1) following, 3) from

PUZZLE 7: ACROSS: 2) ago, 4) like, 6) cheers; DOWN: 1) makeup, 3) discuss, 5) been

PUZZLE 8: ACROSS: 5) to, 6) sidetracked; DOWN: 1) oversleep, 2) stayedup, 3) forthe, 4) myway

PUZZLE 9: ACROSS: 2) winwin, 5) it, 6) getit; DOWN: 1) pickup, 3) inthe, 4) about

PUZZLE 10: ACROSS: 1) off, 2) mindif, 3) check, 4) puton; DOWN: 1) ofthat, 2) mean

PUZZLE 11: ACROSS: 4) up 5) thedayafter, 6) chipin; DOWN: 1) dropoff, 2) between, 3) have

PUZZLE 12: ACROSS: 5) sogood, 6) taketurns; DOWN: 1) goodat, 2) longas, 3) upwith, 4) remind

PUZZLE 13: ACROSS: 1) despite, 3) whereis, 5) notto, 6) asa; DOWN: 2) sorryto, 4) sounds
ANSWER KEY

PUZZLE 14: ACROSS: 3) from, 5) steppedout, 6) ingood; DOWN: 1) good, 2) adelay, 4) putyou

PUZZLE 15: ACROSS: 2) to,3) back, 5) ready, 6) grapevine; DOWN: 1) toobad, 4) charge

PUZZLE 16: ACROSS: 4) secondfrom, 6) ahead; DOWN: 1) inagood, 2) they, 3) off, 5) on

PUZZLE 17: ACROSS: 2) apart, 3) back, 5) ready, 6) grapevine; DOWN: 1) toobad, 4) charge

PUZZLE 18: ACROSS: 2) to,3) back, 5) ready, 6) grapevine; DOWN: 1) inagood, 2) they, 3) off, 5) on

PUZZLE 19: ACROSS: 2) what, 4) eyetoeye, 6) for; DOWN: 1) madeof, 3) itin, 5) worth

PUZZLE 20: ACROSS: 2) take, 3) muchlonger, 4) soldout, 5) mindgoing; DOWN: 1) waytrough, 3) mention

PUZZLE 21: ACROSS: 4) doublecheck, 5) might, 6) inthat; DOWN: 1) connection, 2) matter, 3) held

PUZZLE 22: ACROSS: 3) see, 4) intosee, 5) get; DOWN: 1) byear, 2) istaken, 3) setup

PUZZLE 23: ACROSS: 3) see, 4) intosee, 5) get; DOWN: 1) byear, 2) istaken, 3) setup

PUZZLE 24: ACROSS: 1) off, 5) thatthe, 6) doesn’t; DOWN: 2) fortune, 3) atthe, 4) onatin

PUZZLE 25: ACROSS: 5) insteadof, 6) run; DOWN: 1) comewith, 2) inwriting, 3) throwaway, 4) itover

PUZZLE 26: ACROSS: 3) bringup, 5) hand, 6) for; DOWN: 1) enough, 2) withme, 4) readyto

PUZZLE 27: ACROSS: 1) seenfor, 4) left, 5) outof; DOWN: 1) split, 2) other, 3) upto
PUZZLE 28: ACROSS: 1) returning, 4) get, 5) back; DOWN: 1) regards, 2) through, 3) intouch

PUZZLE 29: ACROSS: 2) sharp, 3) all, 5) meknow, 6) theright; DOWN: 1) thenext, 4) line

PUZZLE 30: ACROSS: 3) in, 4) turn, 5) moveon, 6) hangup; DOWN: 1) feelong, 2) didgo

PUZZLE 31: ACROSS: 1) down, 5) nopoint, 6) makea; DOWN: 2) wrapped, 3) being, 4) in

PUZZLE 32: ACROSS: 1) point, 4) afford, 5) strings; DOWN: 2) theas, 3) worth, 4) any

PUZZLE 33: ACROSS: 2) out, 4) within, 6) goover; DOWN: 1) coming, 3) lendyou, 5) for

PUZZLE 34: ACROSS: 1) wordwith, 5) arow, 6) pickup; DOWN: 2) outof, 3) insick, 4) leave

PUZZLE 35: ACROSS: 1) last, 4) expected, 5) humor; DOWN: 1) last, 2) get, 3) getout

PUZZLE 36: ACROSS: 1) funny, 5) theear, 6) doaboutit; DOWN: 2) nowon, 3) preferto, 4) letgo

PUZZLE 37: ACROSS: 3) reach, 4) into, 5) get 6) wouldit; DOWN: 1) takeget, 2) findout

PUZZLE 38: ACROSS: 1) havebeen, 3) have, 5) doesmean, 6) back; DOWN: 2) awayon, 4) theway

PUZZLE 39: ACROSS: 1) atleast, 3) beenlong, 5) togo; DOWN: 2) shortby, 3) beall, 4) looks

PUZZLE 40: ACROSS: 4) backto, 5) showedaround, 6) faras; DOWN: 1) yourselffat, 2) howwas, 3) standsfor

PUZZLE 41: ACROSS: 3) handson, 4) helpyourself, 6) upwith; DOWN: 1) notice, 2) backforth, 5) every
PUZZLE 42: ACROSS: 1) recommend, 5) press, 6) had; DOWN: 2) offhand, 3) moveup, 4) getby

PUZZLE 43: ACROSS: 3) difficultto, 5) thebest, 6) afternext; DOWN: 1) told, 2) words, 4) iwere

PUZZLE 44: ACROSS: 2) giveup, 4) second, 5) eventhough; DOWN: 1) supposedto, 2) getoff, 3) takea

PUZZLE 45: ACROSS: 3) line, 4) successful, 5) havea, 6) goover; DOWN: 1) well, 2) average

PUZZLE 46: ACROSS: 1) uptodate, 5) leave, 6) howtoget; DOWN: 2) dependson, 3) included, 4) heardof

PUZZLE 47: ACROSS: 2) haveoff, 5) nowin, 6) evenif; DOWN: 1) got, 3) asfor, 4) like

PUZZLE 48: ACROSS: 4) letgo, 5) tothat, 6) knowhow; DOWN: 1) give, 2) shortfor, 3) cameto

PUZZLE 49: ACROSS: 1) in, 4) whatstaking, 5) upto; DOWN: 1) incase, 2) speakingof, 3) during

PUZZLE 50: ACROSS: 4) howsoon, 5) regarding, 6) howwould; DOWN: 1) getting, 2) wrongwith, 3) youafavor

PUZZLE 51: ACROSS: 3) up, 5) makesure, 6) todo; DOWN: 1) mustbe, 2) tenlate, 4) makeit

PUZZLE 52: ACROSS: 2) onhand, 5) thedaybefore, 6) putin; DOWN: 1) totellyou, 3) posted, 4) oncea
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