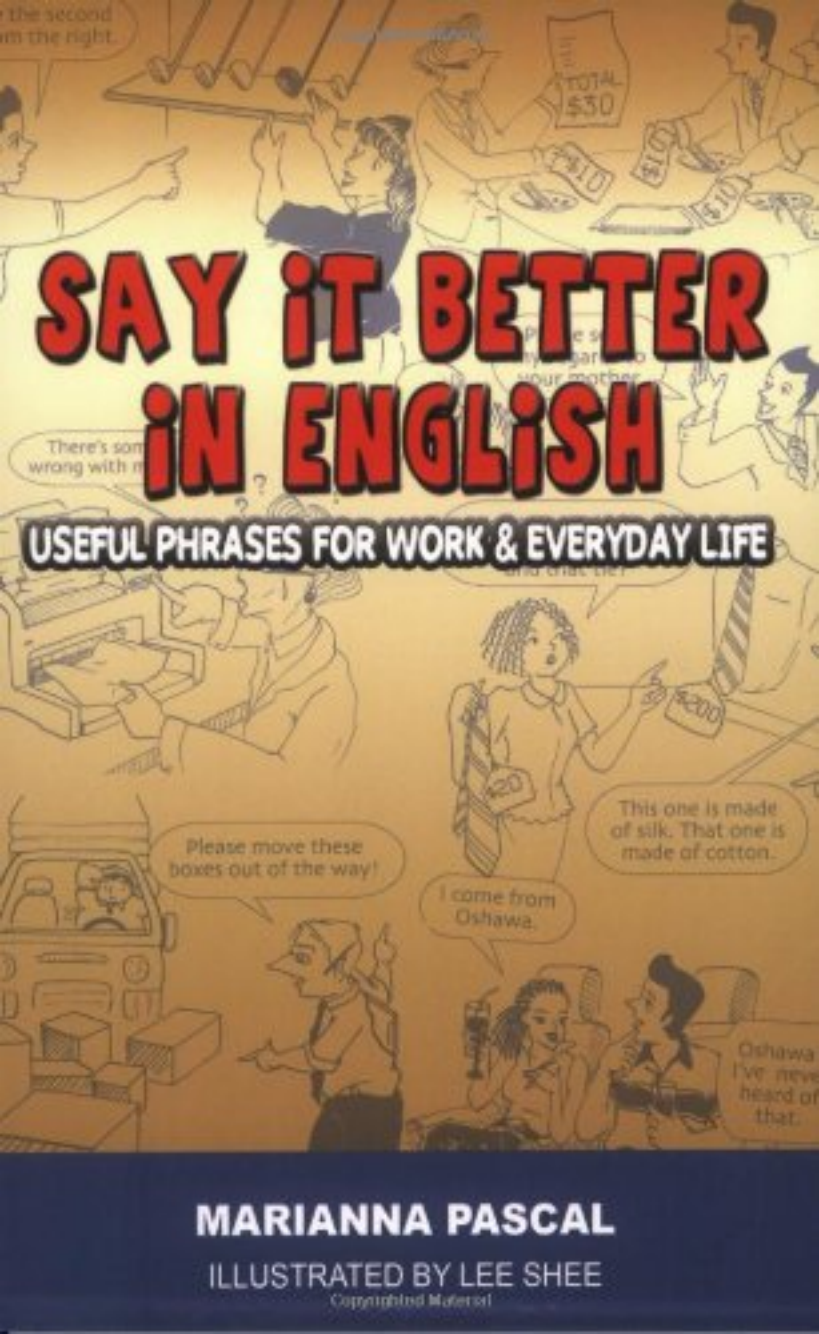


The second  
in the right.



# SAY IT BETTER IN ENGLISH

**USEFUL PHRASES FOR WORK & EVERYDAY LIFE**

Please move these  
boxes out of the way!

I come from  
Oshawa.

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

Oshawa  
I've never  
heard of  
that.

**MARIANNA PASCAL**

ILLUSTRATED BY LEE SHEE

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# **Say it Better in English**

*Useful Phrases for Work &  
Everyday Life*

Marianna Pascal



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*To my father, Harold Pascal*

## **ABOUT THE AUTHOR**



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.

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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**

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## HOW TO USE THIS BOOK

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](http://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



### 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

## Can I put you on hold?

**Please wait.**

Ask this during a phone call.



### MORE EXAMPLES

A: "Can I speak to the manager?"

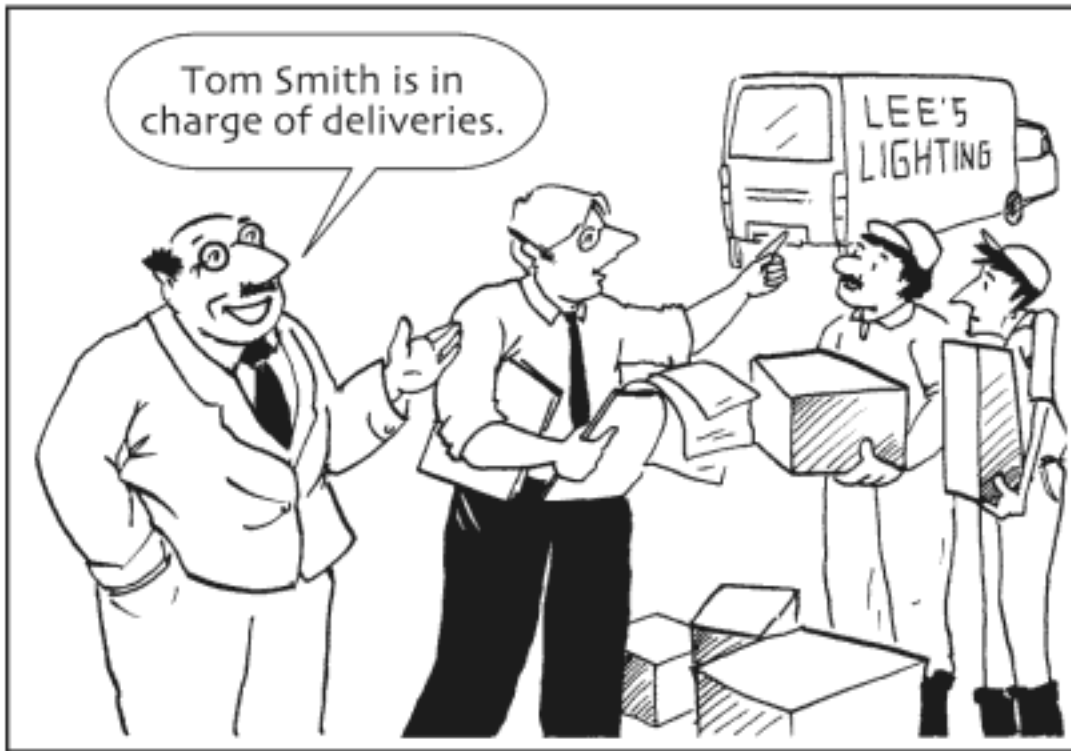
B: "**Can I put you on hold** for a minute? I'll see if he's here."

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**



**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



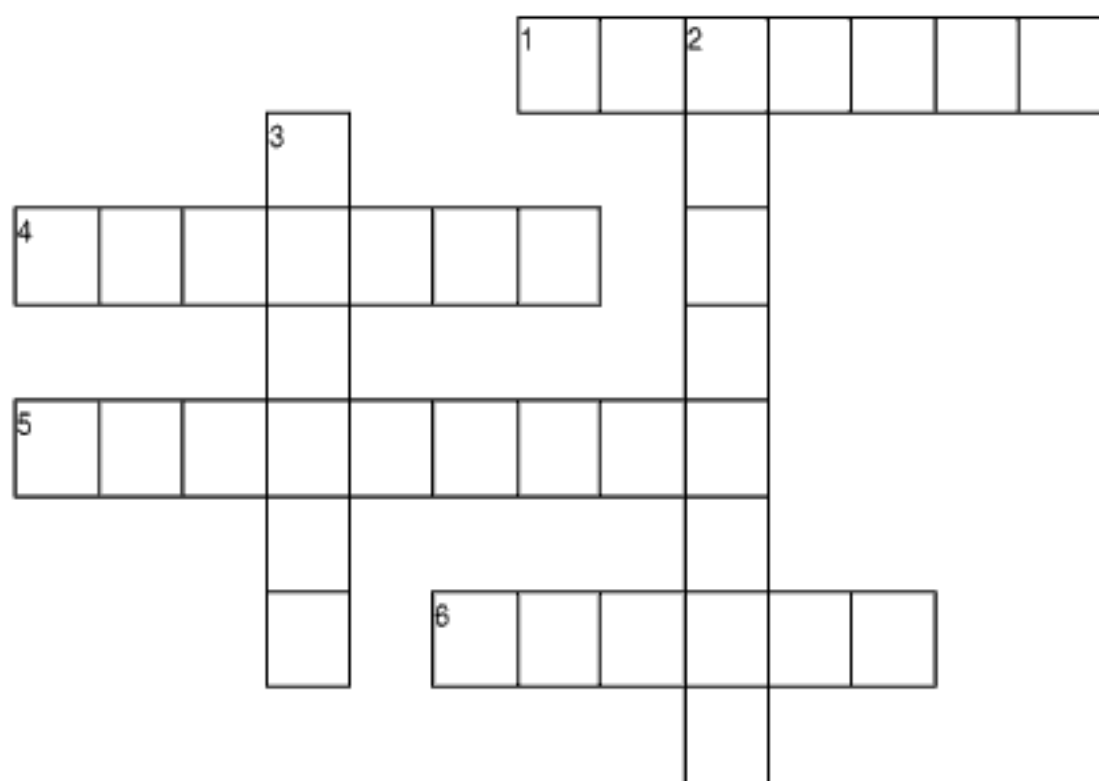
### MORE EXAMPLES

"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

## Grab a Pencil! • Puzzle #1



### 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?"

A: "Elm. **That's E for England, L for London, M for Mexico.**"



## 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

## **in** an hour

one hour **after now**

**NOT an hour later; NOT after an hour**



### **MORE EXAMPLES** 🗨️

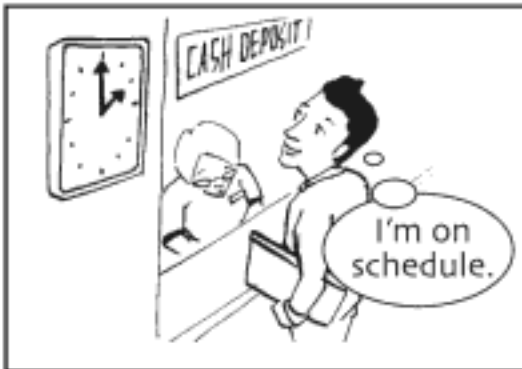
“She hasn’t arrived yet. She’ll be here **in** 10 minutes.”

“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

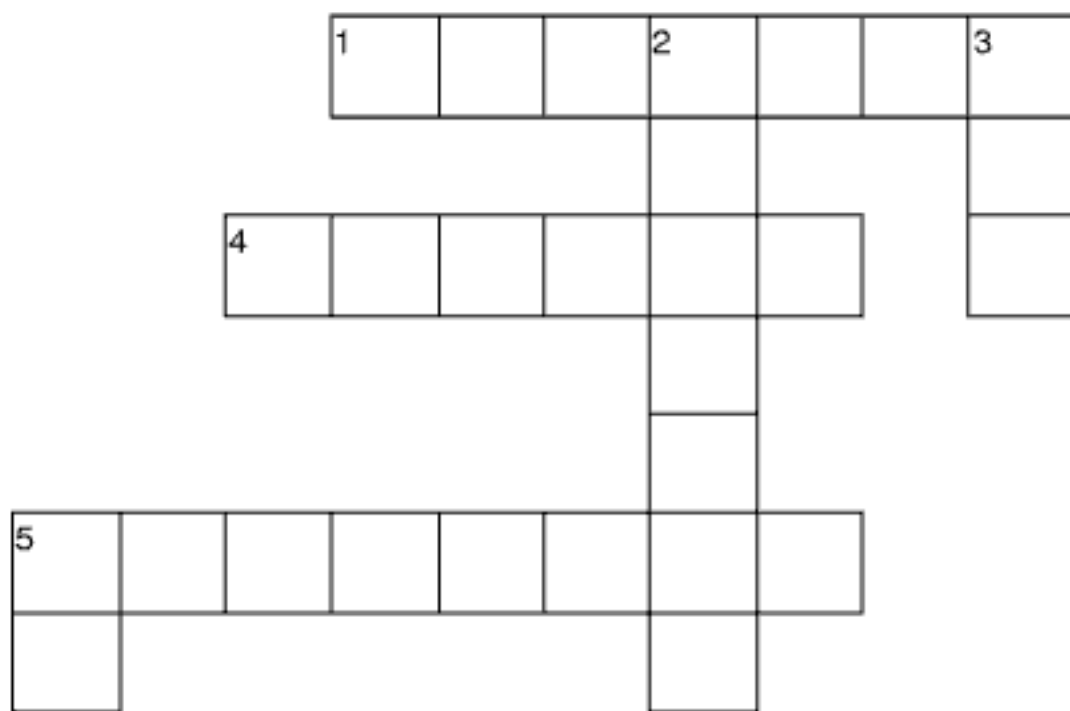
"Please drive faster. We are **behind schedule**."

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?



### 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



### 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**



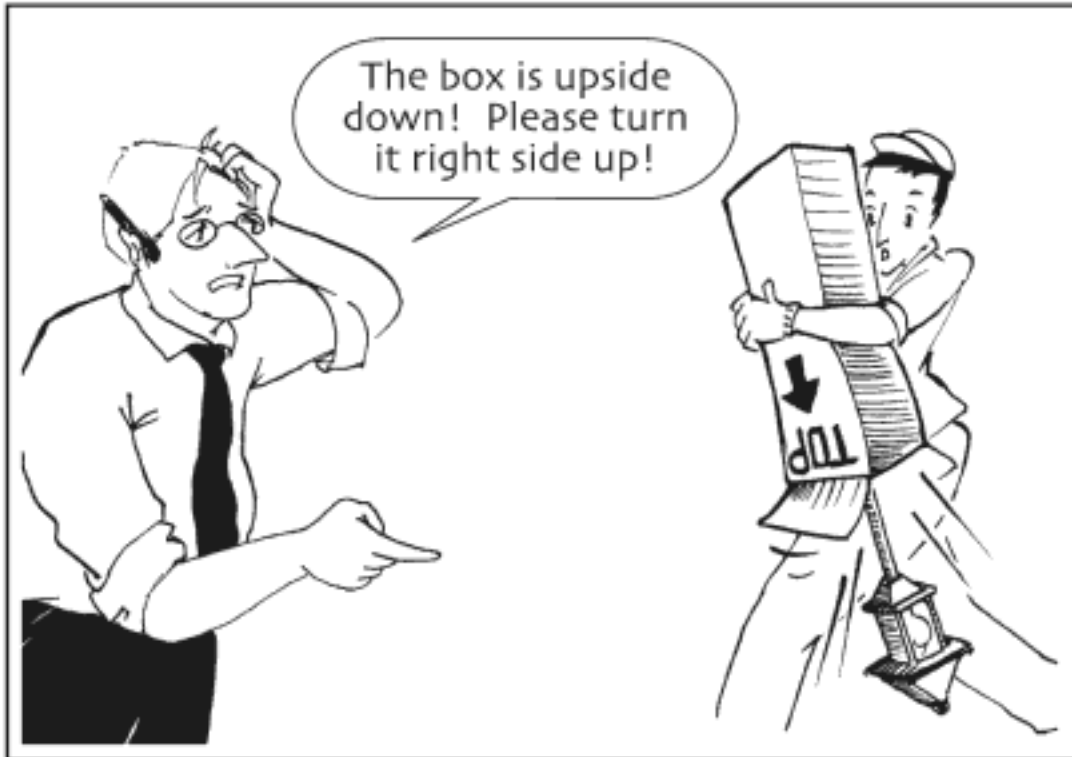
### **MORE EXAMPLES** 🗨️

"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."

## upside down / right side up

with the top part at the bottom /  
with the top part at the top



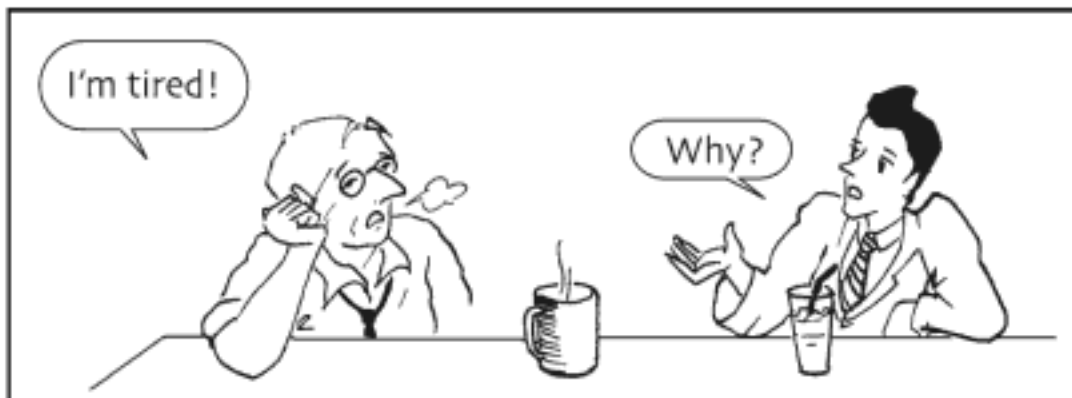
### MORE EXAMPLES

“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**



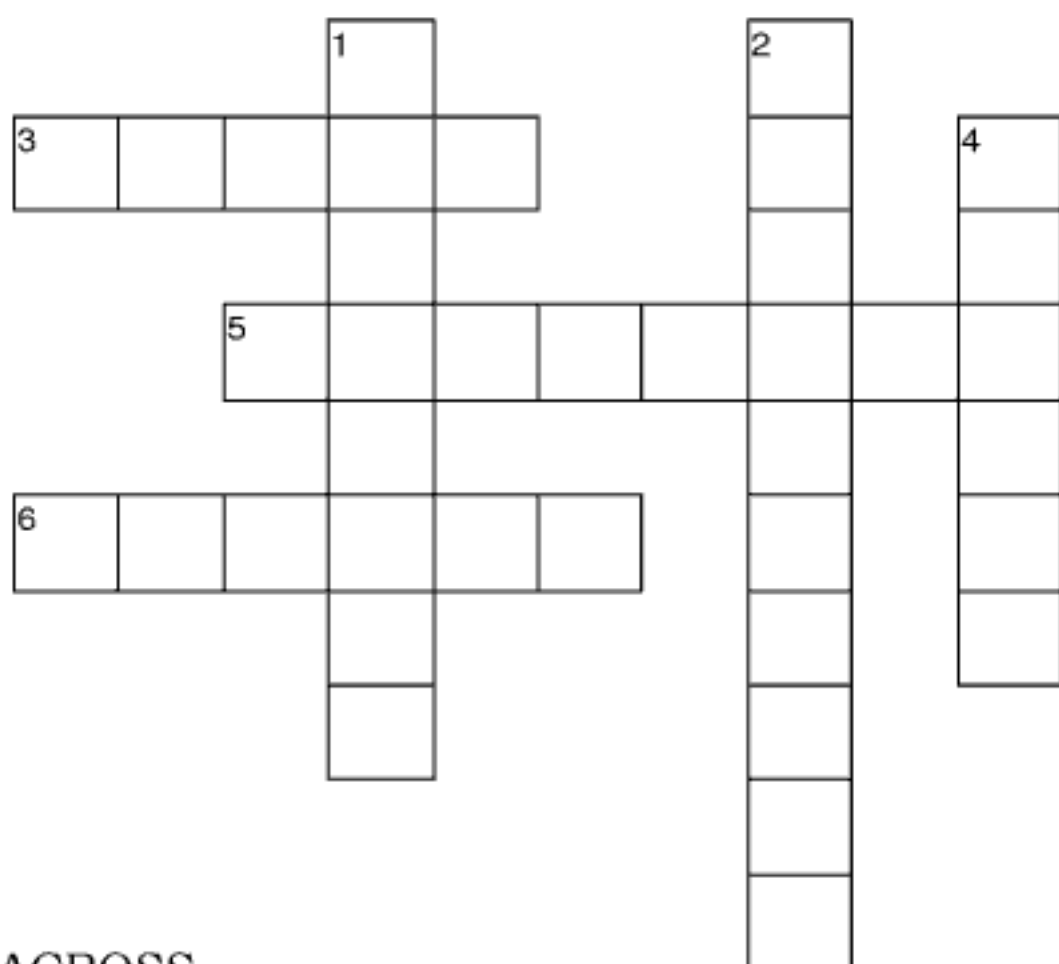
**MORE EXAMPLES** 🗨️

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

## Grab a Pencil! • Puzzle #3



### 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."

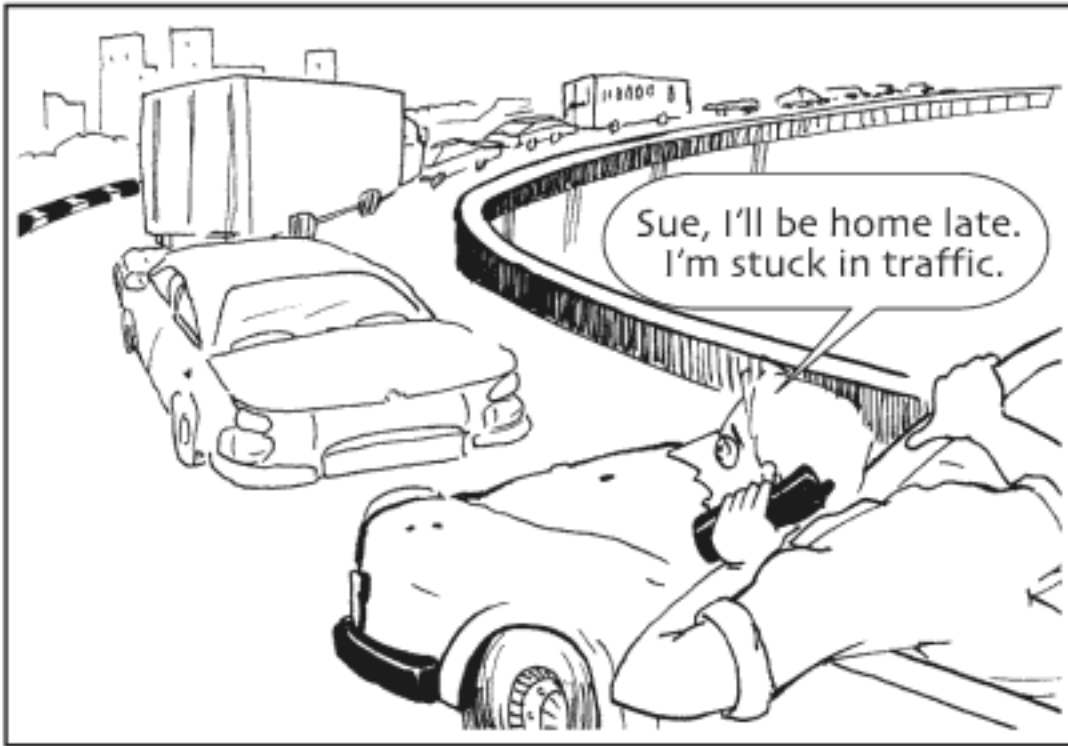
A: "Let's split the check."

B: "No, the drinks are **on me** today."

For *split the check*, see page 183

## stuck in traffic

in a traffic jam



### MORE EXAMPLES

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

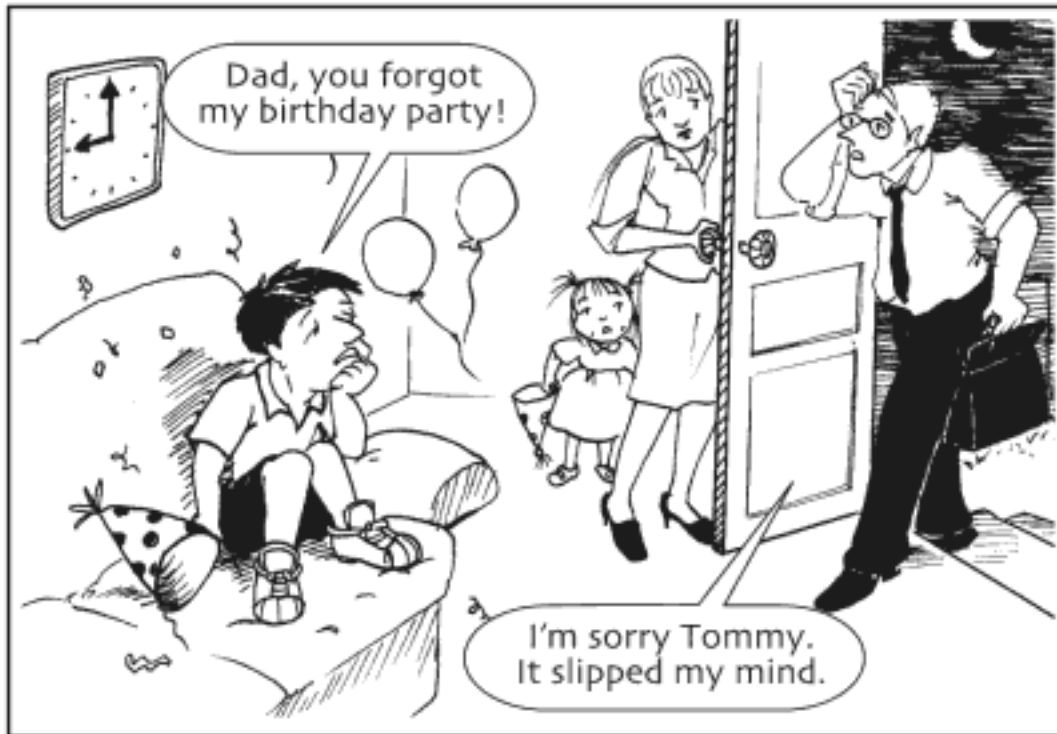
“There’s no point in driving downtown during rush hour. You’ll be **stuck in traffic**.”

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

## 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



### MORE EXAMPLES

"I'm going to the dry cleaners. I want to **drop off** some shirts."

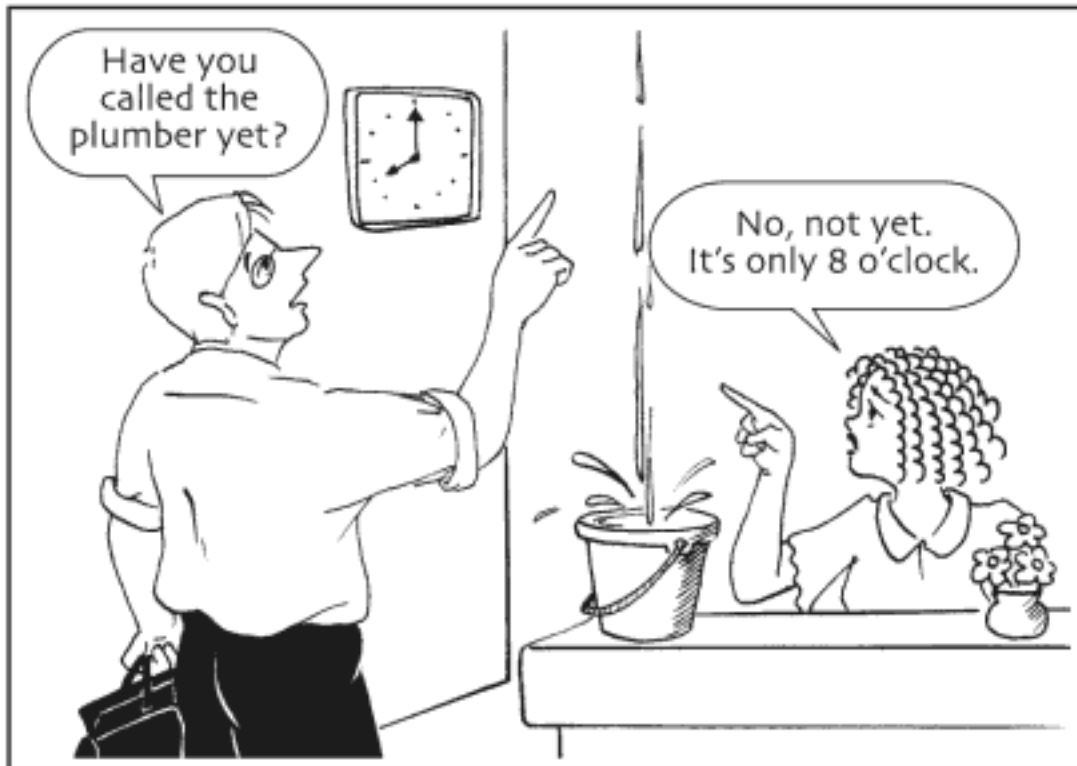
A: "Don't stay and talk. Just **drop off** the gift and leave."

B: "Okay, I'll just **drop it off**."

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

## Have you done something **yet**?

Ask this to find out if something has *already* happened.



### MORE EXAMPLES 🗨️

A: "**Have you** eaten lunch **yet**?"

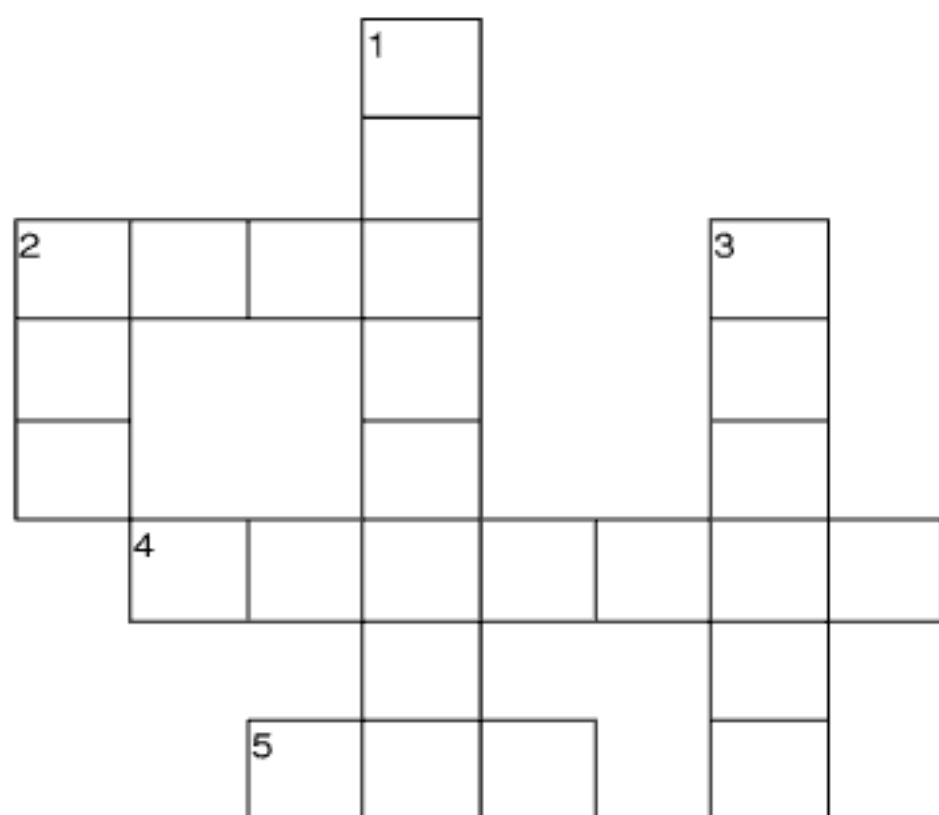
B: "Yes, I had lunch an hour ago."

A: "**Have you** been to the post office **yet**?"

B: "No, not yet. I'm going now."

For *ago*, see page 46

## Grab a Pencil! • Puzzle #4



### 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 un-  
der a lot of \_\_\_."  
2) "Could you take this book back to the li-  
brary?" ■ "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**



**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



### MORE EXAMPLES

A: "Waiter! I ordered soup 30 minutes ago!"

B: "I'm sorry, Sir. I'll bring it **right away**."

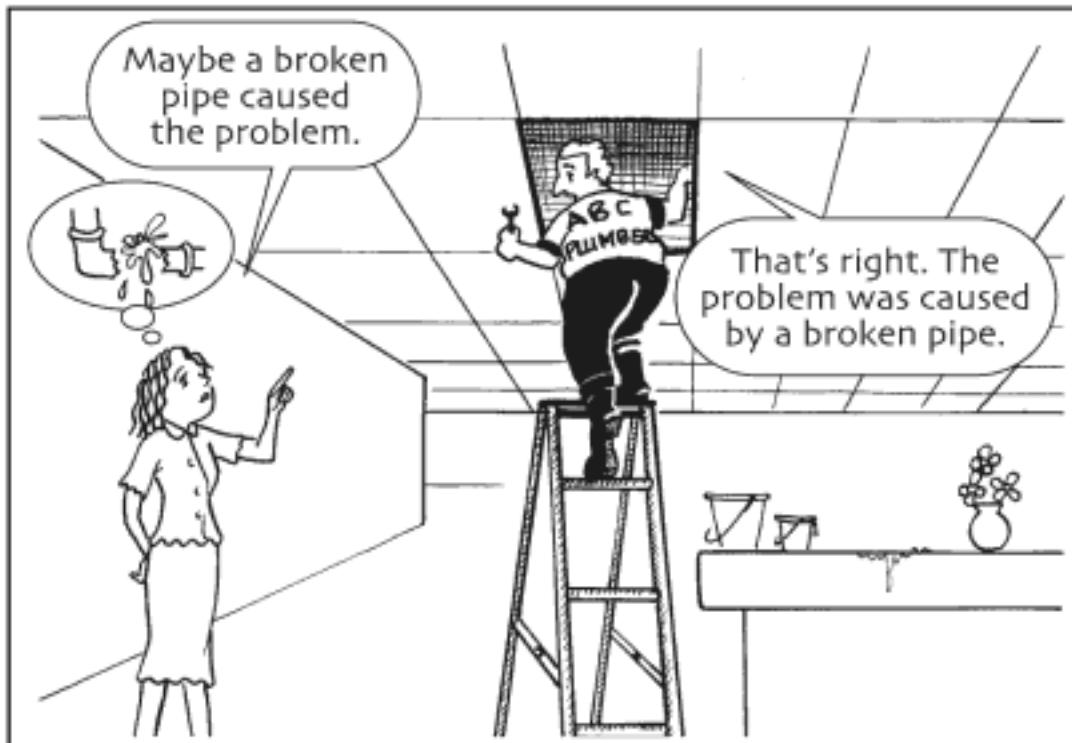
A: "The client is waiting. He needs the report."

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**



**MORE EXAMPLES** 🗨️

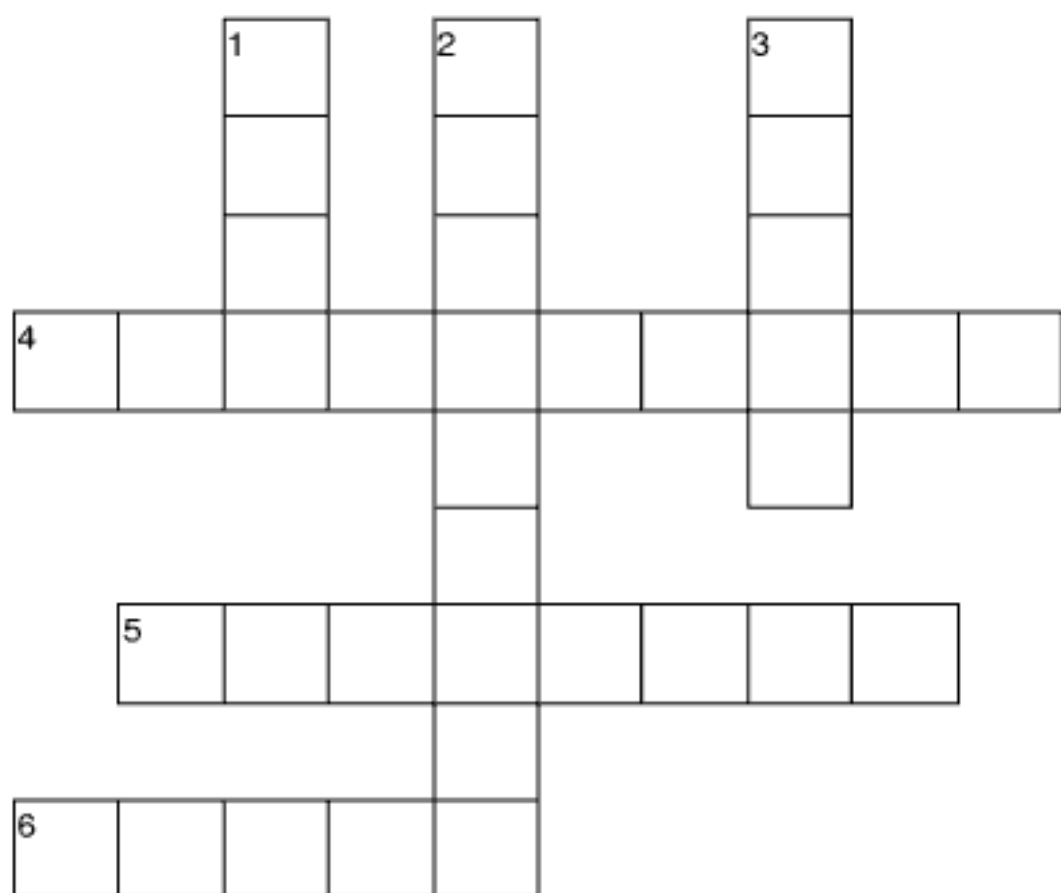
A: "My husband is often away on business."

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..."

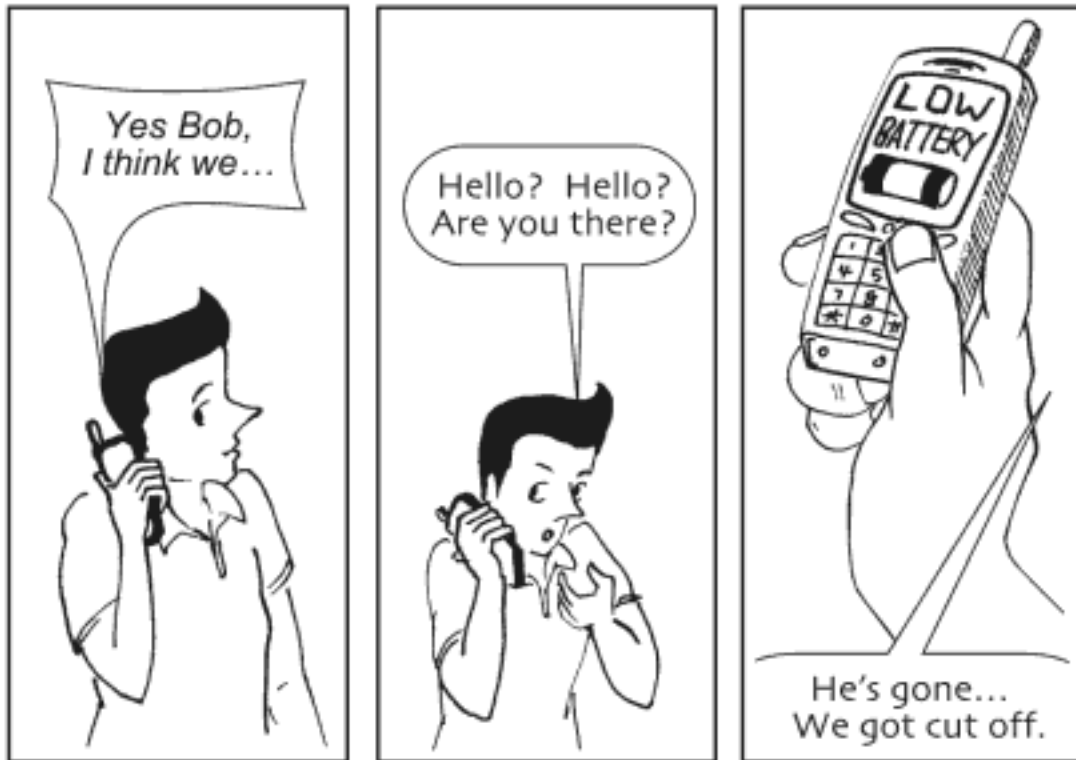
B: "**I'm not following you.** Click on what?"

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



### 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.



### 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**



**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** 🗨️

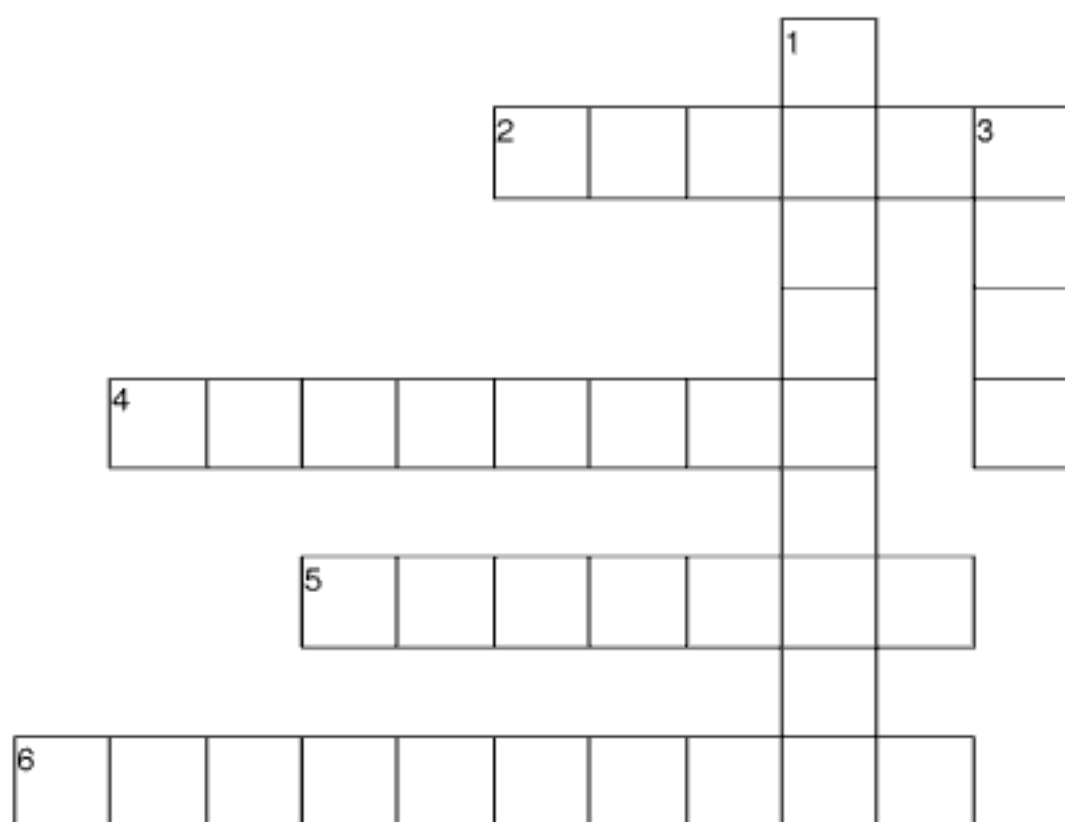
“This phone **comes in** blue, white or black. Which one should I buy?”

“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



## GRAB A PENCIL! • Puzzle #6



### 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**



**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."

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~~



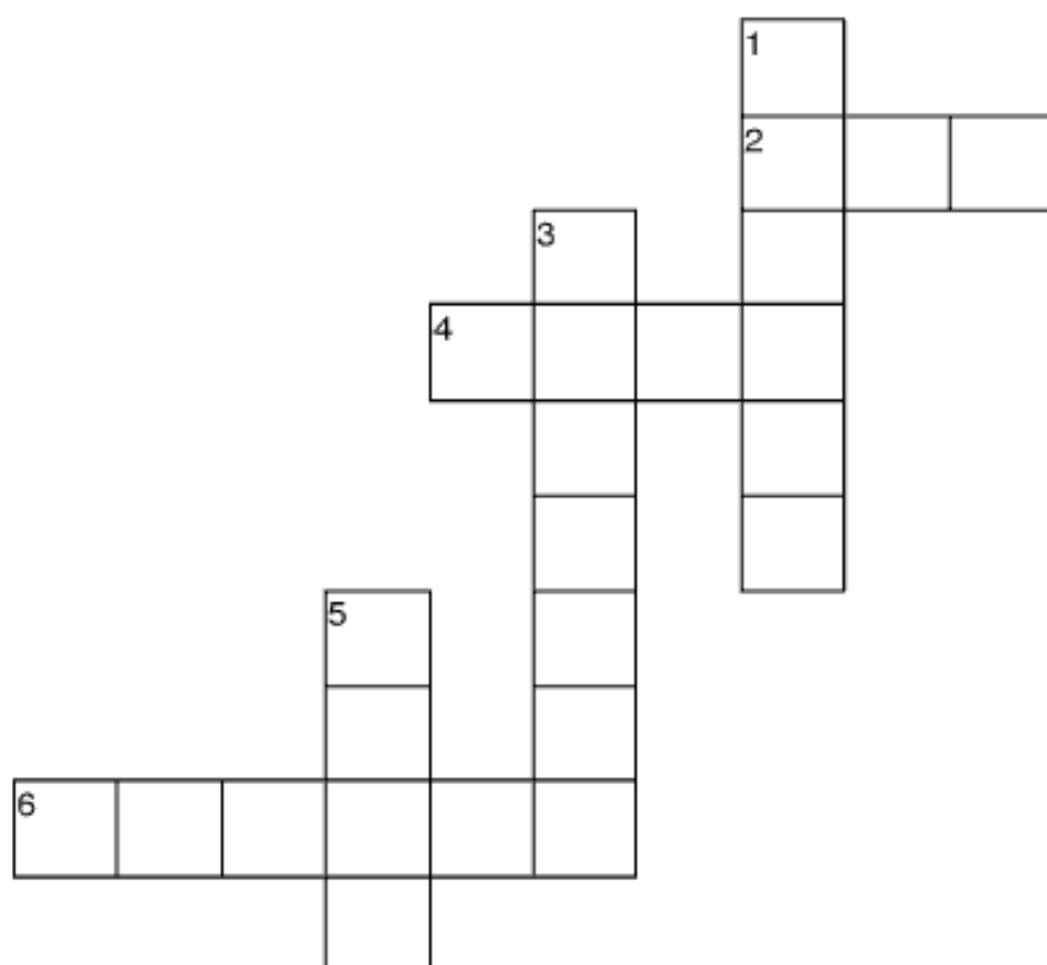
### MORE EXAMPLES 🗨️

"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: cesh

### 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

**going 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."

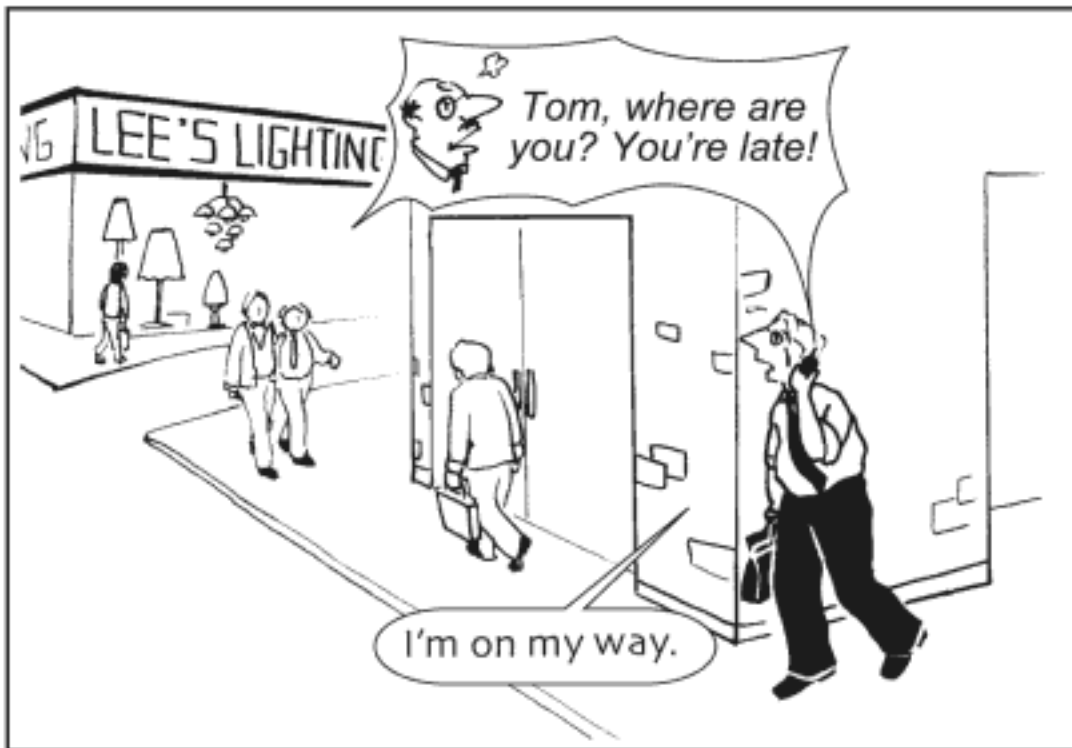
A: "Have you written that letter yet?"

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**



### **MORE EXAMPLES**

A: "Did you call the police?"

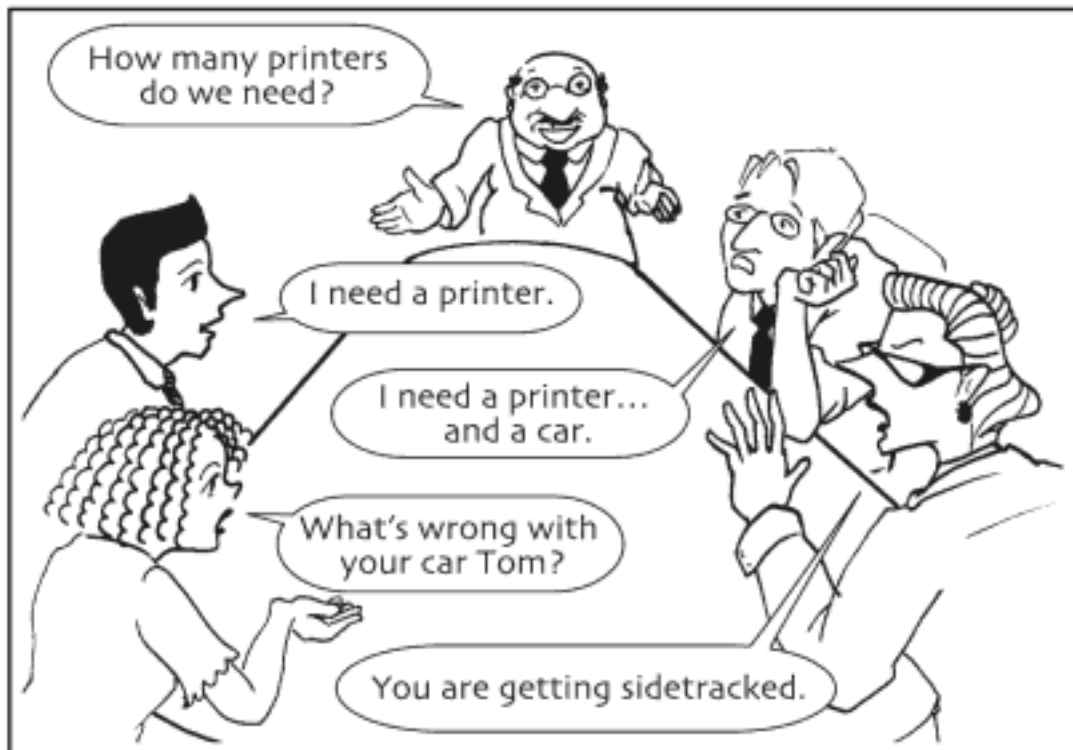
B: "Yes, they're **on** their **way**. They will be here very soon."

A: "We need some milk."

B: "Okay, I'll ask Dad to buy some **on** his **way** home."

## get sidetracked

become distracted from  
something important



### MORE EXAMPLES

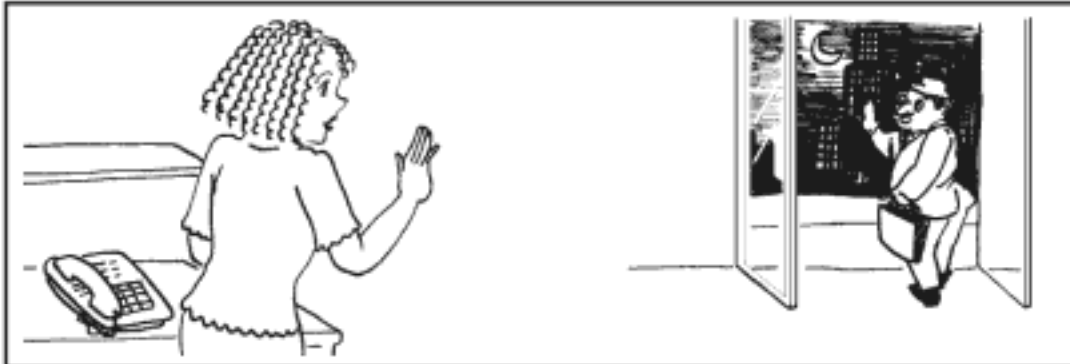
A: "You burned dinner."

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

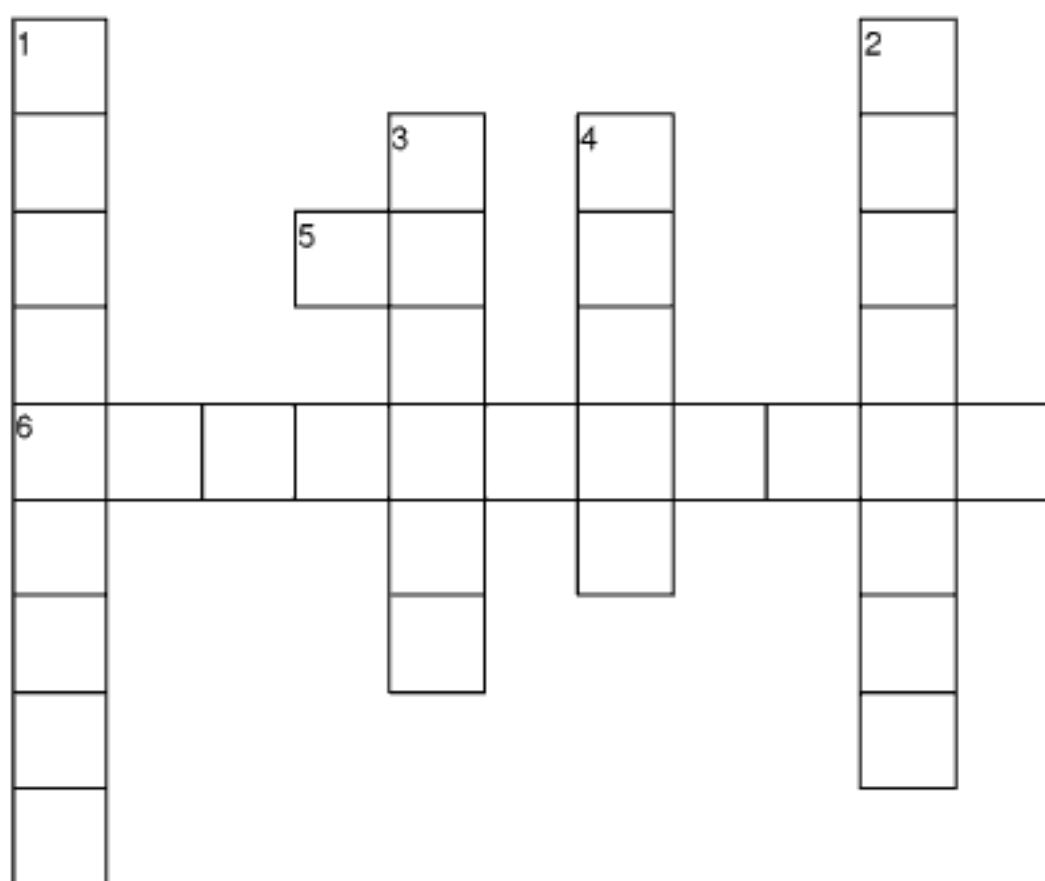
A: "Could I speak to Mr. Couga?"

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 \_\_\_."

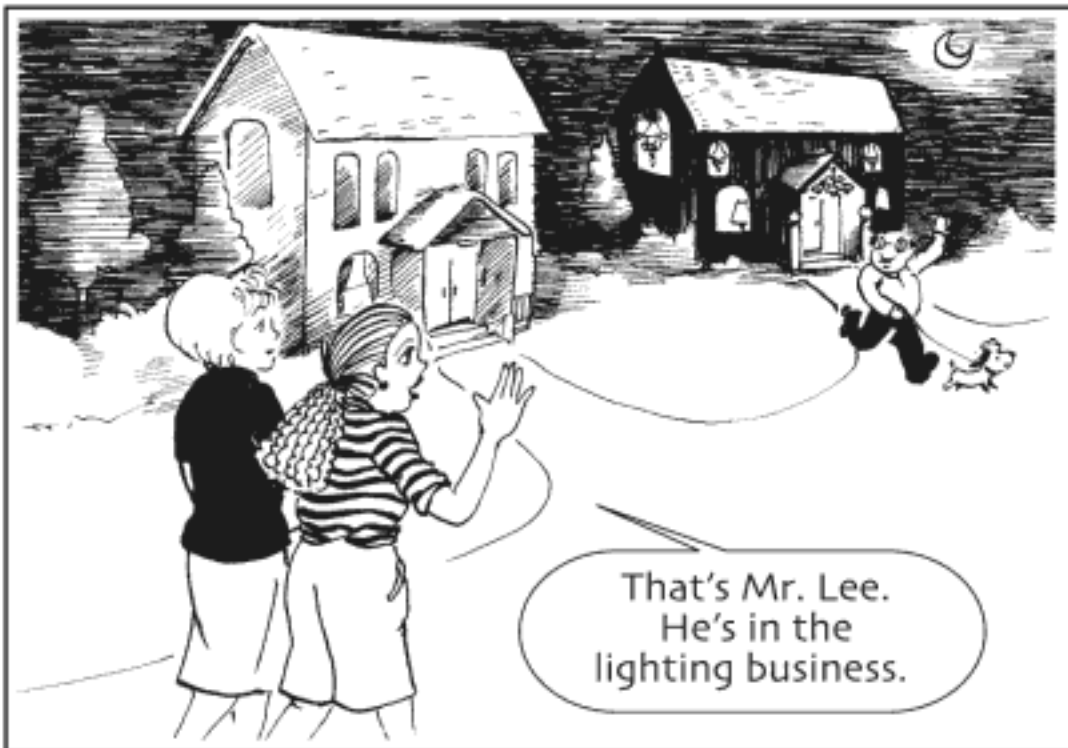
### DOWN

- 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.



### **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



### MORE EXAMPLES

"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**



**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



### **MORE EXAMPLES** 🗨️

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

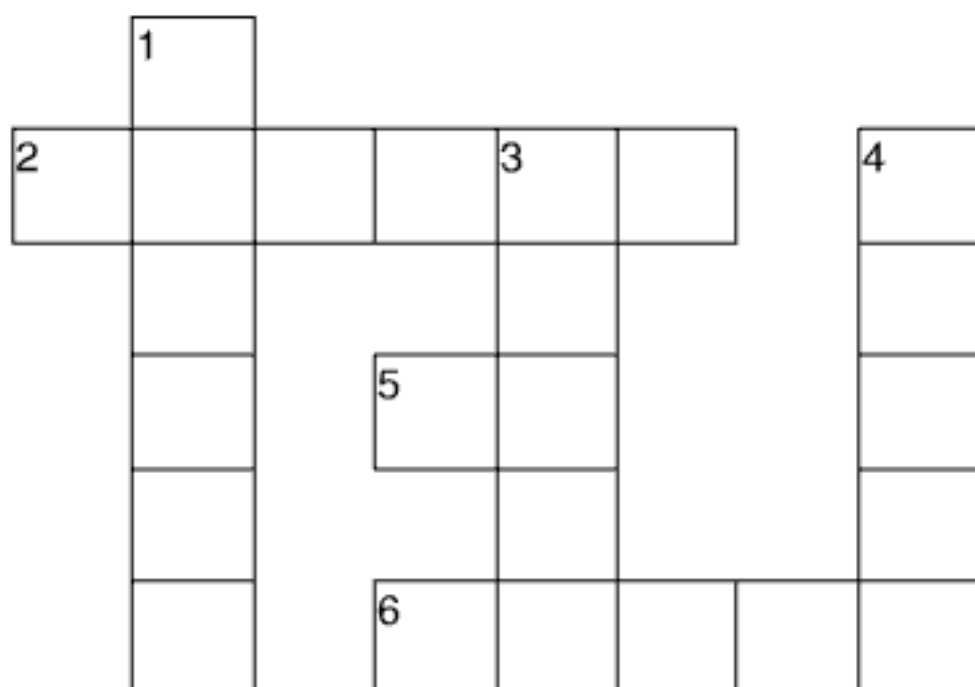
A: "I'm from ABC Company. I'm here to **pick up** an envelope."

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

## GRAB A PENCIL! • Puzzle #9



### 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 \_\_\_ \_\_\_."

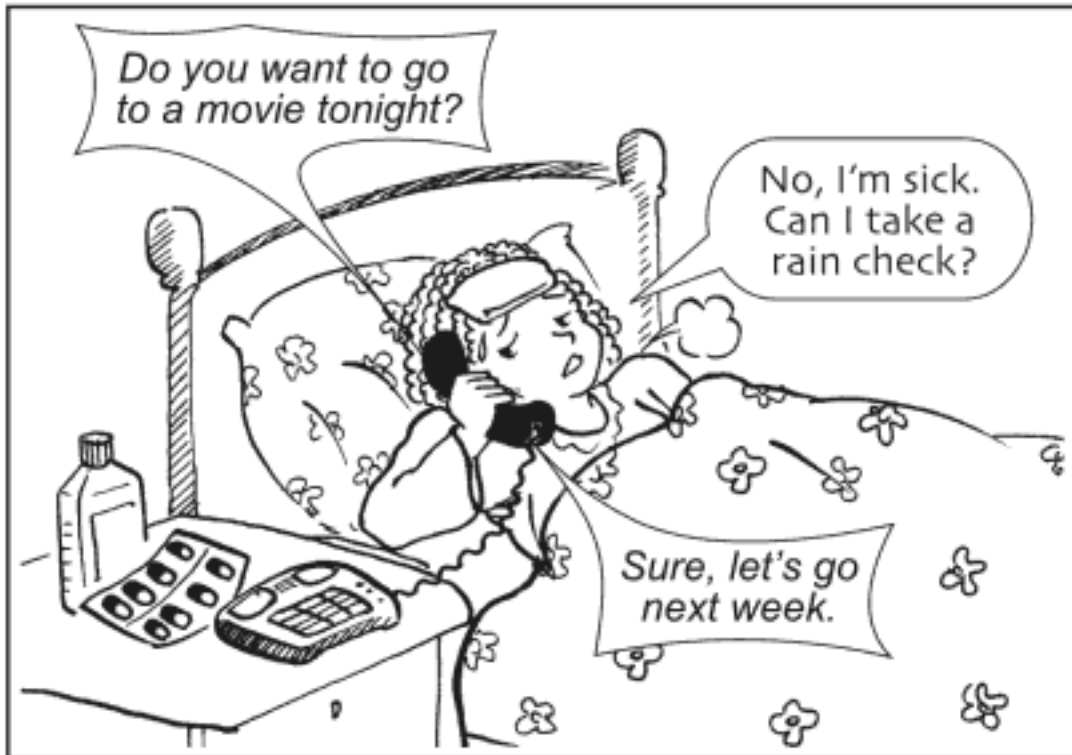
### DOWN

- 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?



### MORE EXAMPLES

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."

## Do you mind if I join you?

Ask this for permission to be with someone.



### MORE EXAMPLES

A: "We're going to the movies."

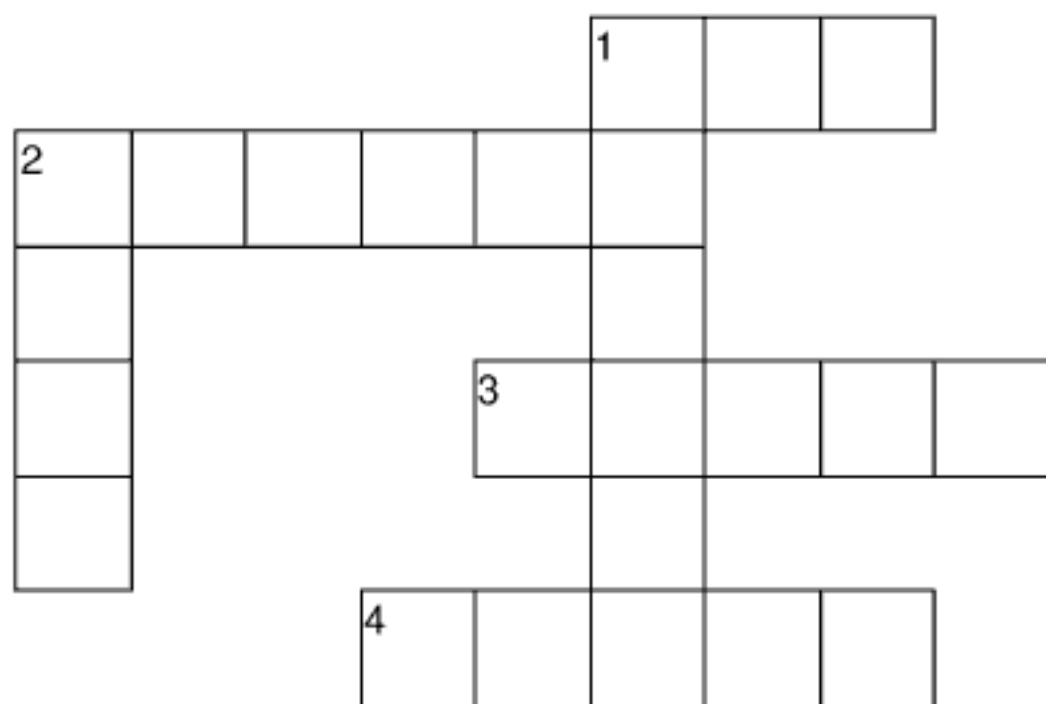
B: "**Do you mind if I join you?**"

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."

## GRAB A PENCIL! • Puzzle #10



### 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**



**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**



### 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?



### 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."



## **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".

## the day after tomorrow

NOT ~~tomorrow~~ ~~after~~ ~~tomorrow~~



### MORE EXAMPLES

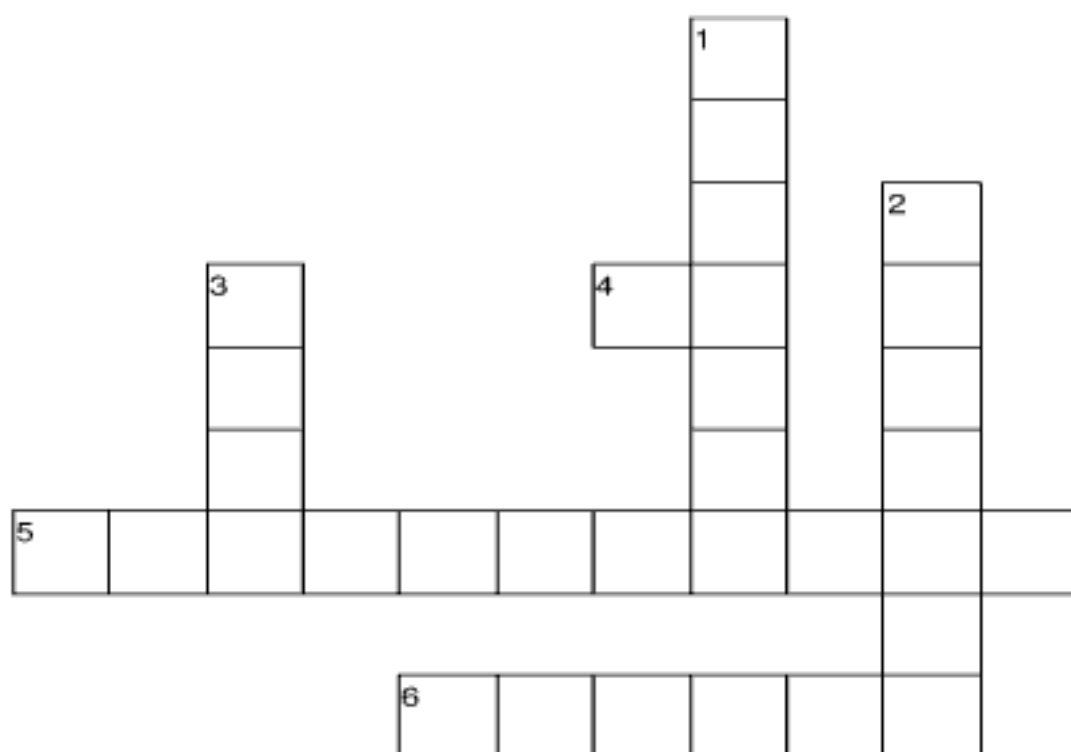
“Tomorrow is July 3rd, so **the day after tomorrow** is July 4th.”

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

## GRAB A PENCIL! • Puzzle #11



### 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**  
**doing something**

**alternate (i.e. you, then me, then you, then me)**



**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



### 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



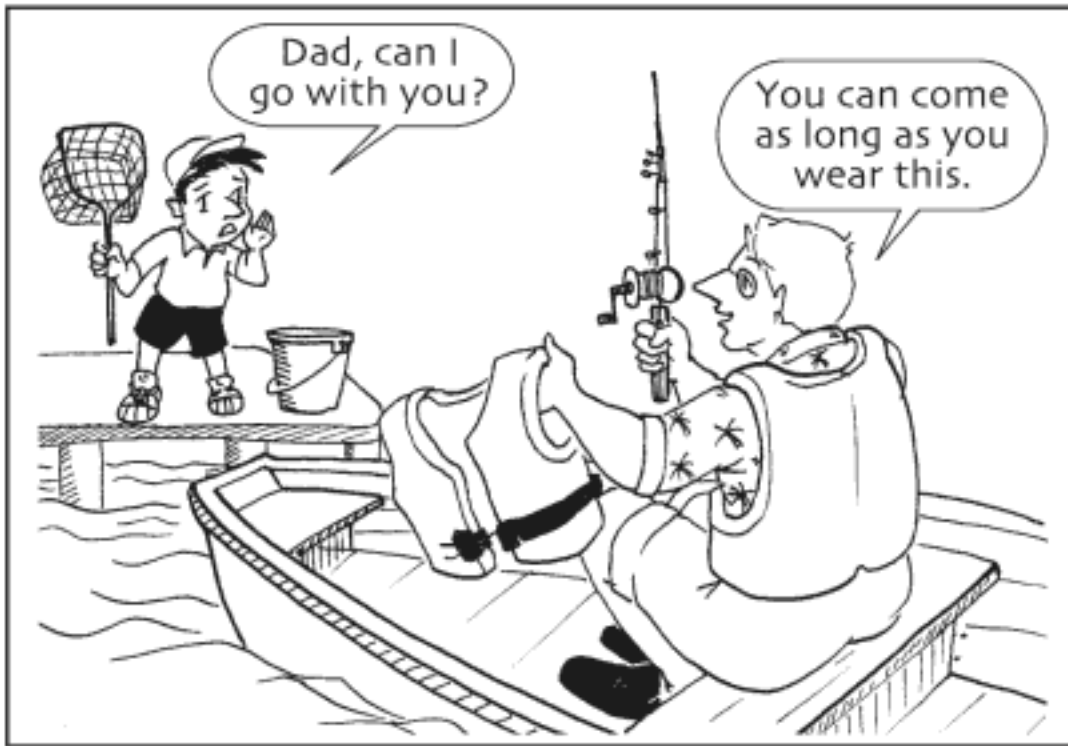
### **MORE EXAMPLES** 🗨️

“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.”



## 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 far, so good

everything is fine *now*,  
but there may be problems later on



### MORE EXAMPLES

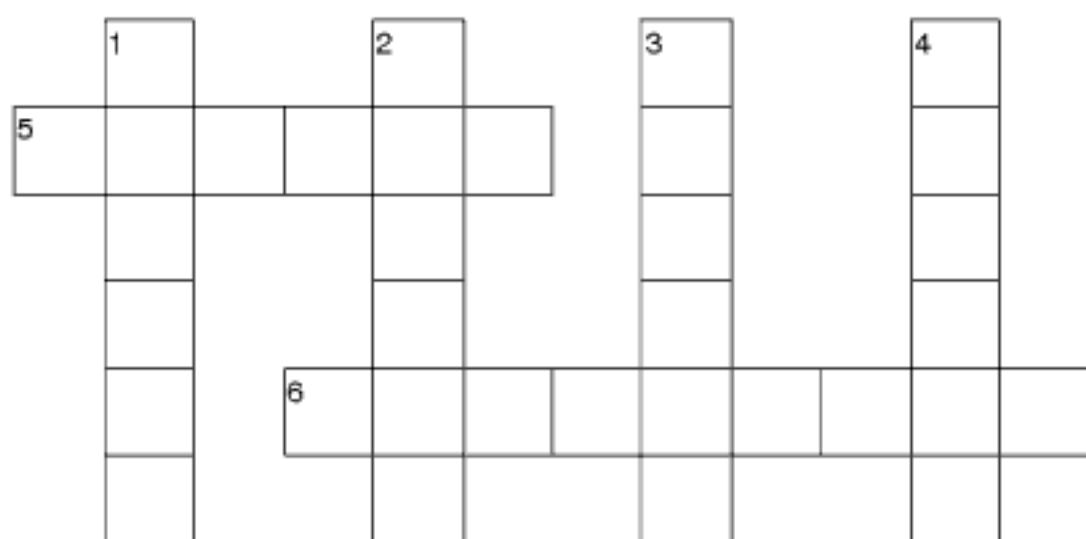
A: "You fixed the printer again! How's it working?"

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.**"

## GRAB A PENCIL! • Puzzle #12



### 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."

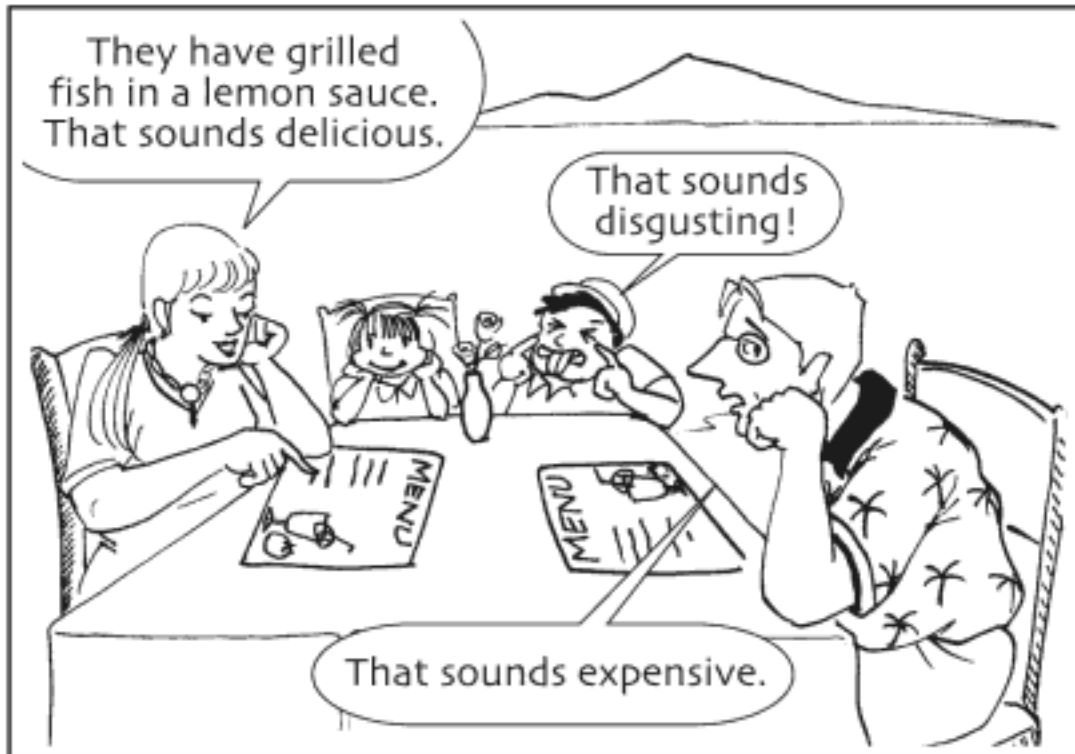
### DOWN

- 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.



### 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".

**despite** something  
**not affected by** something



### MORE EXAMPLES

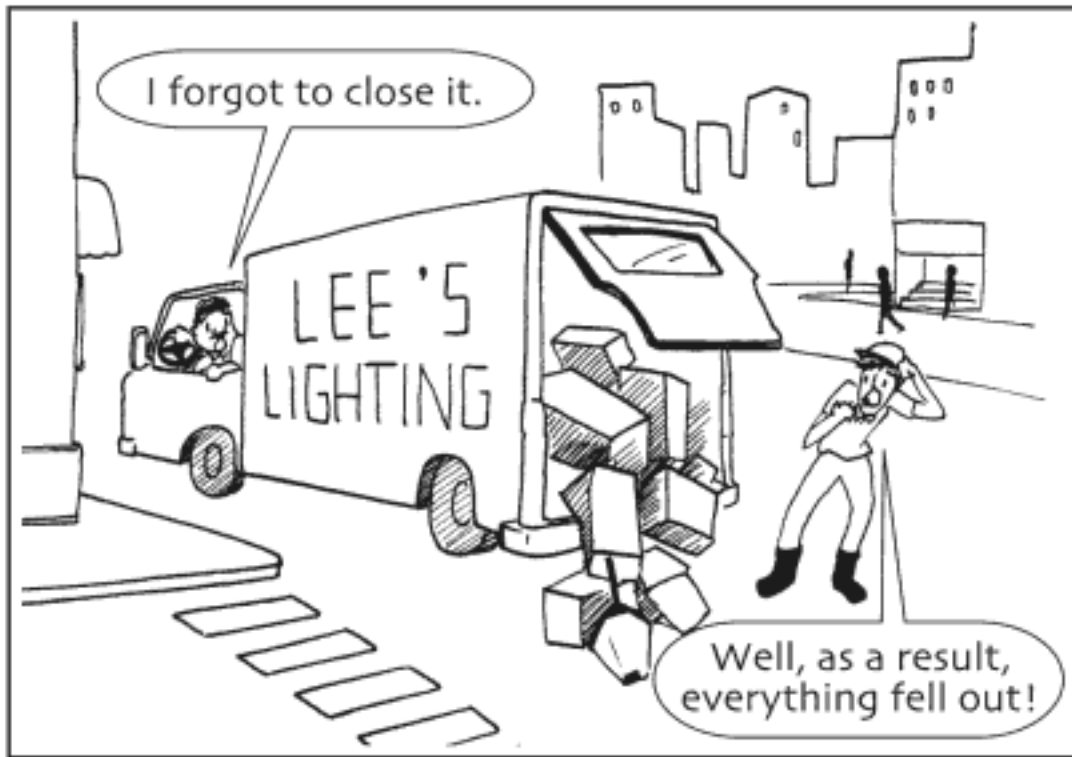
“The company did well this year **despite** poor sales in March.”

“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

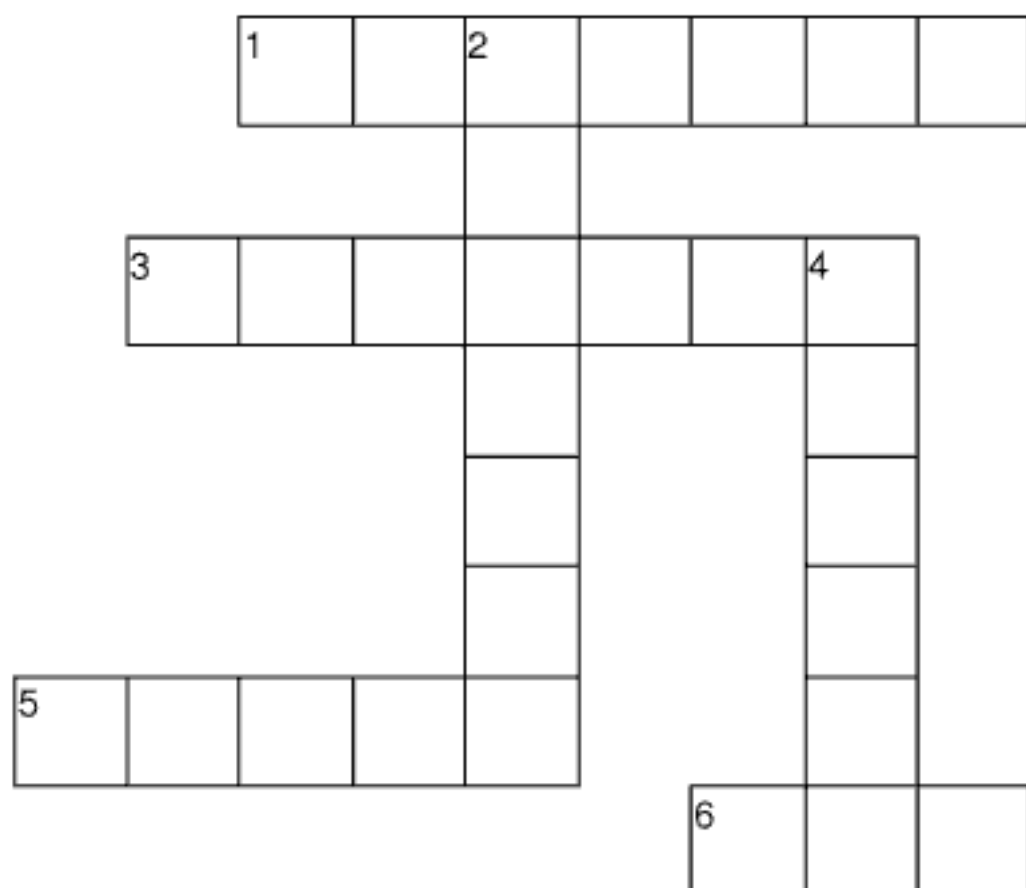
**“Sorry to interrupt,** but Mr. Marco wants to see you right now.”

A: “Tuesday is a holiday so...”

B: **“Sorry to interrupt,** but *Wednesday* is a holiday, not Tuesday.”

A: “Oh, yes. You’re right.”

## GRAB A PENCIL! • Puzzle #13



### 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**



**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**."

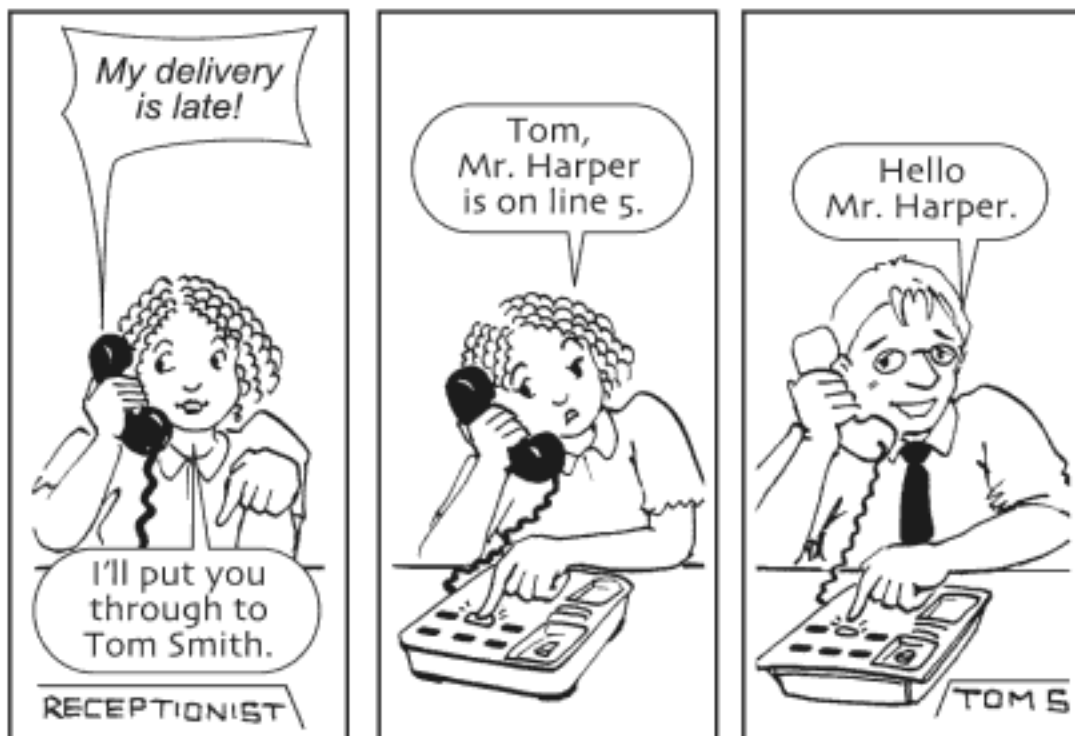
For *back*, see page 264

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?"

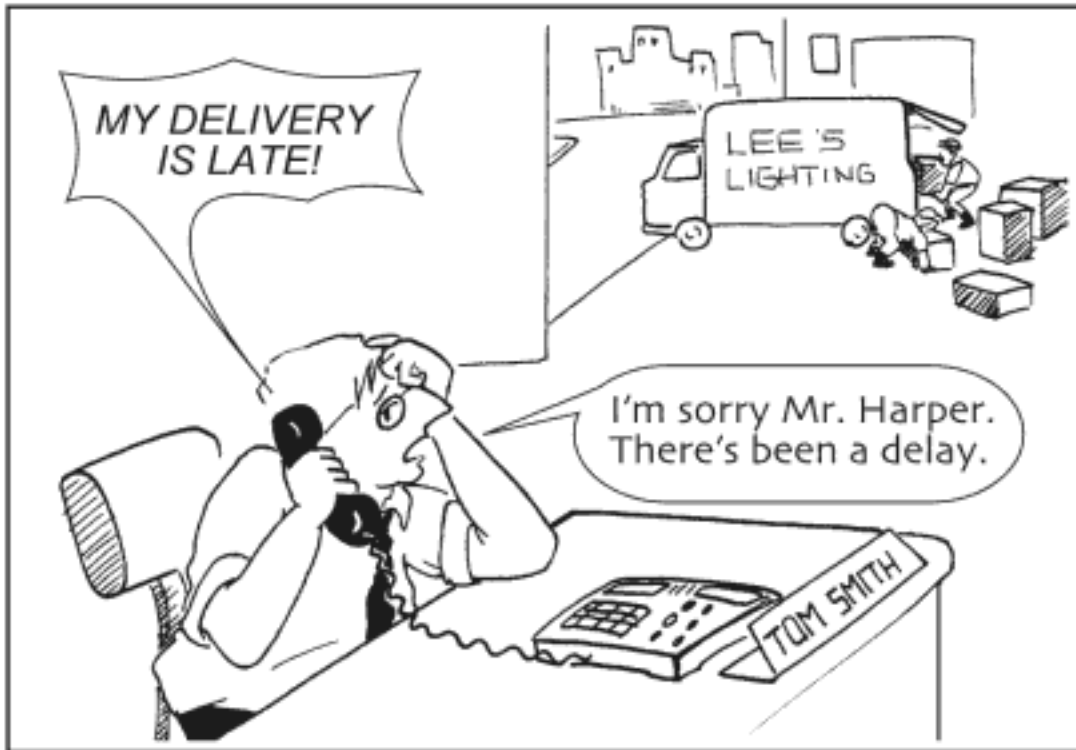
B: "He's not here right now. **I'll put you through** to his assistant."

A: "I'd like to speak to the manager."

B: "One moment, please. **I'll put you through.**"

## There's been a delay

Say this when something is late.



### MORE EXAMPLES

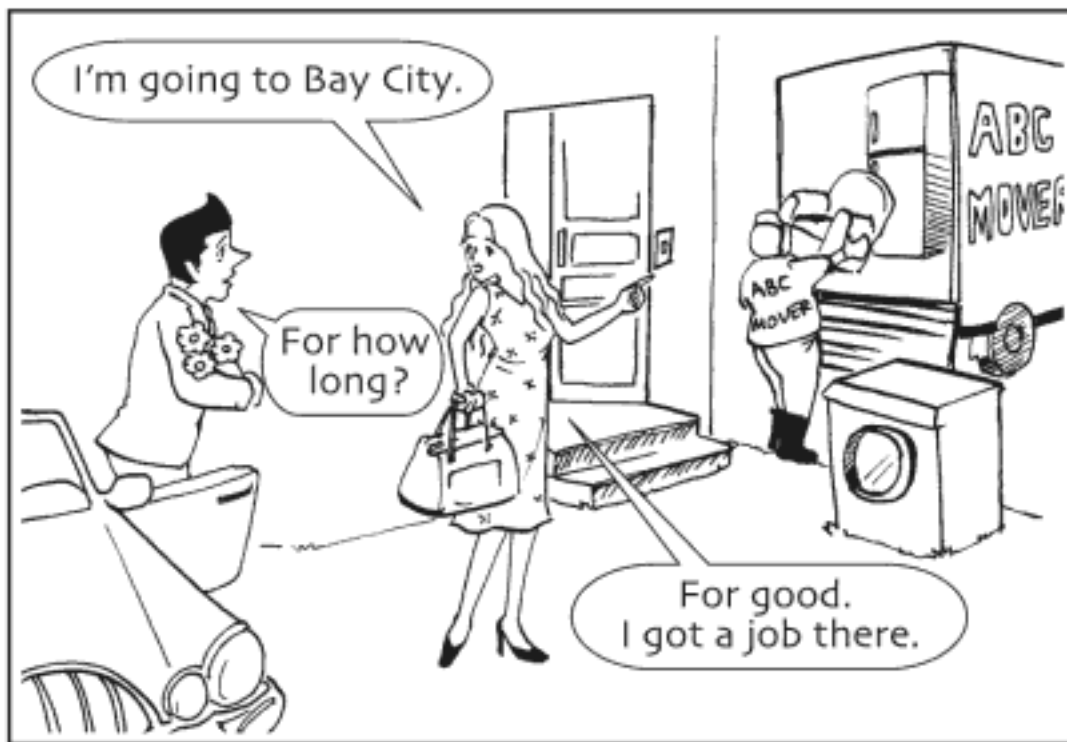
A: "Has the package arrived yet?"

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



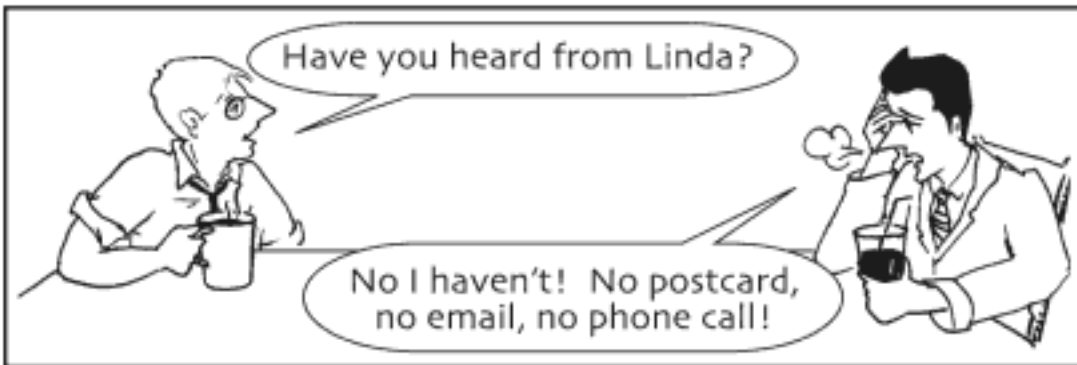
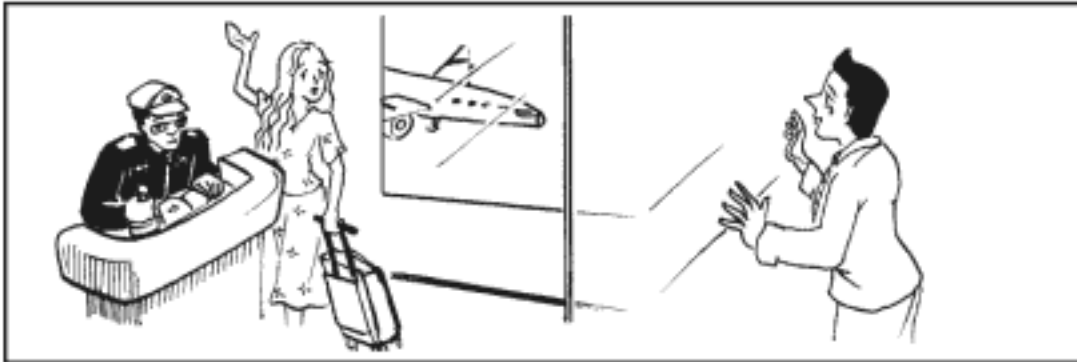
### MORE EXAMPLES

“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

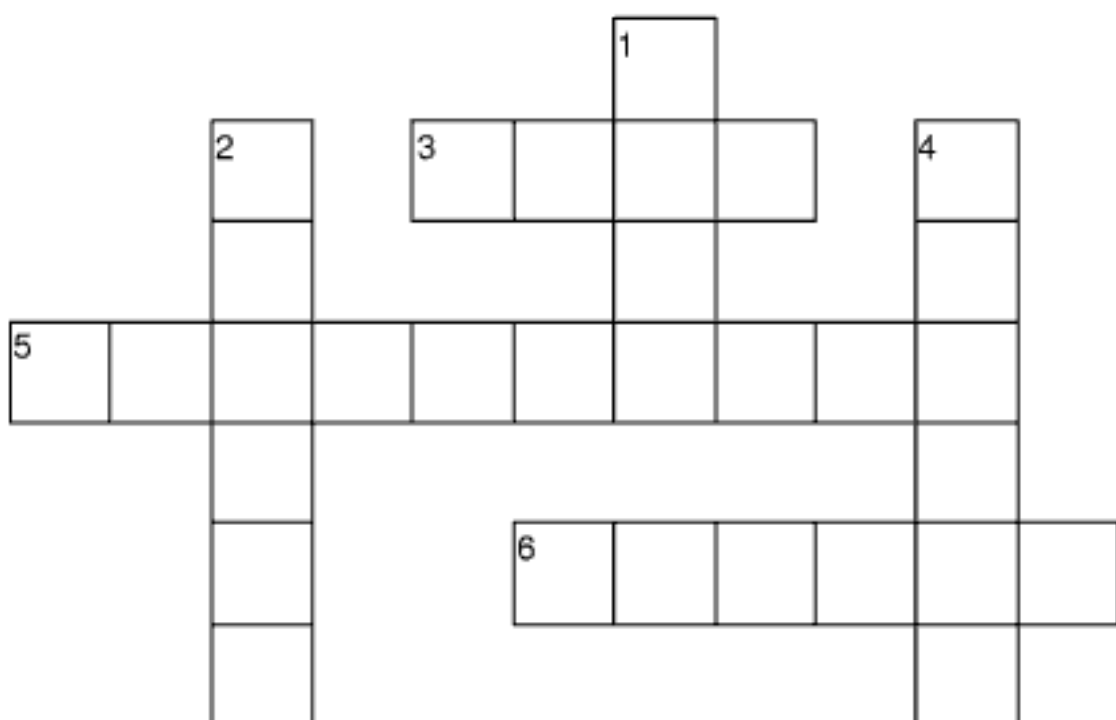
A: "I **heard from** Jack last week. He emailed me."

B: "How is he?"

"I haven't **heard from** my sister for a long time. I hope she's okay."



## GRAB A PENCIL! • Puzzle #14



### 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.



### MORE EXAMPLES

A: "I didn't get the job."

B: "**That's too bad.** But I'm sure you'll get one soon."

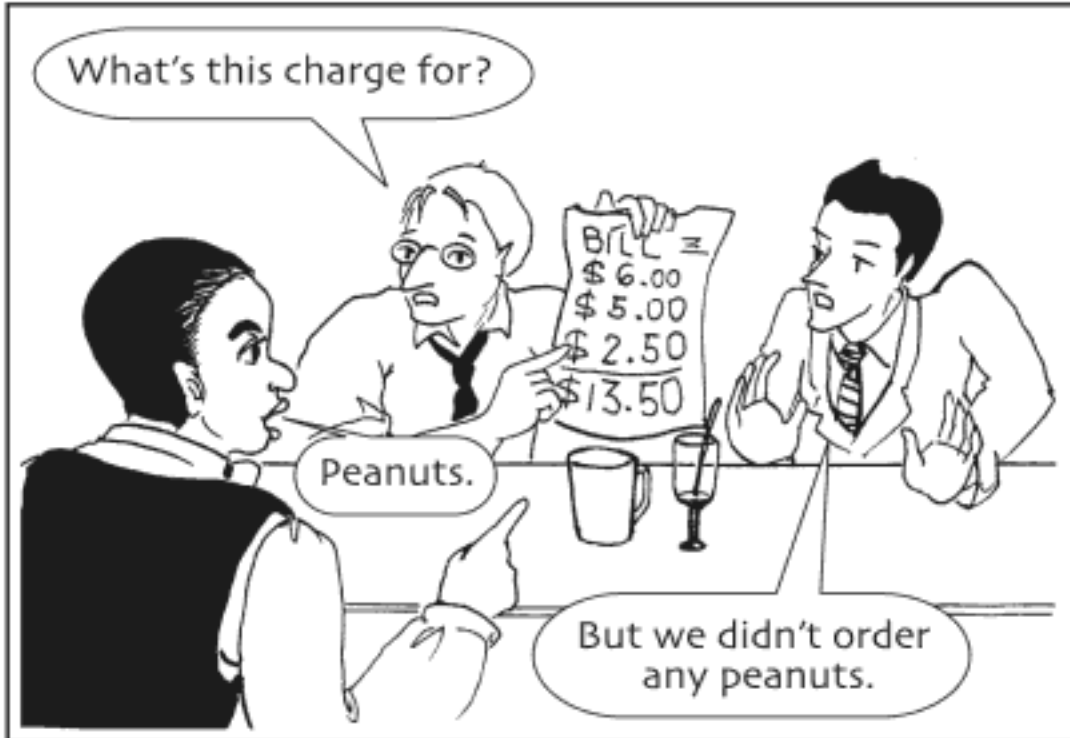
A: "Our computer system has been down for five days!"

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.



### 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.



### 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!"

# 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~~

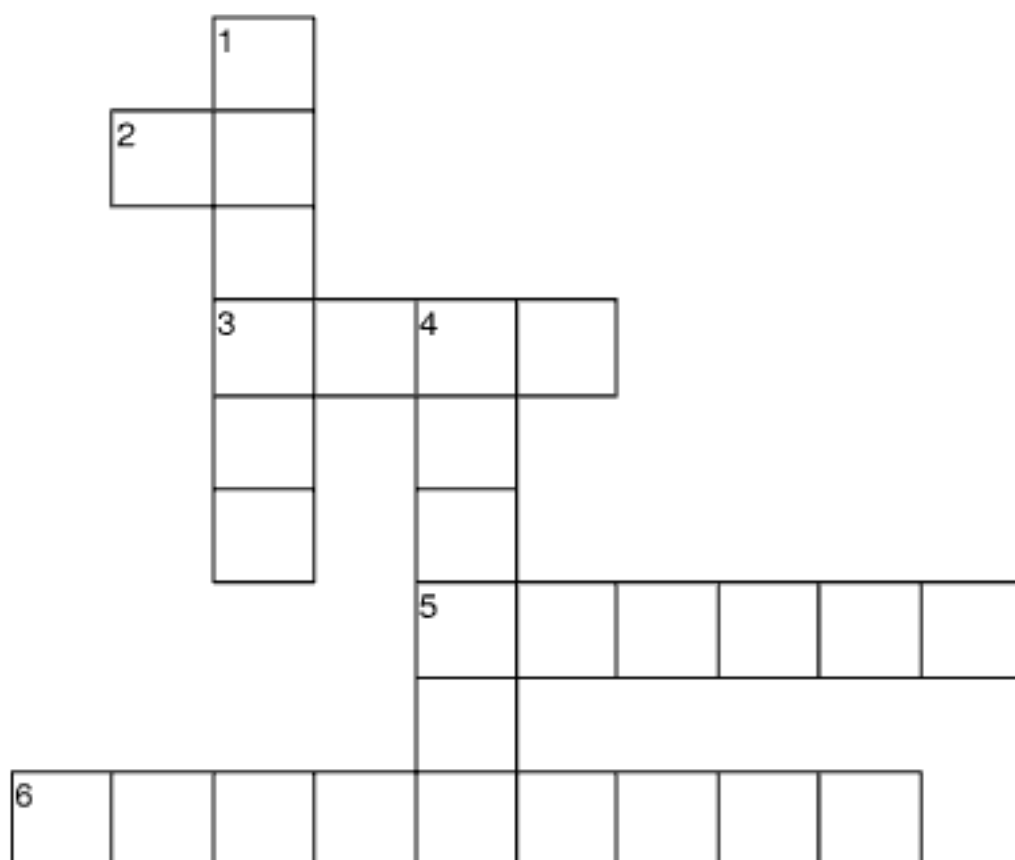


### **MORE EXAMPLES** 🗨️

“Jane, I **really enjoyed** your presentation today.”

“I **really like** my English class. I **really want** to improve my writing.”

## GRAB A PENCIL! • Puzzle #15



### 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

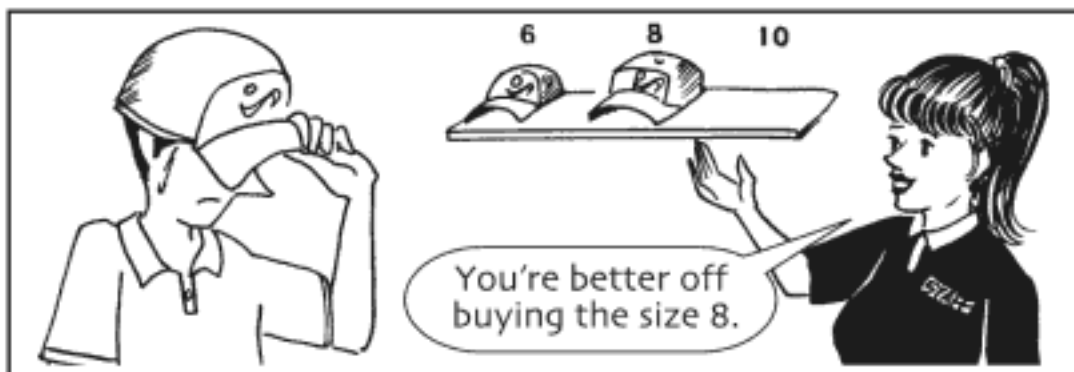
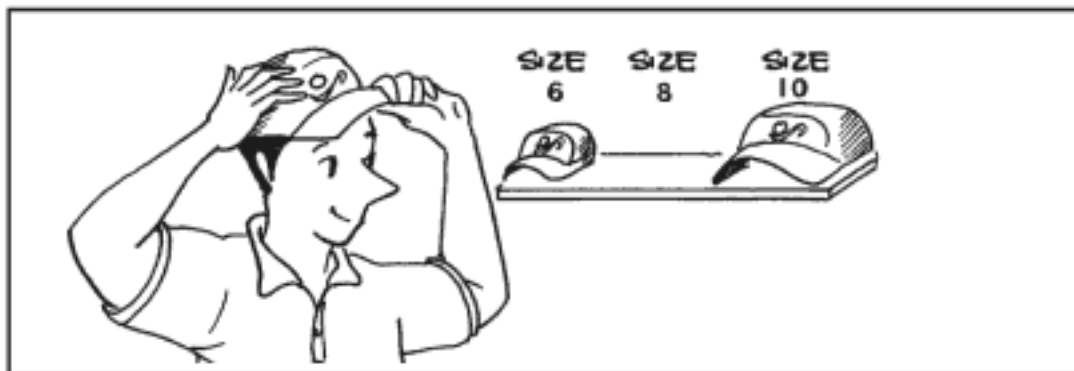
- 1) “My mother is sick. She’s in the hospital.”  
▪ “That’s \_\_\_ \_\_\_.”
- 4) “Waiter, what’s this \_\_\_ for on my bill?”  
▪ “That \$4.59 on your bill is the tax.”

*For answers, see page 366*



## **better off** doing something

Say this to show a better choice.



### **MORE EXAMPLES** 🗨️

A: "Should we go now?"

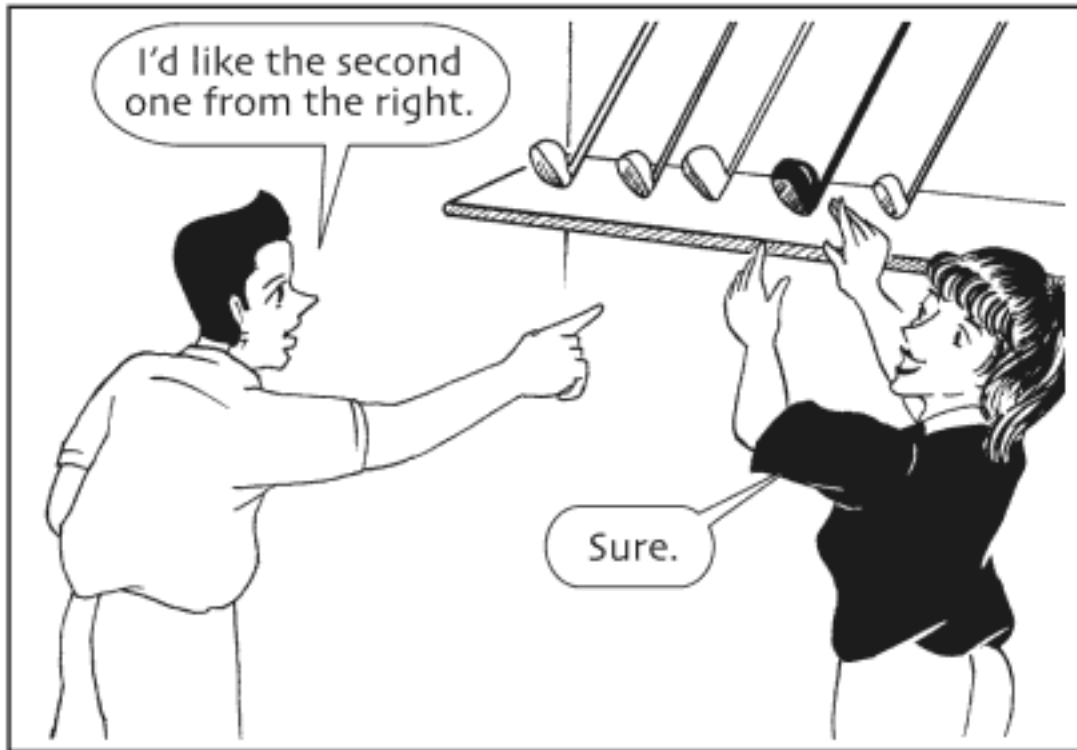
B: "No. There's too much traffic now. We're **better off going** later."

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**



### **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?"

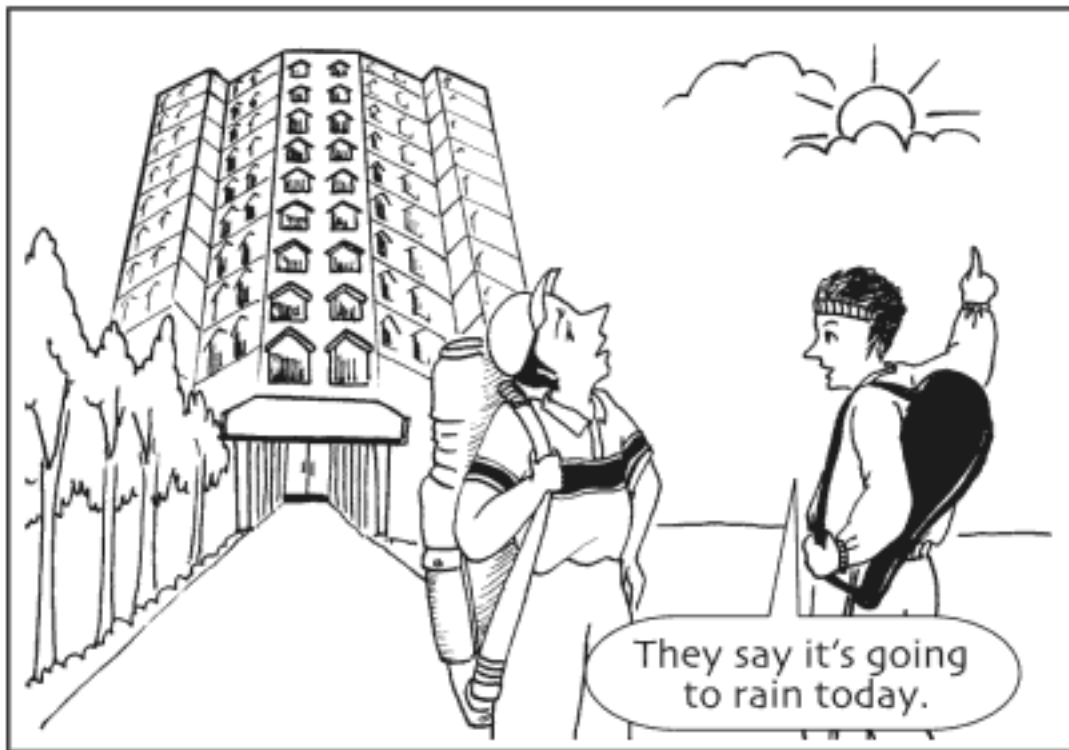
B: "Actually, I have to cancel. Can I take a rain check?"

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?"

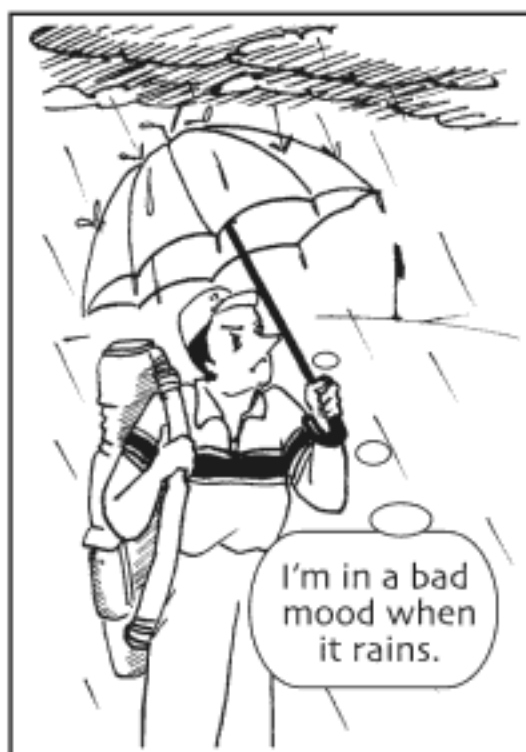
B: "**Go ahead.** I've had enough."

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**



**MORE EXAMPLES** 🗨️

A: "The boss looks angry."

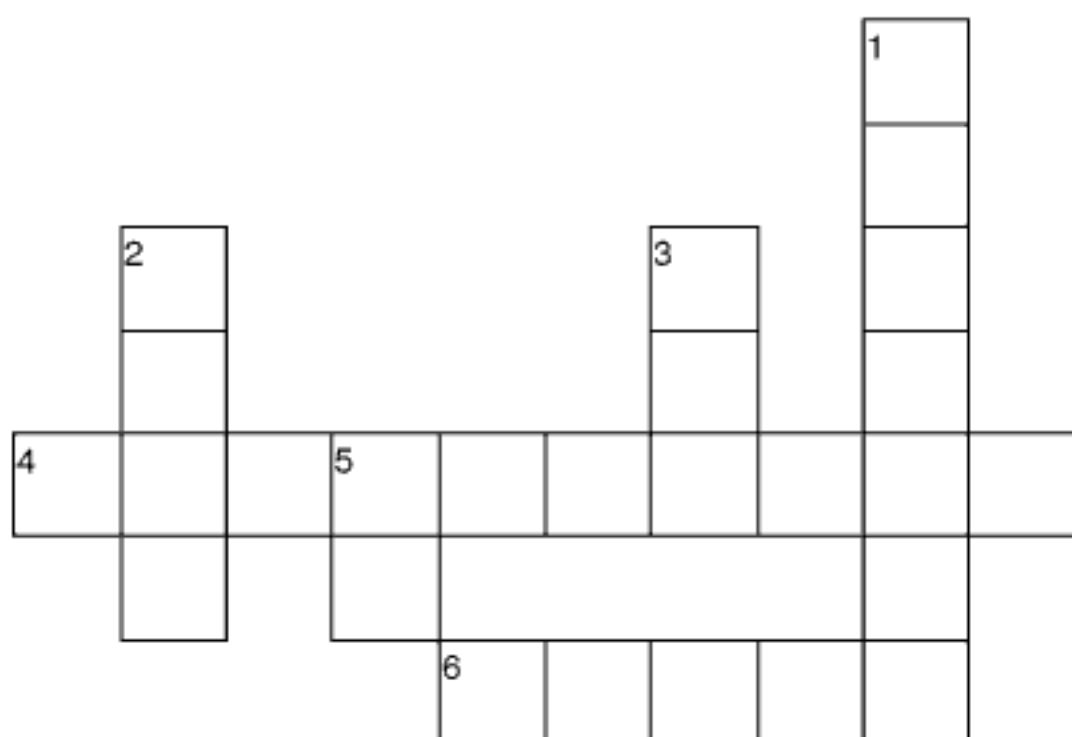
B: "He's **in a bad mood** because sales are down this week."

A: "You're **in a good mood** today."

B: "Yes, I am. Tomorrow is a holiday!"

For *look angry*, see page 271

## GRAB A PENCIL! • Puzzle #16



### 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."

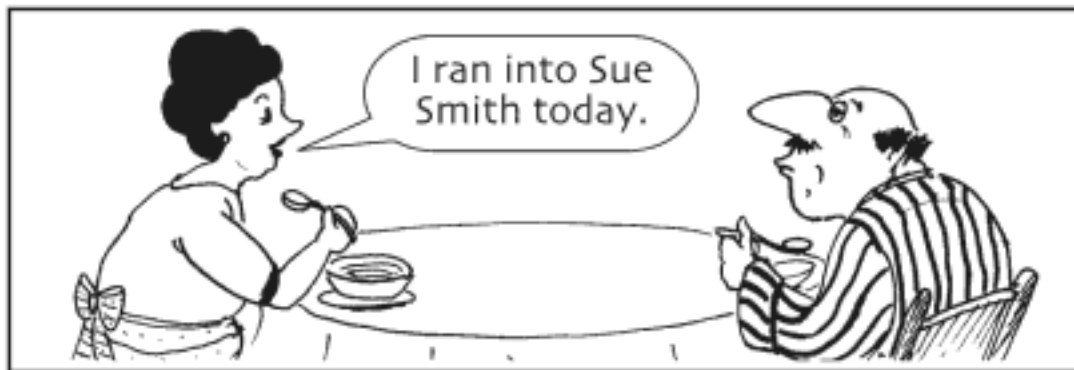
### DOWN

- 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



### 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

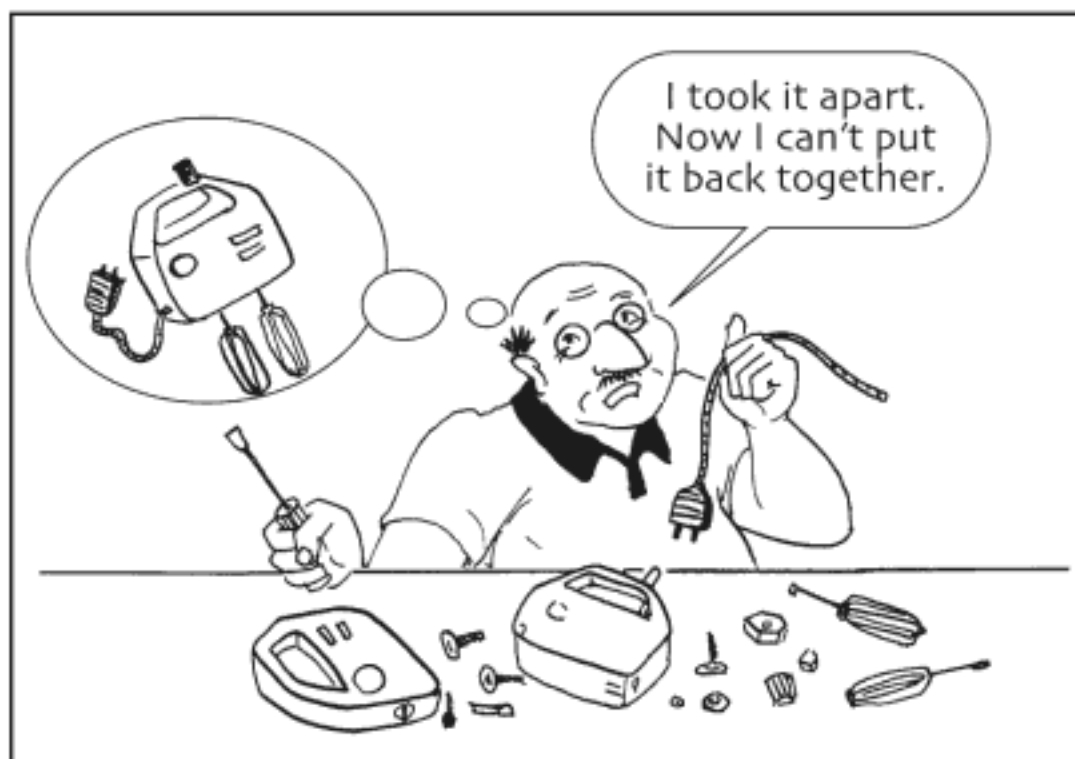
"I've pressed all the buttons on this DVD player, but I **can't get it to work**."

"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."

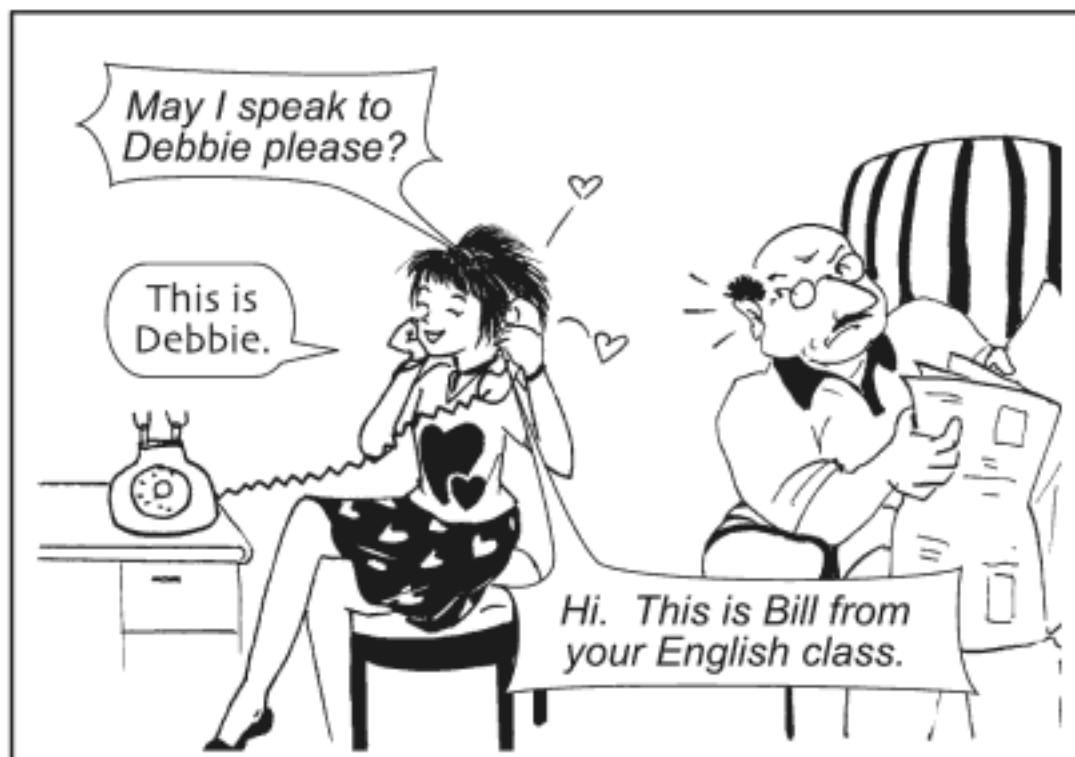
"I took my computer apart to replace a part, and now I can't figure out how to **put it back together.**"

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?"

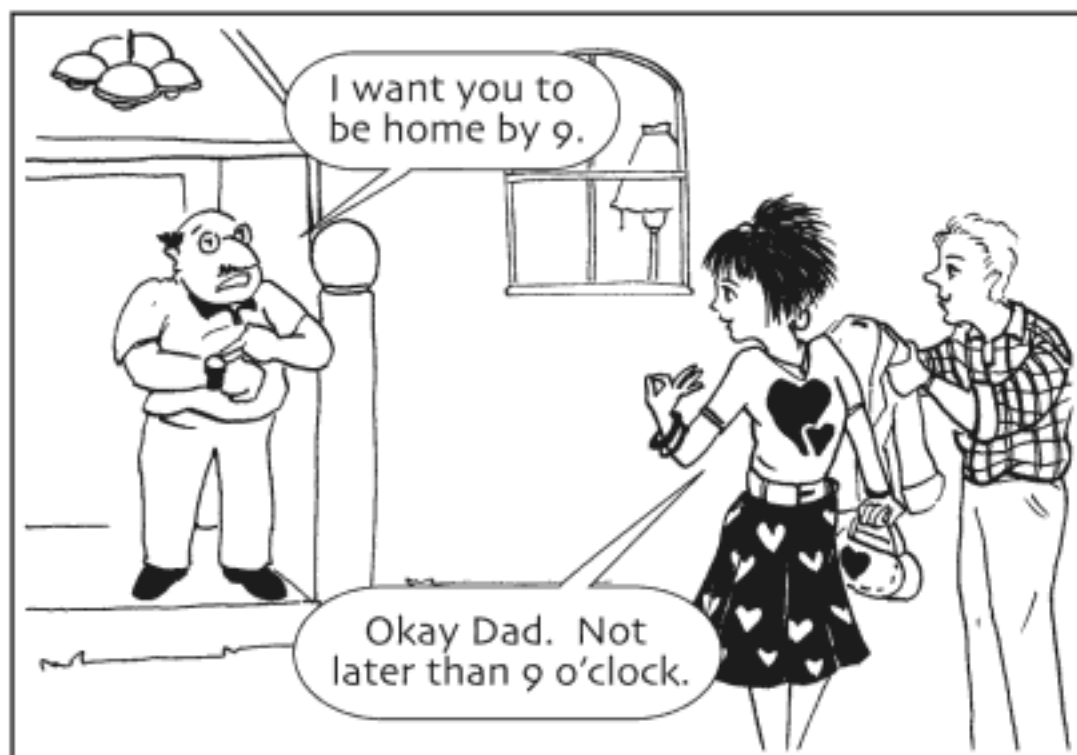
B: "Can I ask who's calling?"

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~~



### MORE EXAMPLES

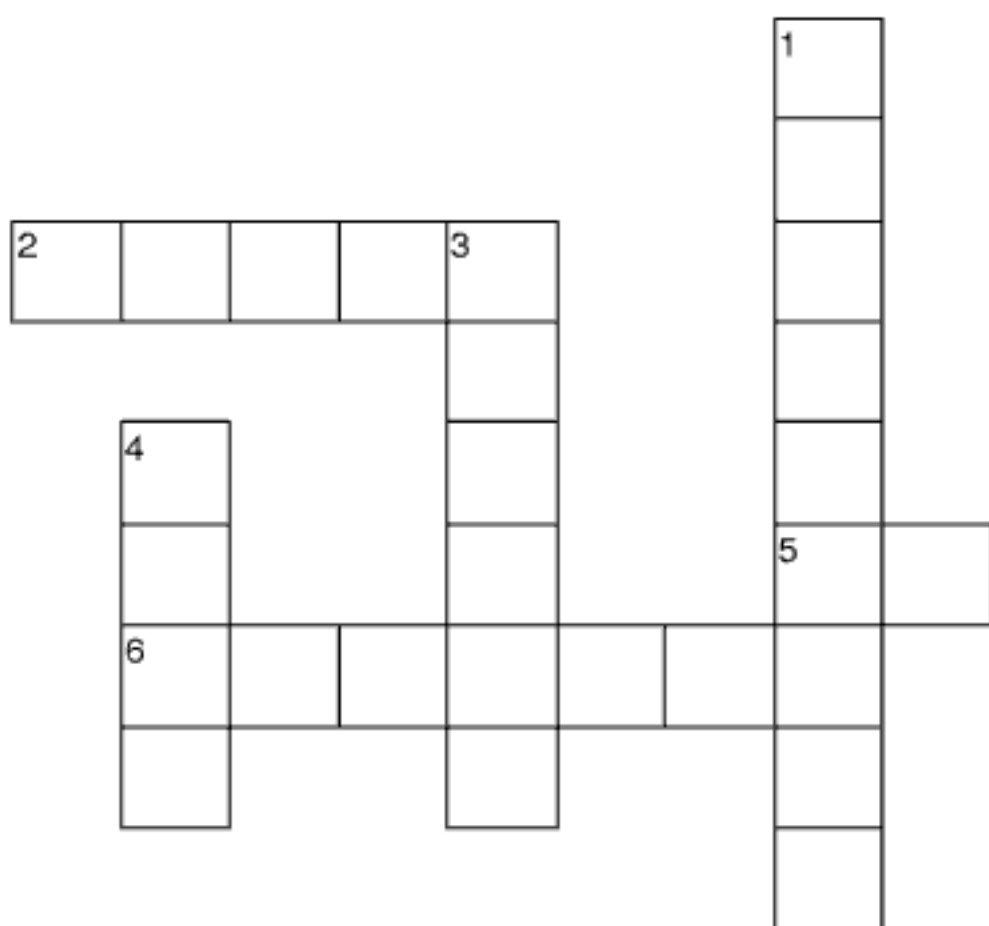
A: "What do you think about moving to a bigger house?"

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."

## GRAB A PENCIL! • Puzzle #17



### 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."

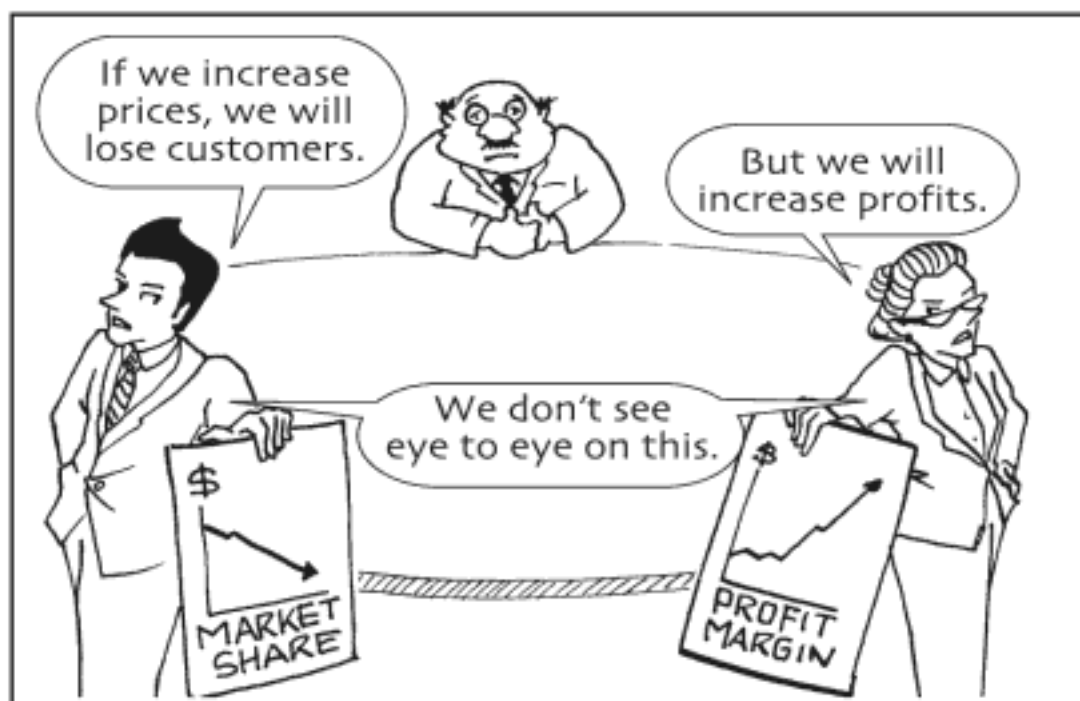
### DOWN

- 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?**



### 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



**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."

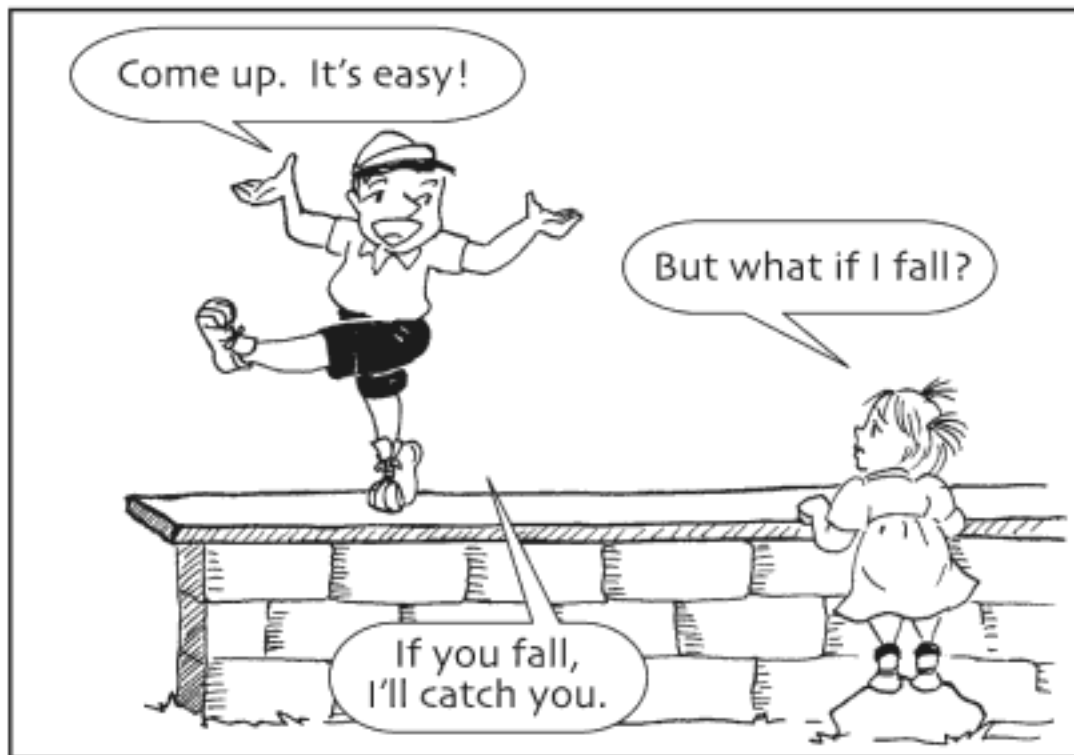
NOTE: unplug = remove the plug from the power outlet

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."

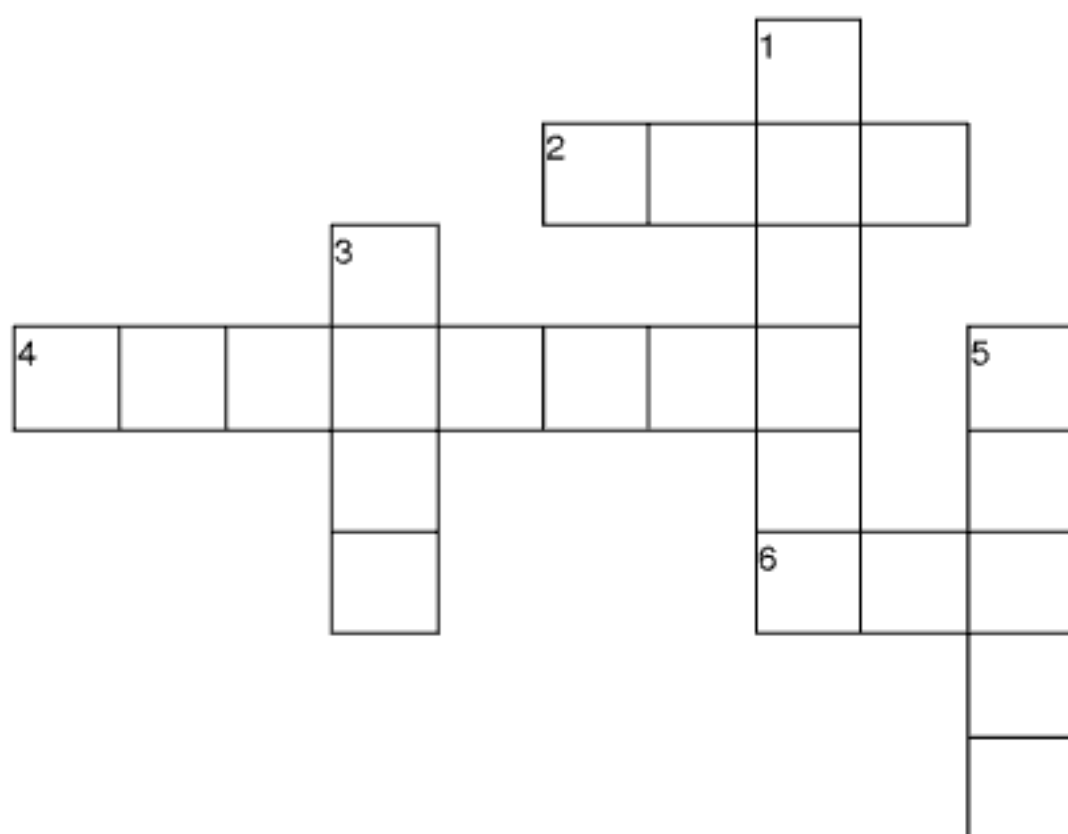
B: "**What if** you get sick?"

A: "Let's have the party outside."

B: "**What if** it rains?"

A: "If it rains, we can move inside."

## GRAB A PENCIL! • Puzzle #18



### 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

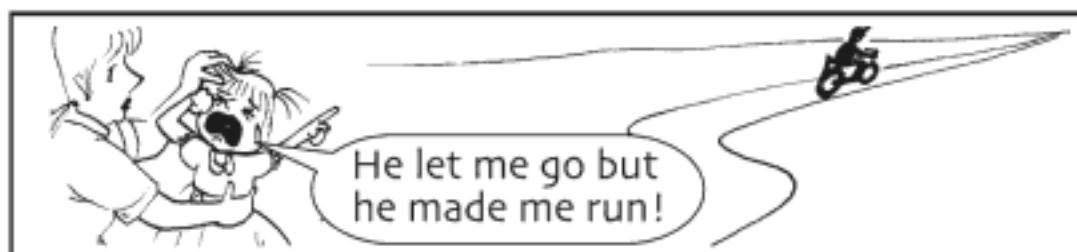
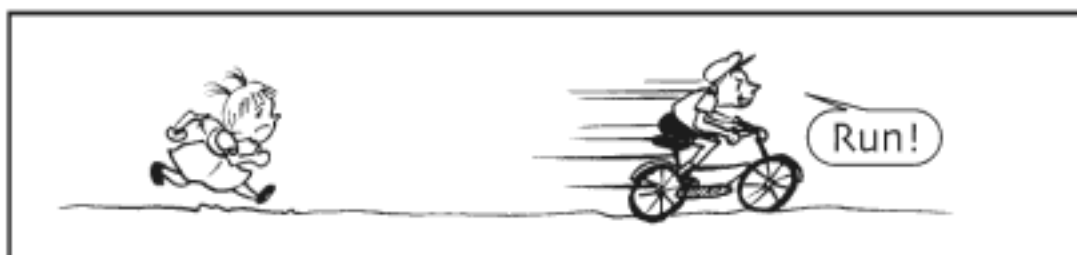
- 1) "What's your shirt \_\_\_ \_\_\_?" ■ "It's 100% cotton."  
3) "Here's the radio. If you plug \_\_\_ \_\_\_, we can listen to it."  
5) "I paid too much money for that watch! I paid \$300, but it's \_\_\_ only \$100."

*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."

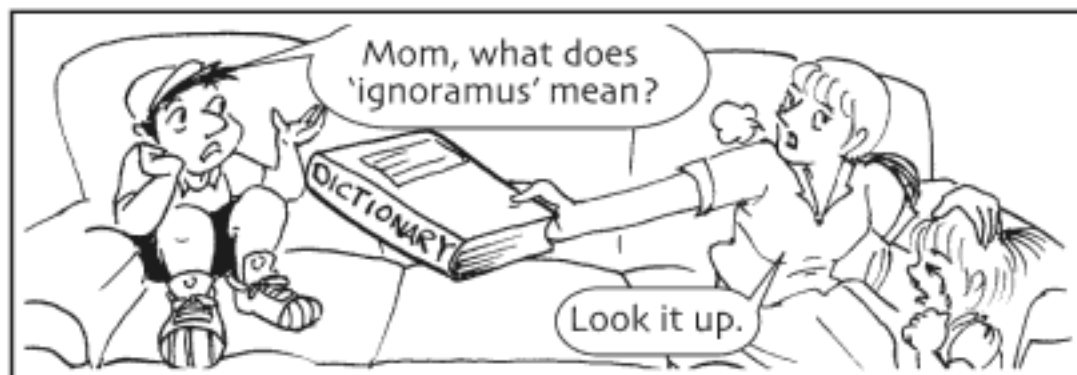
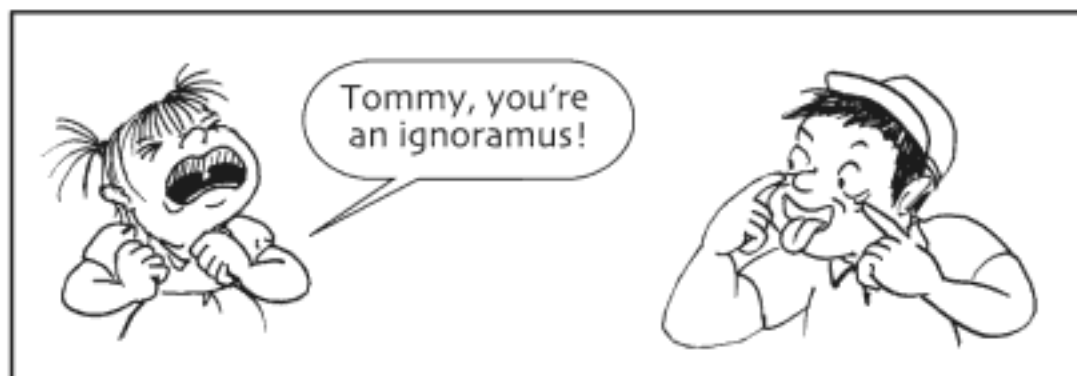
B: "Really? My company **lets** us wear jeans."

"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?"

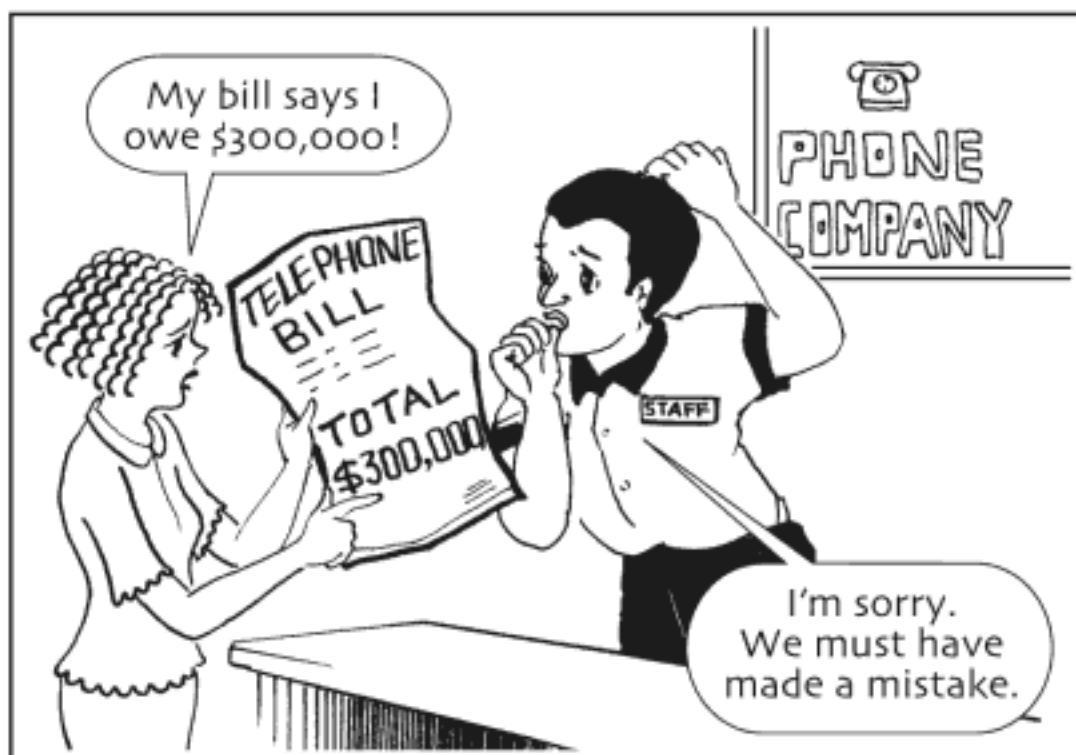
B: "Yes, we **got rid of** our old car. We sold it."

"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?~~



### MORE EXAMPLES

A: "Could you tell me where the manager's office **is**?"

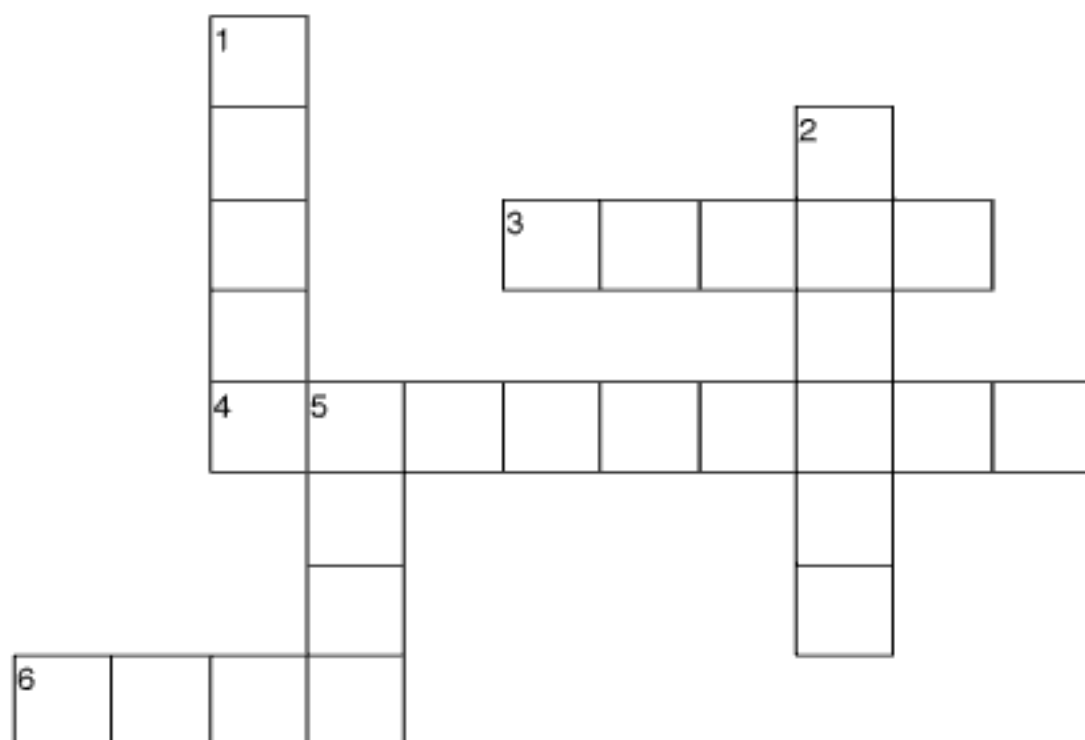
B: "It's on the second floor."

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

## GRAB A PENCIL! • Puzzle #19



### 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** 🗨️

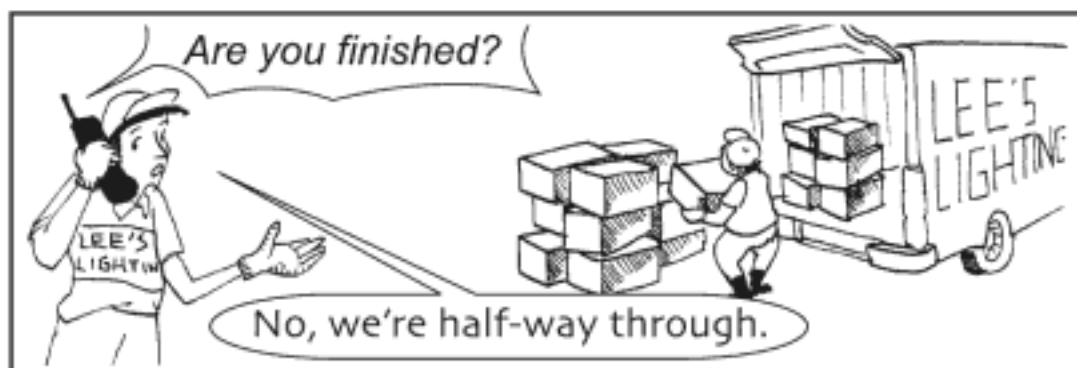
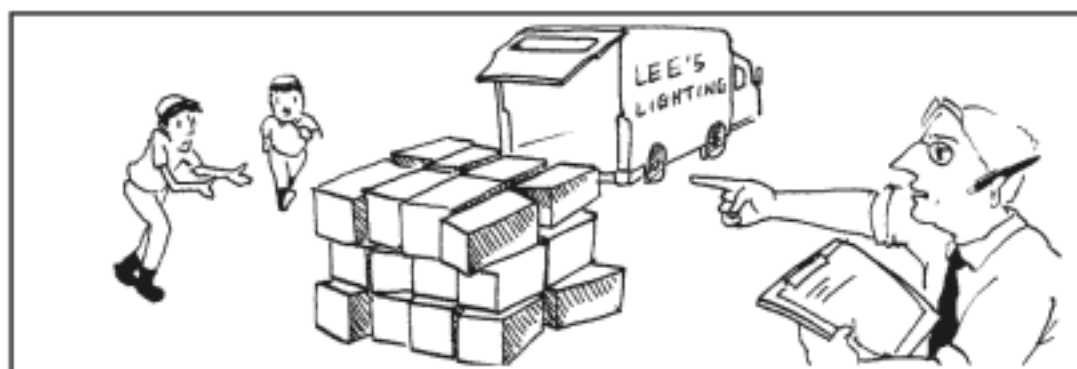
“We couldn’t go to the show because the tickets were **sold out**.”

“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



### MORE EXAMPLES

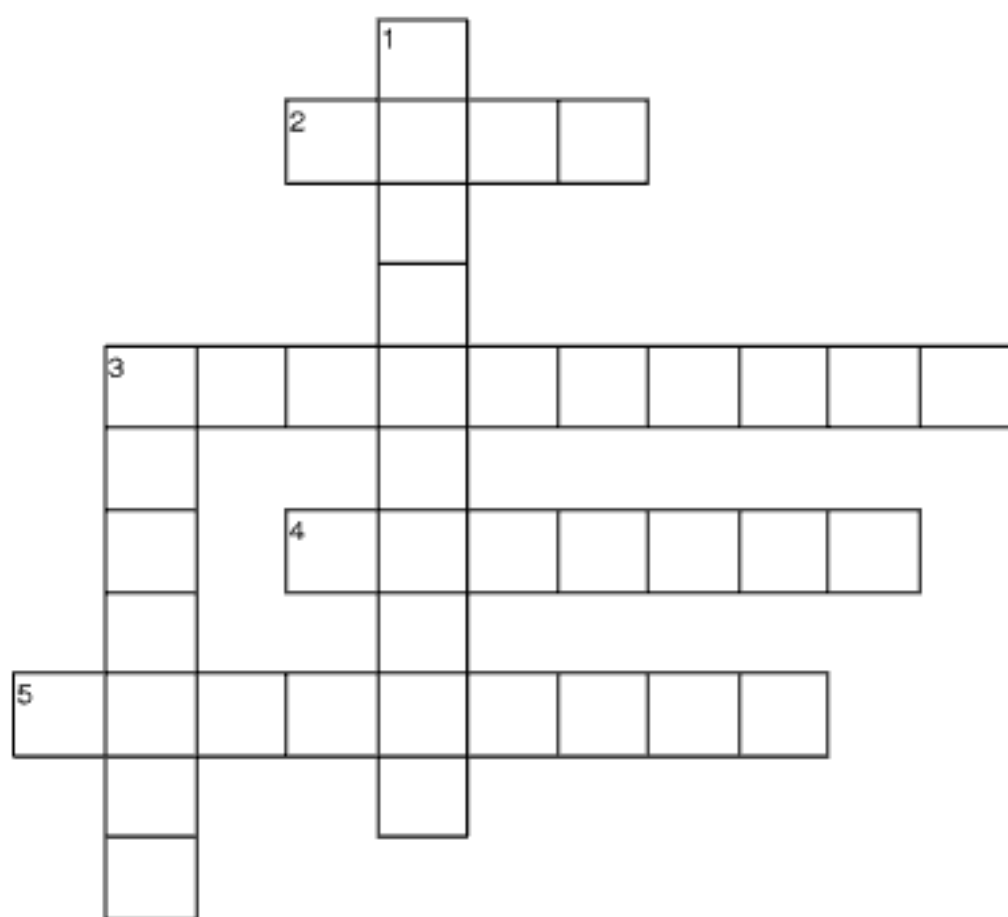
“We got lost on our way here. We **took** the wrong street.”

“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

## GRAB A PENCIL! • Puzzle #20



### 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**



### MORE EXAMPLES

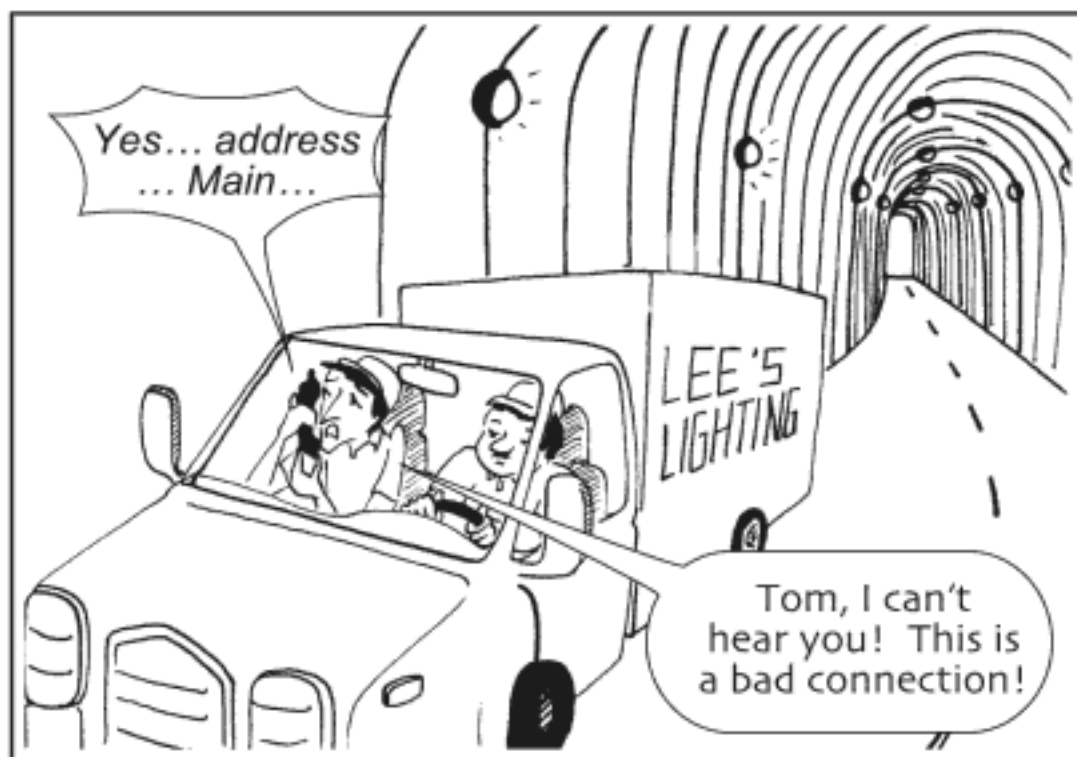
“I think Ken’s party is tomorrow night. But I’m not positive. I’ll call him to **double-check.**”

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.



### 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~~



### MORE EXAMPLES

A: "Why are you bringing your umbrella?  
It's not raining."

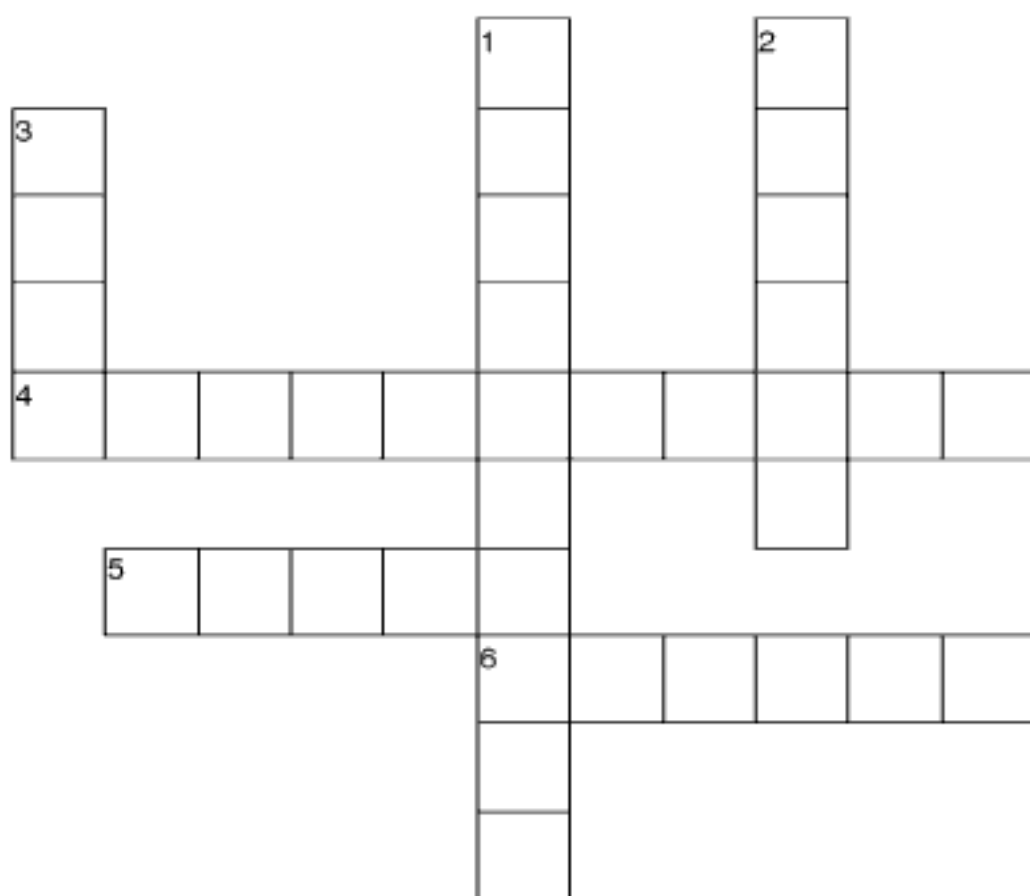
B: "It **might** rain later."

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

## GRAB A PENCIL! • Puzzle #21



### 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."

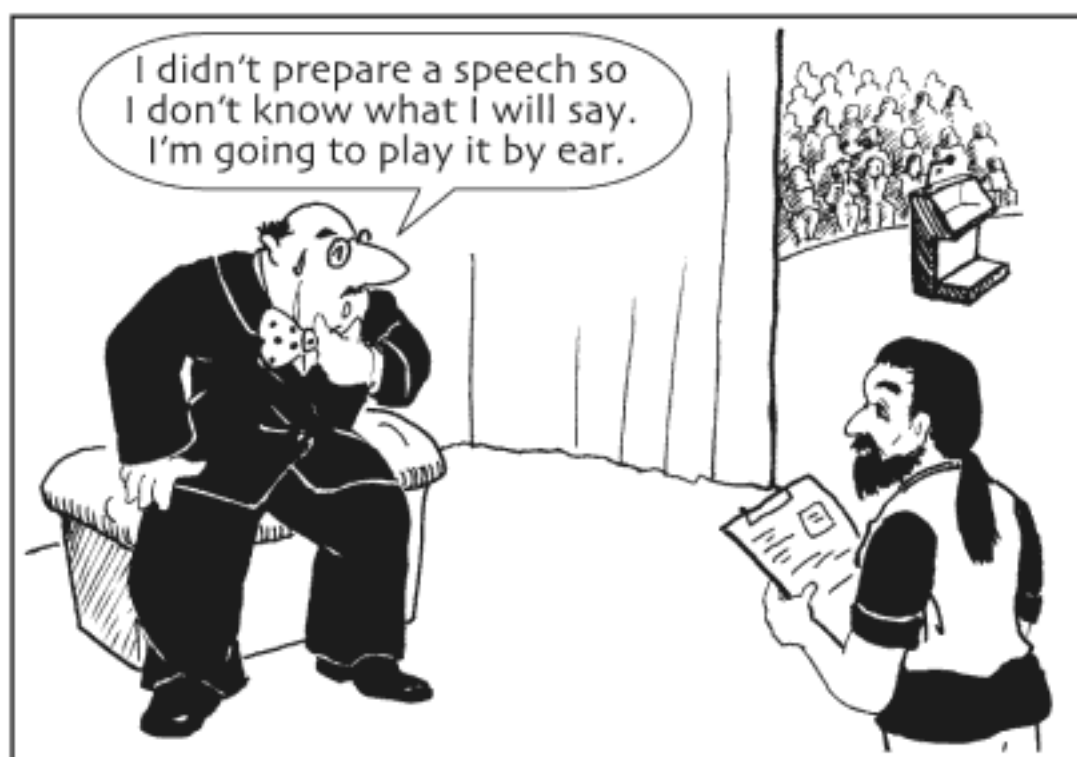
A: "**Is this seat taken?**"

B: "Yes, sorry. I'm saving it for someone."

For *go ahead*, see page 110

## play it by ear

do it *without* a plan



### 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****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.



### MORE EXAMPLES

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

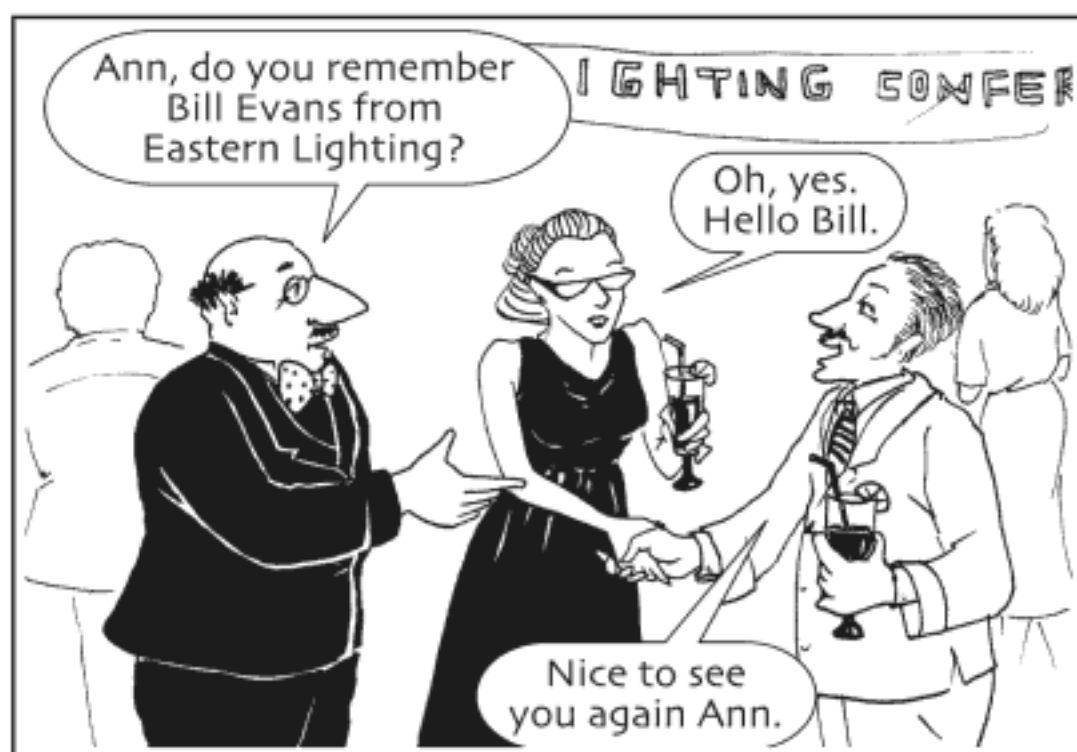
A: “This is Mr. Stevanoloulich.”

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**.

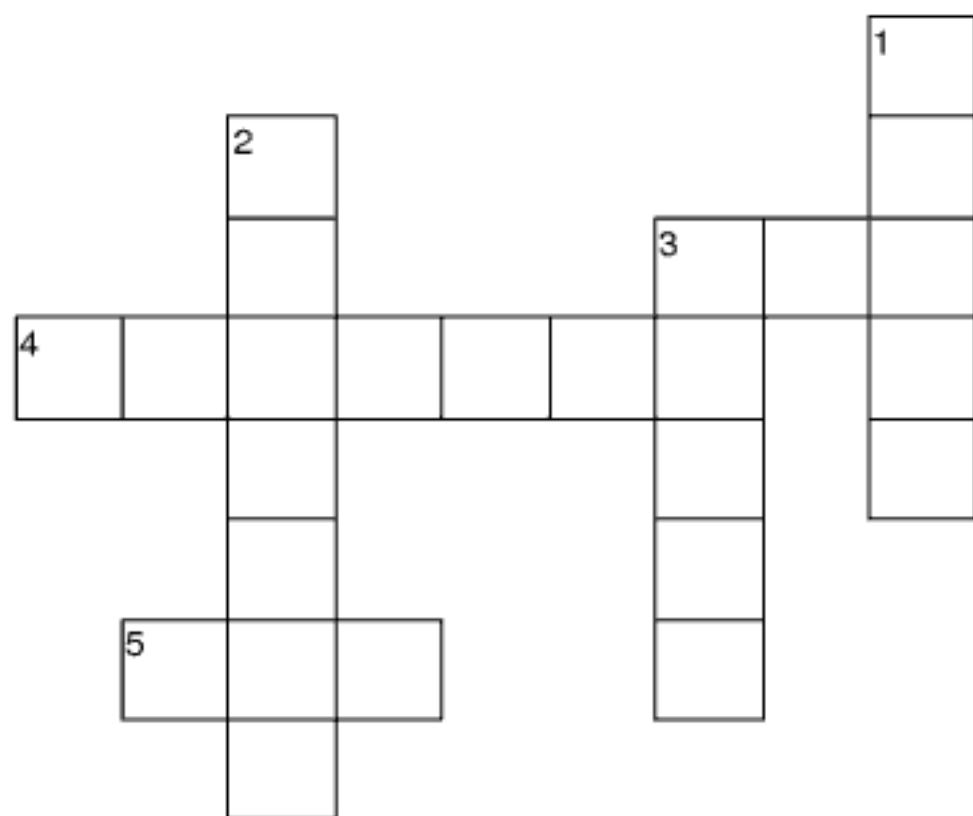
Please send my regards to your wife."

For *I haven't seen you for*, see page 187

For *send my regards*, see page 192



## GRAB A PENCIL! • Puzzle #22



### 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."

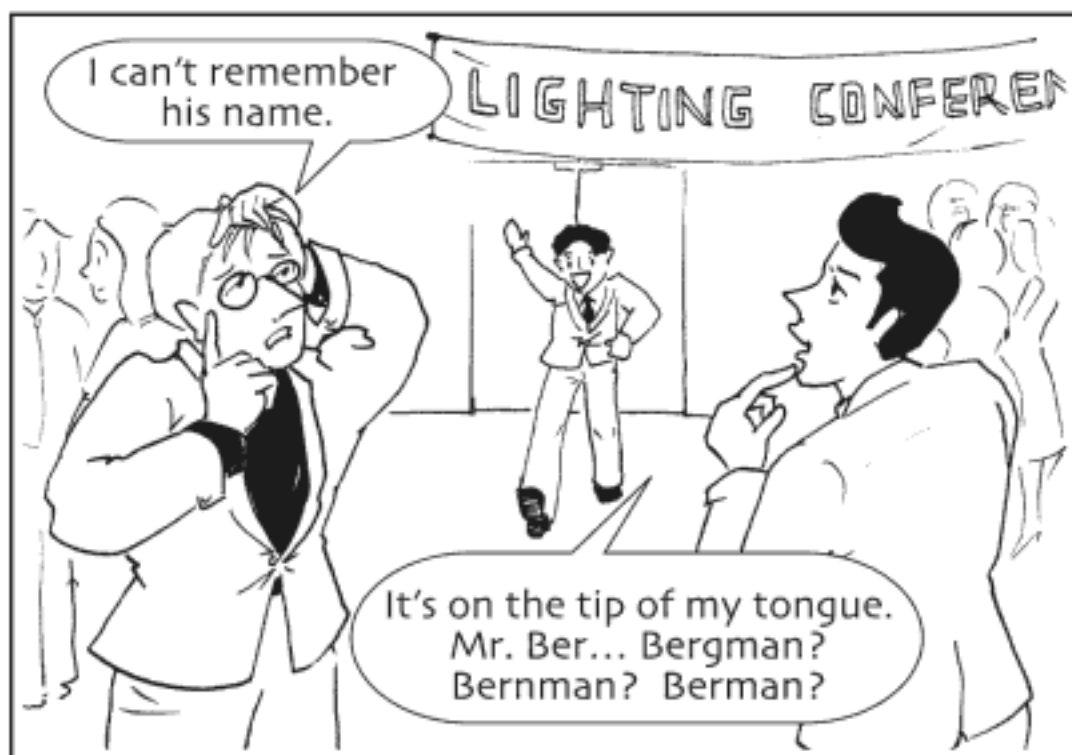
### DOWN

- 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



### MORE EXAMPLES

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?"

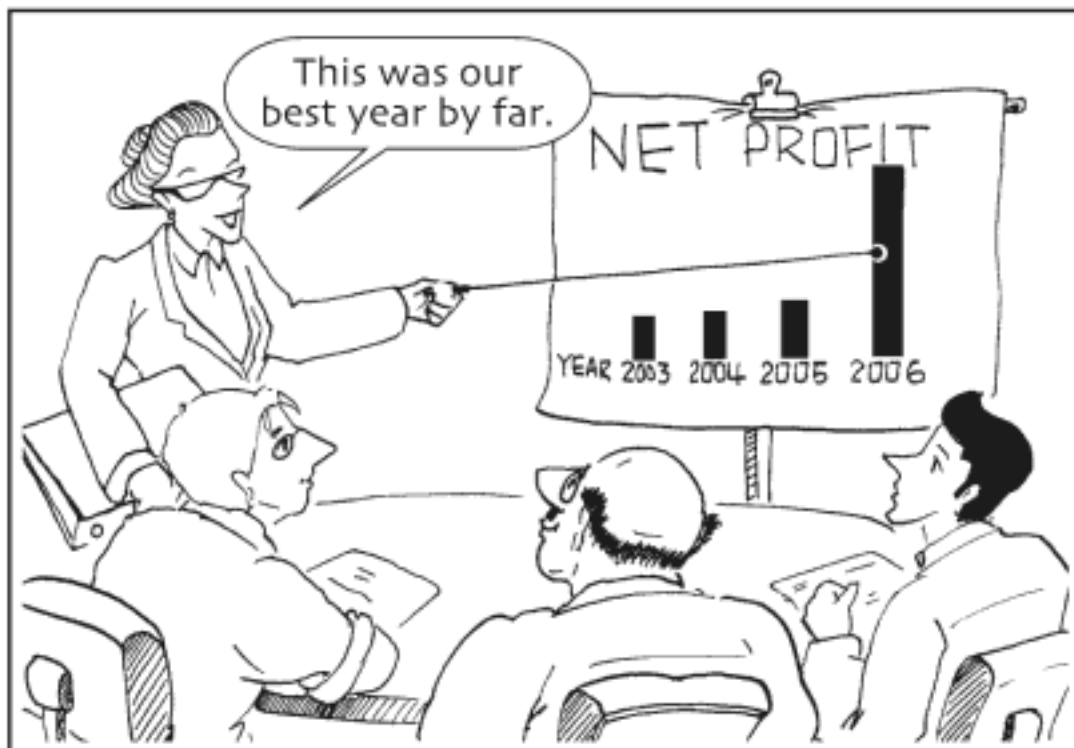
"I always **have trouble with** this key! It's difficult to unlock the door!"

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.



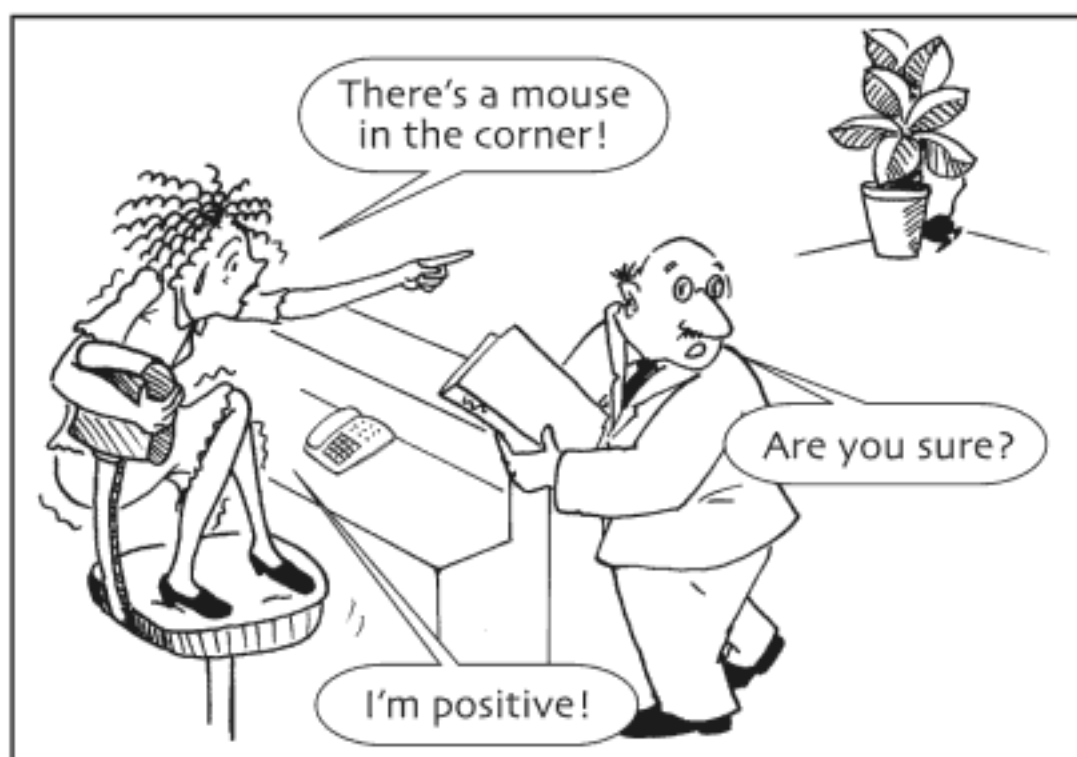
### MORE EXAMPLES

“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



### 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

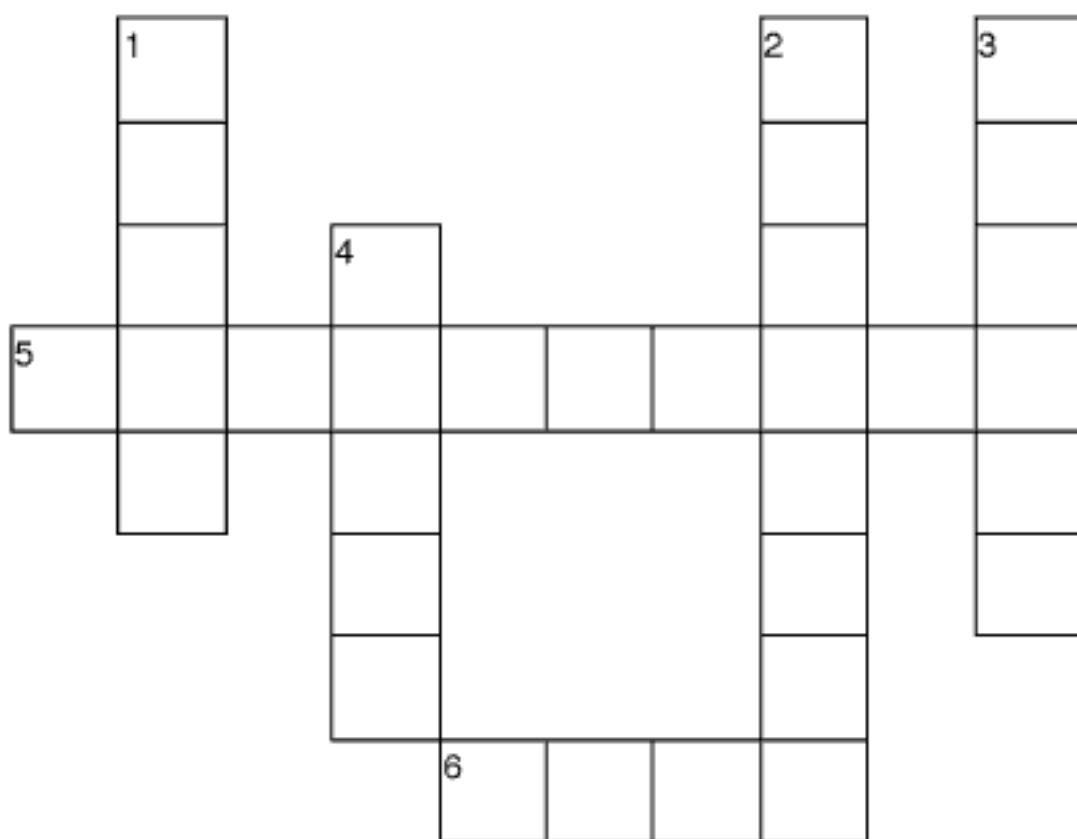
A: "I **can't figure out how to** turn this radio on."

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

## GRAB A PENCIL! • Puzzle #23



### 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** /  
**doesn'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



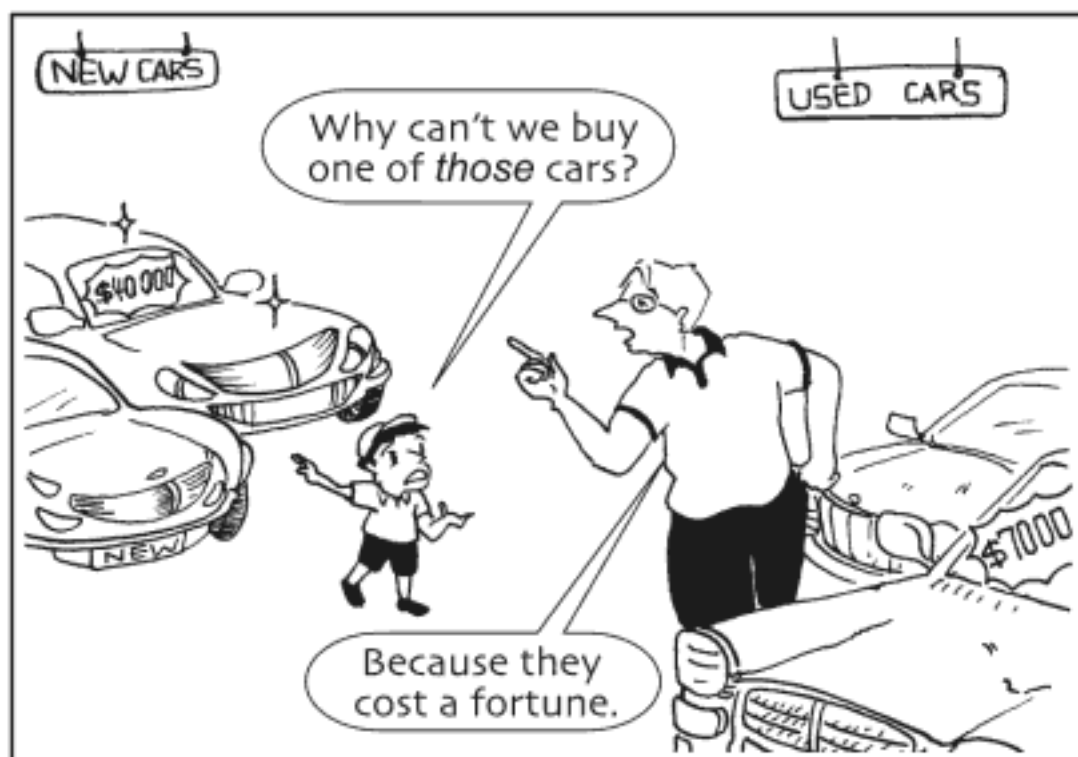
### MORE EXAMPLES 🗨️

“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**



**MORE EXAMPLES** 🗨️

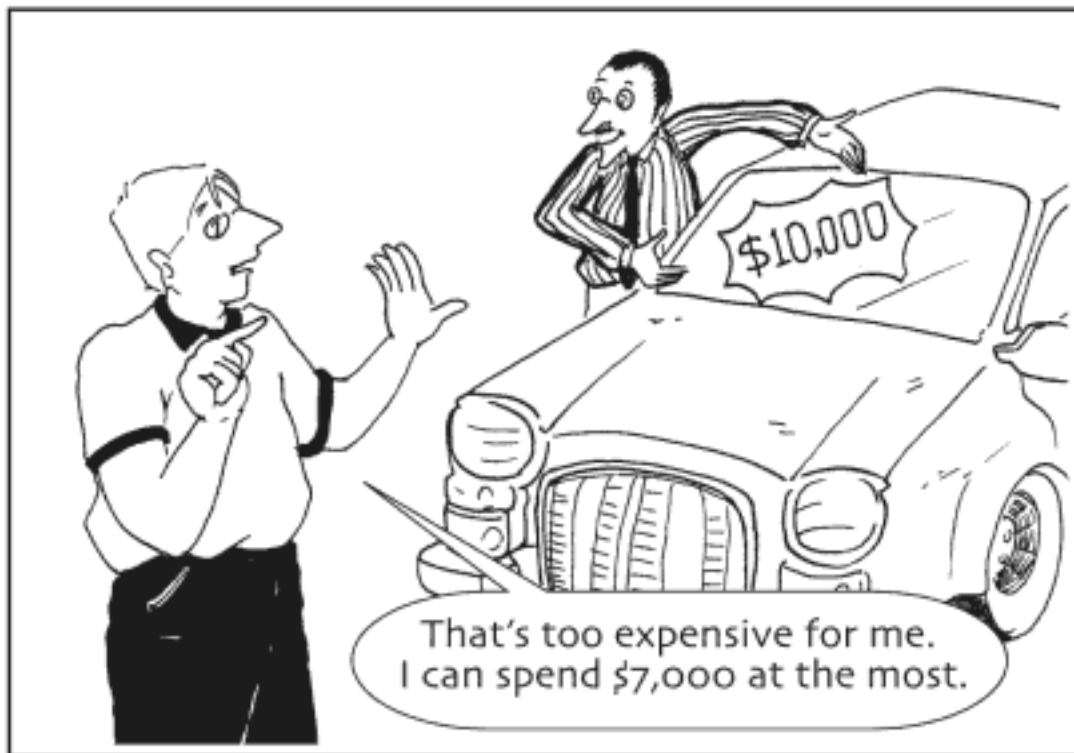
“Last summer it rained every day. Umbrella companies made **a fortune!**”

“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**

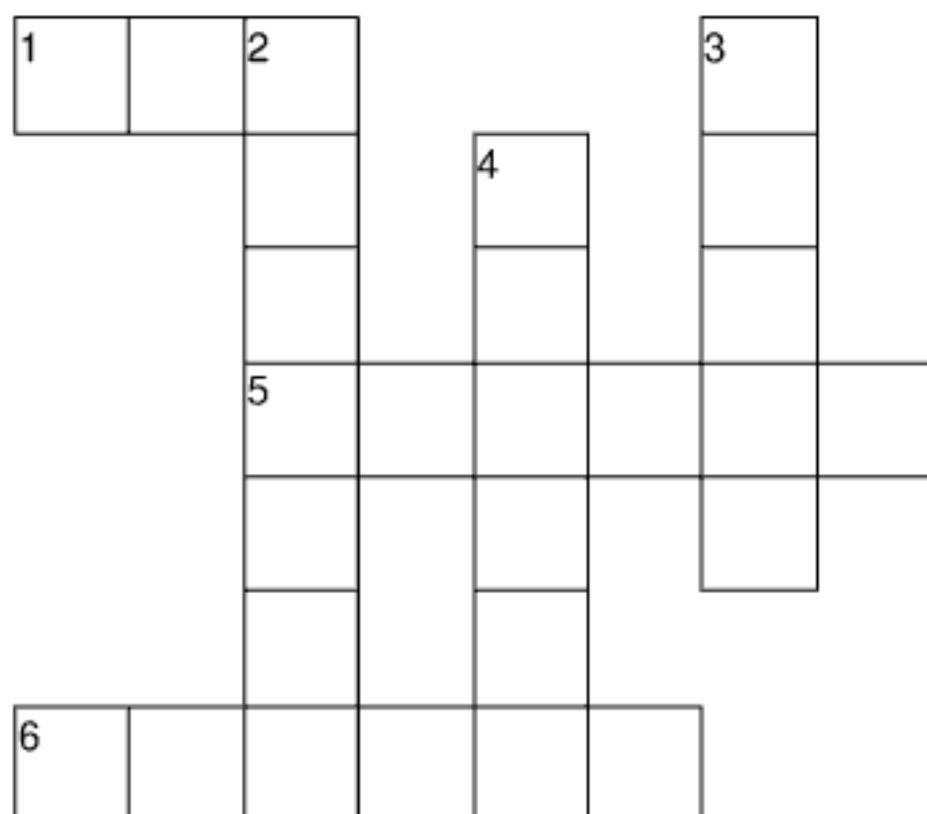


**MORE EXAMPLES** 🗨️

“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.”

## GRAB A PENCIL! • Puzzle #24



### 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!"

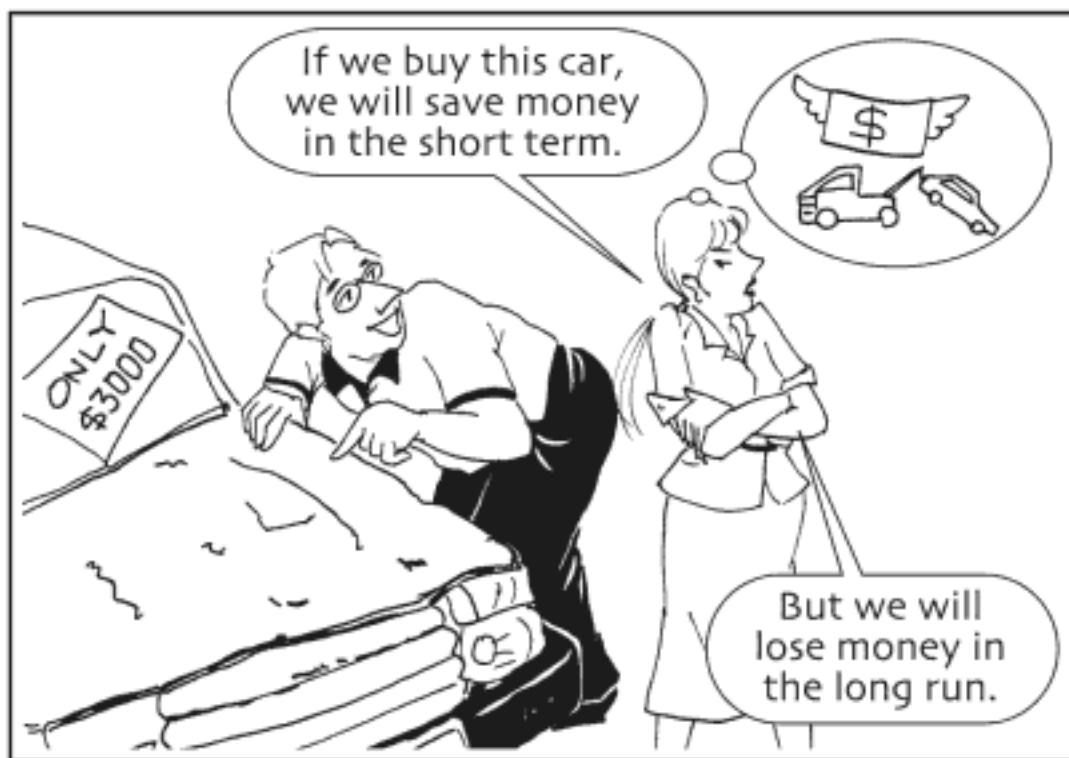
### DOWN

- 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



### MORE EXAMPLES

A: "He said he will pay me next month."

B: "You should **get it in writing.**"

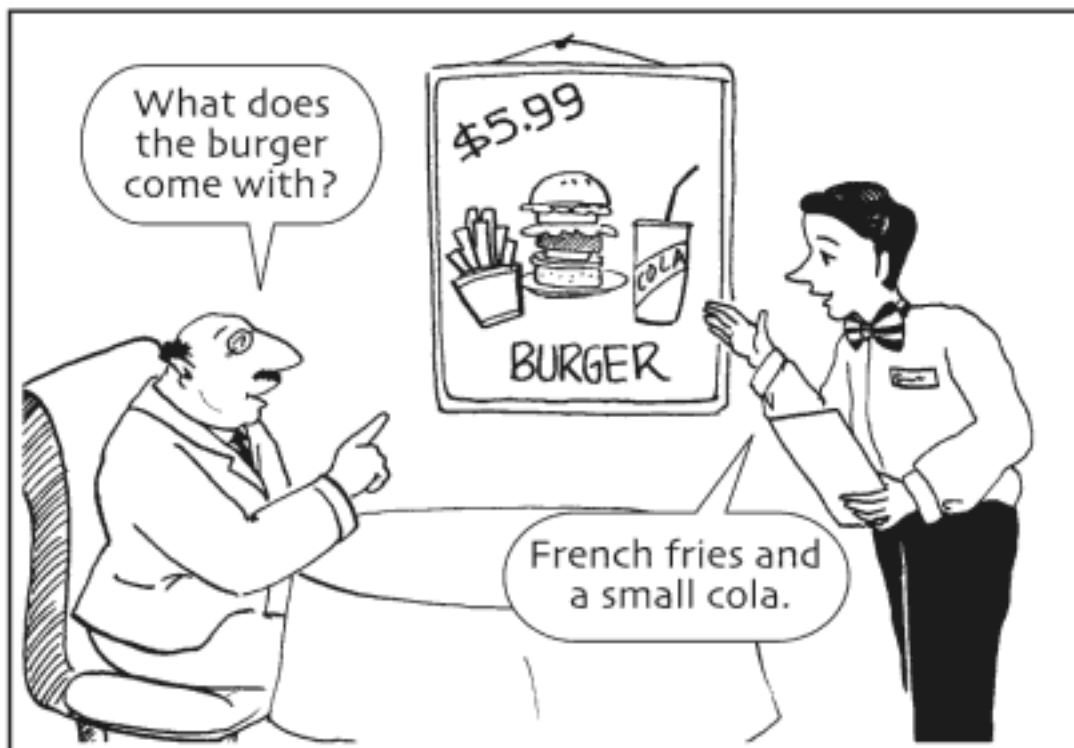
A: "You and I already have a verbal agreement."

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**



**MORE EXAMPLES** 🗨️

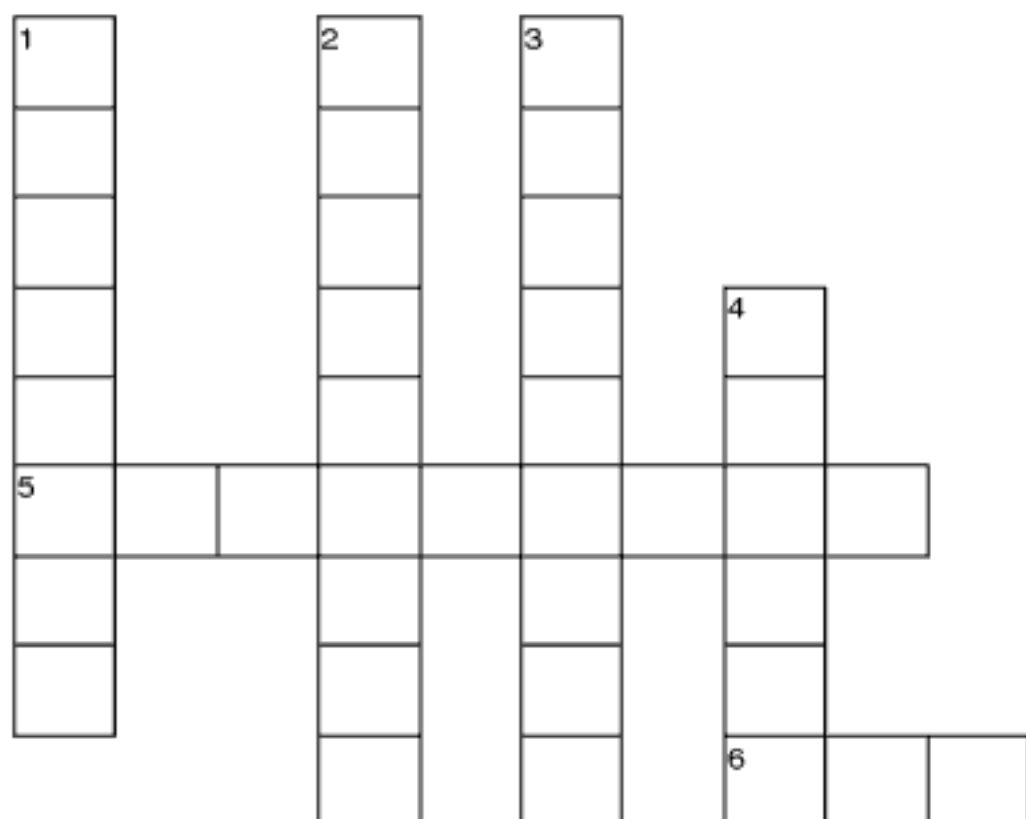
"Those carrots are two months old. **Throw** them **away!**"

"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~~

## GRAB A PENCIL! • Puzzle #25



### 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



### 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



### 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

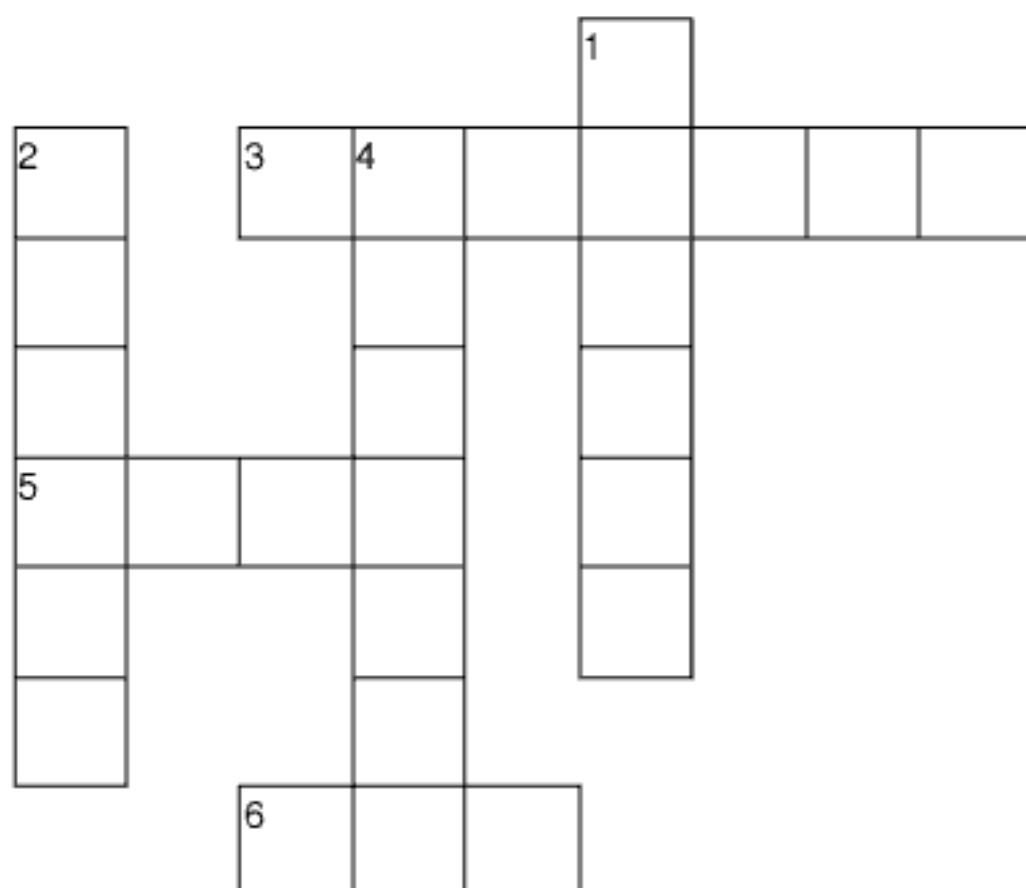
A: "Miss? We're **ready to order.**"

B: "I'll be with you in one moment."

A: "Excuse me, I'm **ready to order.**"

B: "Okay. What would you like?"

## GRAB A PENCIL! • Puzzle #26



### 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



### 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."

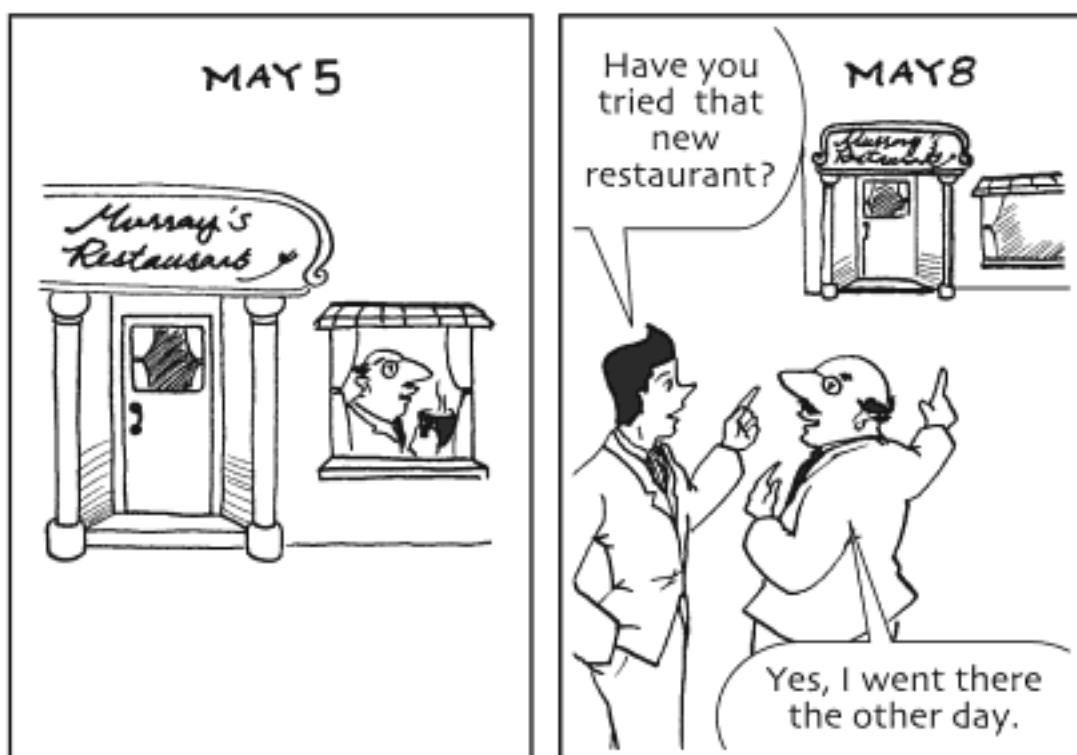
A: "The bill is \$150. I can't let you pay that much!"

B: "Okay, then let's **split the check.**"

For *on me*, see page 22

## the other day

a few days ago



### 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**



### **MORE EXAMPLES** 🗨️

A: "Where are the stamps?"

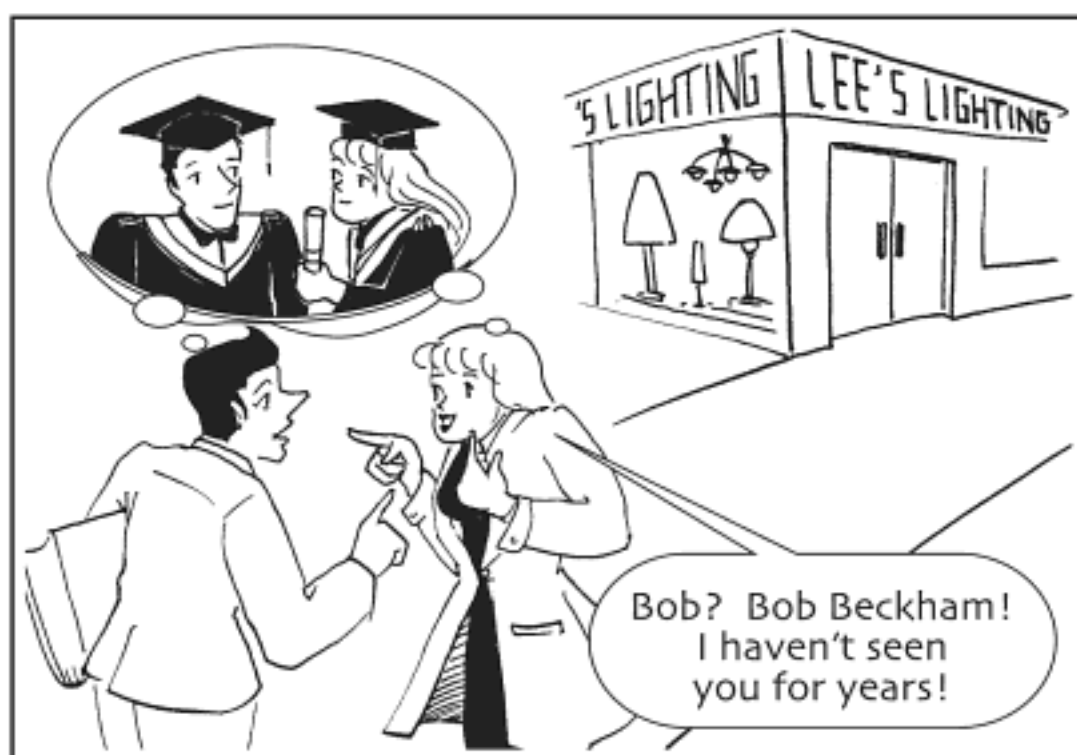
B: "We **ran out of** them. I used the last one yesterday."

"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**



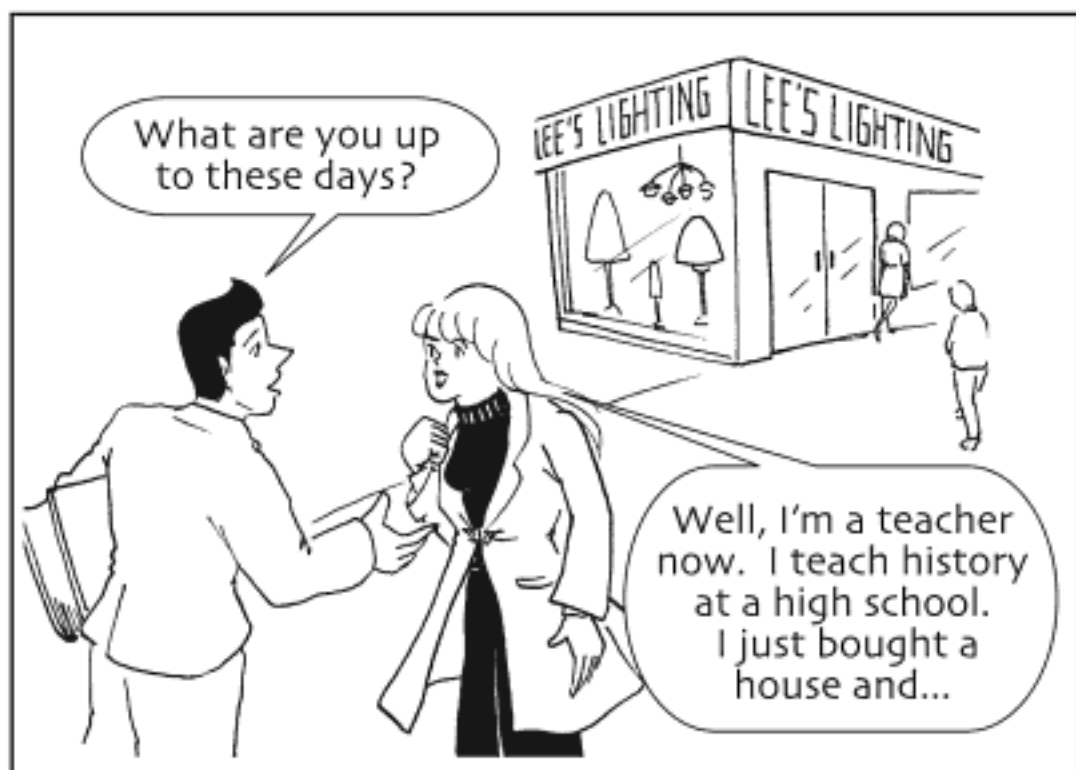
### MORE EXAMPLES 🗨️

"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



### MORE EXAMPLES

A: **"What are you up to these days?"**

B: "I have my own company now."

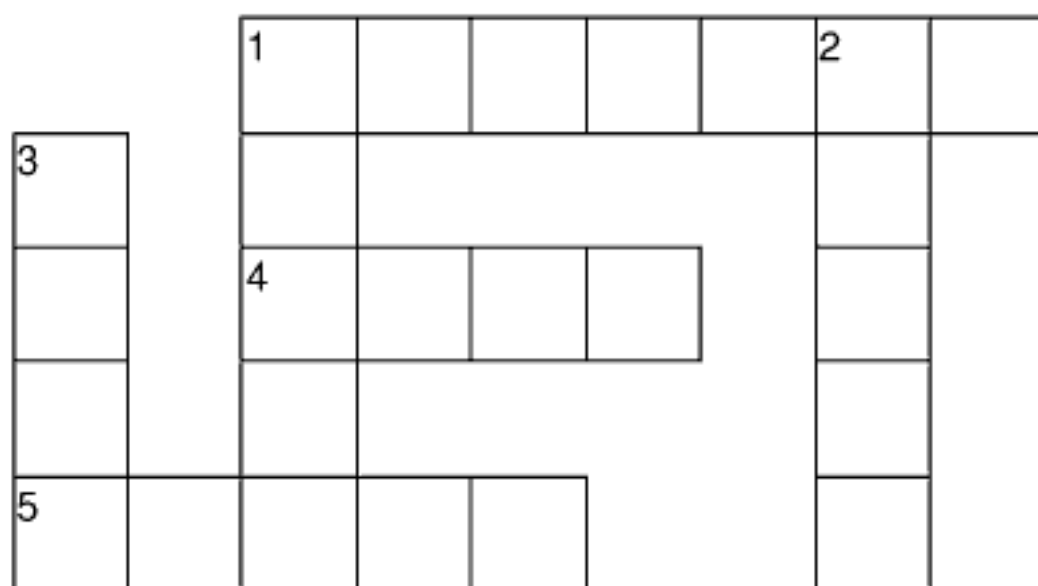
A: "I haven't seen you for ages. **What are you up to these days?"**

B: "I'm still working for the same company."

NOTE: ages = a long time

For *I haven't seen you for*, see page 187

## GRAB A PENCIL! • Puzzle #27



### 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



### MORE EXAMPLES

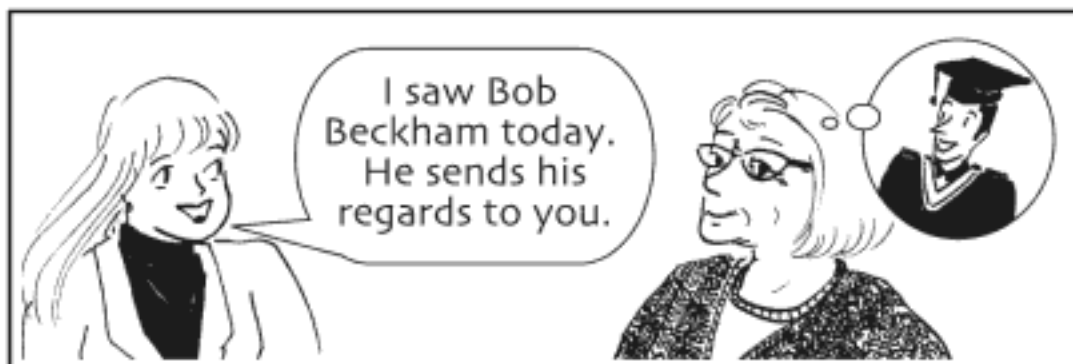
“My brother lives in Italy. We **keep in touch** by phone.”

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



### 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**



### 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..."

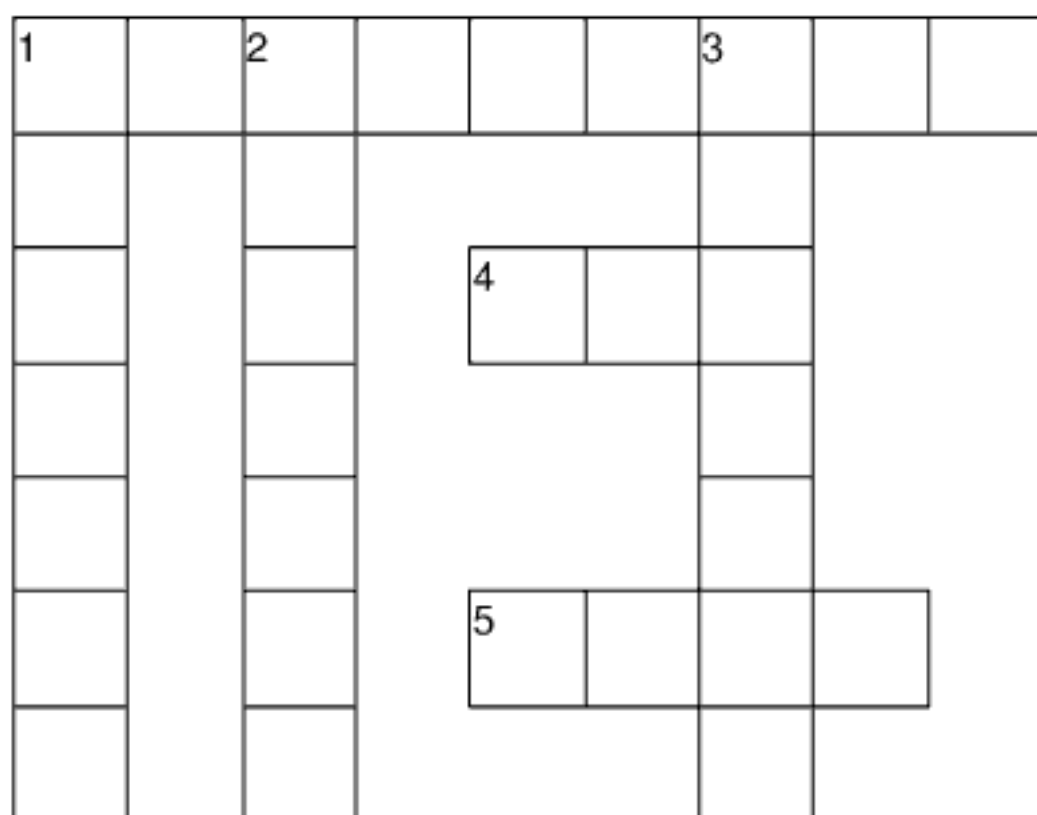
A: "May I speak to Don?"

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

## GRAB A PENCIL! • Puzzle #28



### 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."

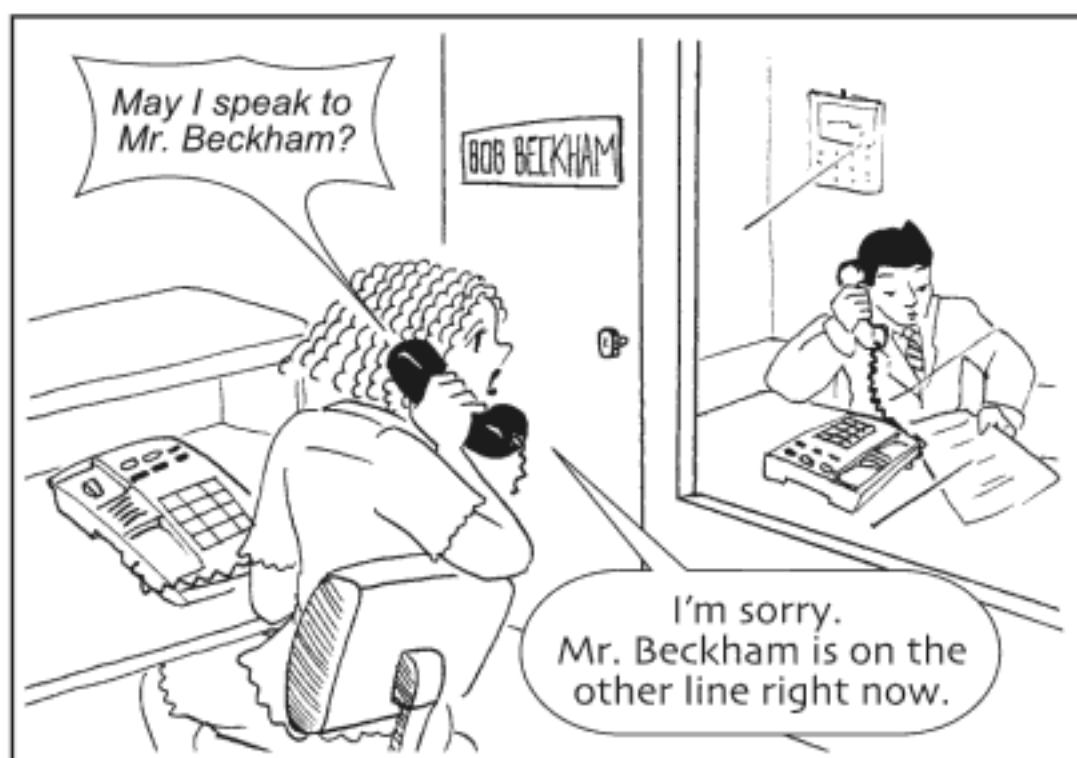
### DOWN

- 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



### MORE EXAMPLES

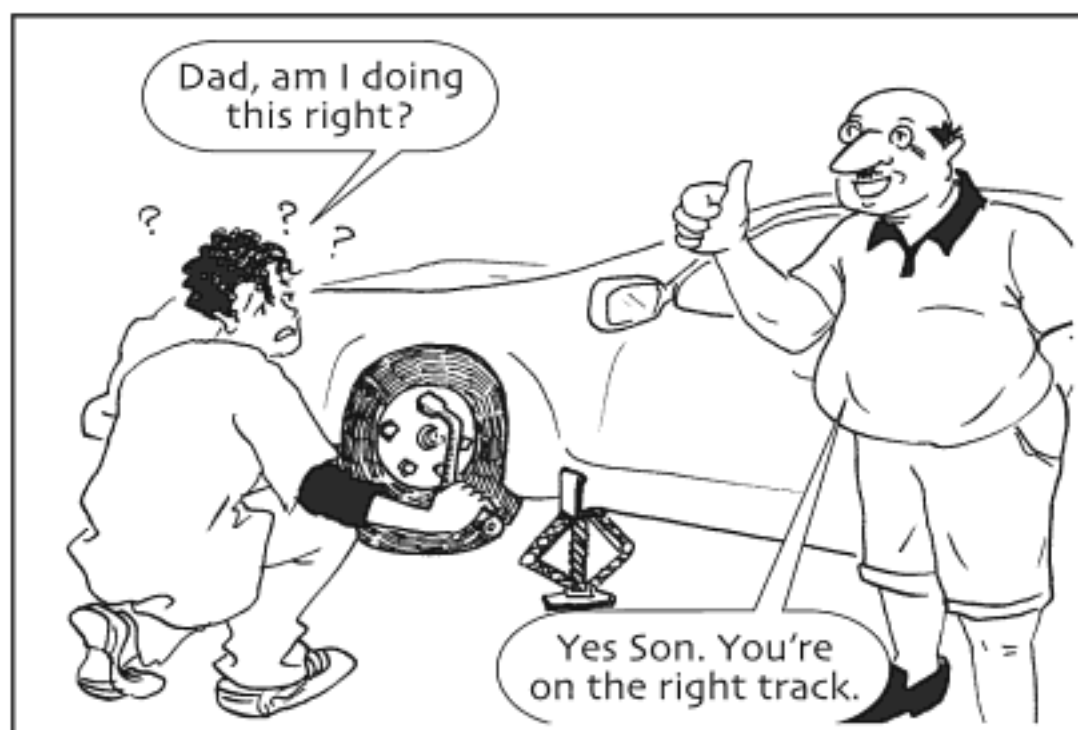
“When you called me, I was **on the other line**, so I couldn't talk to you.”

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



### 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~~



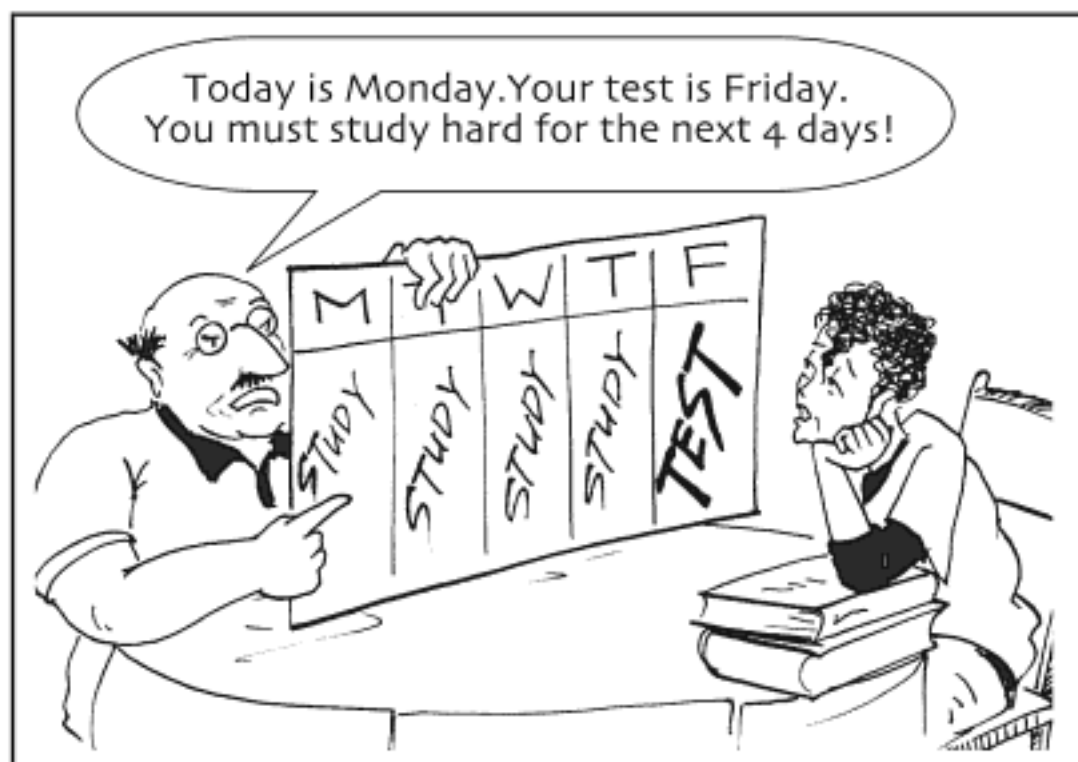
### **MORE EXAMPLES** 🗨️

"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



### MORE EXAMPLES

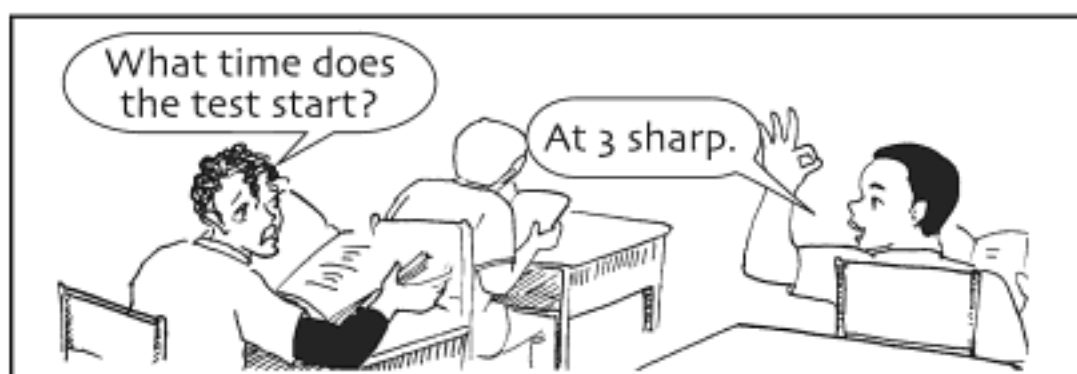
“We are fixing the elevator. **For the next** few hours, please use the stairs.”

“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



### MORE EXAMPLES 🗨️

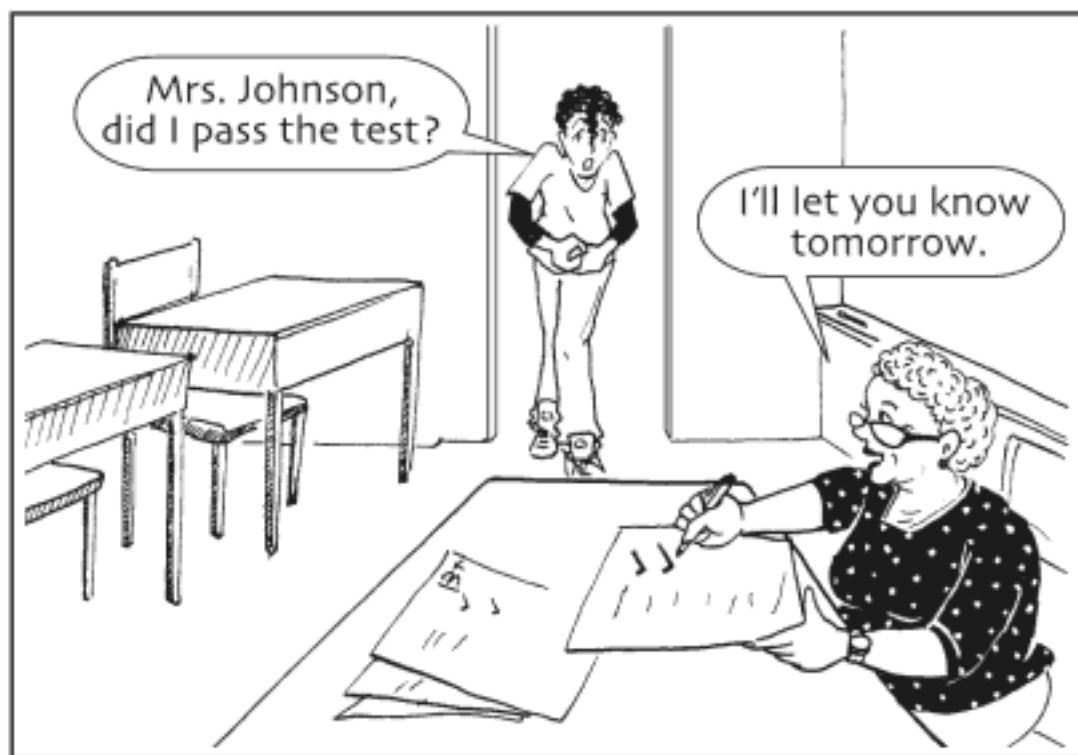
“The meeting will start **at 4 o'clock sharp**, so please be on time.”

“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



### MORE EXAMPLES

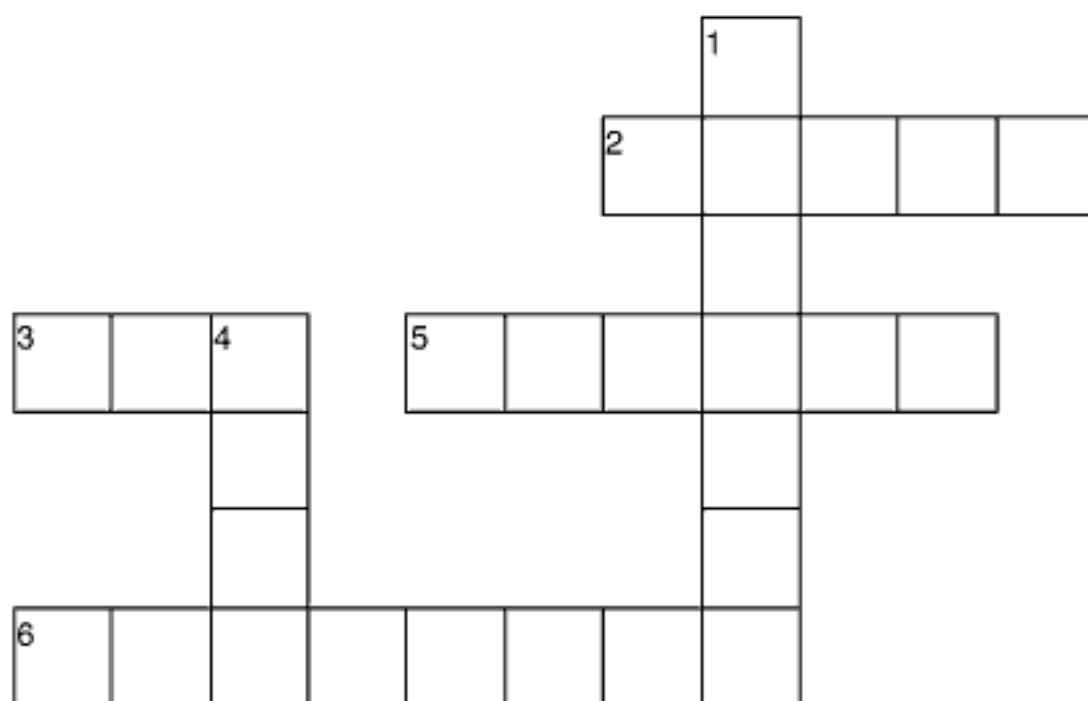
A: "When are you going on vacation?"

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

## GRAB A PENCIL! • Puzzle #29



### 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.



### MORE EXAMPLES

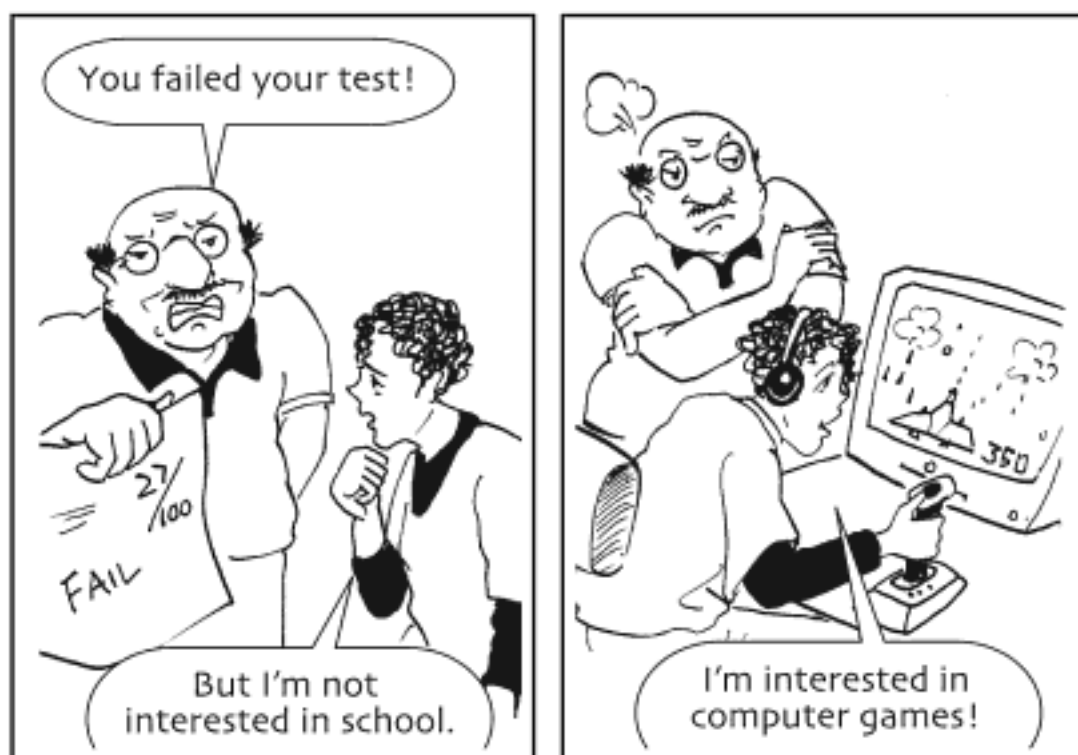
A: "How did your job interview go?"

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~~interesting



**MORE EXAMPLES** 🗨️

A: "Why are you reading a book about Gandhi?"

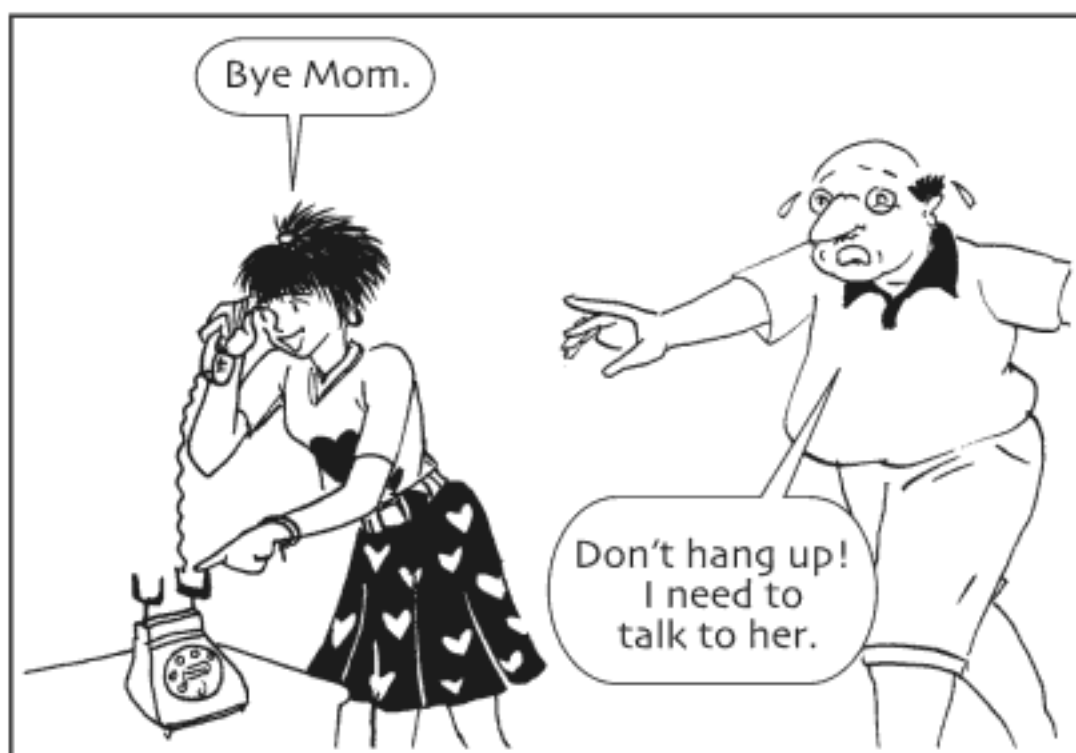
B: "I'm **interested in** his life."

"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



### MORE EXAMPLES 🗨️

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

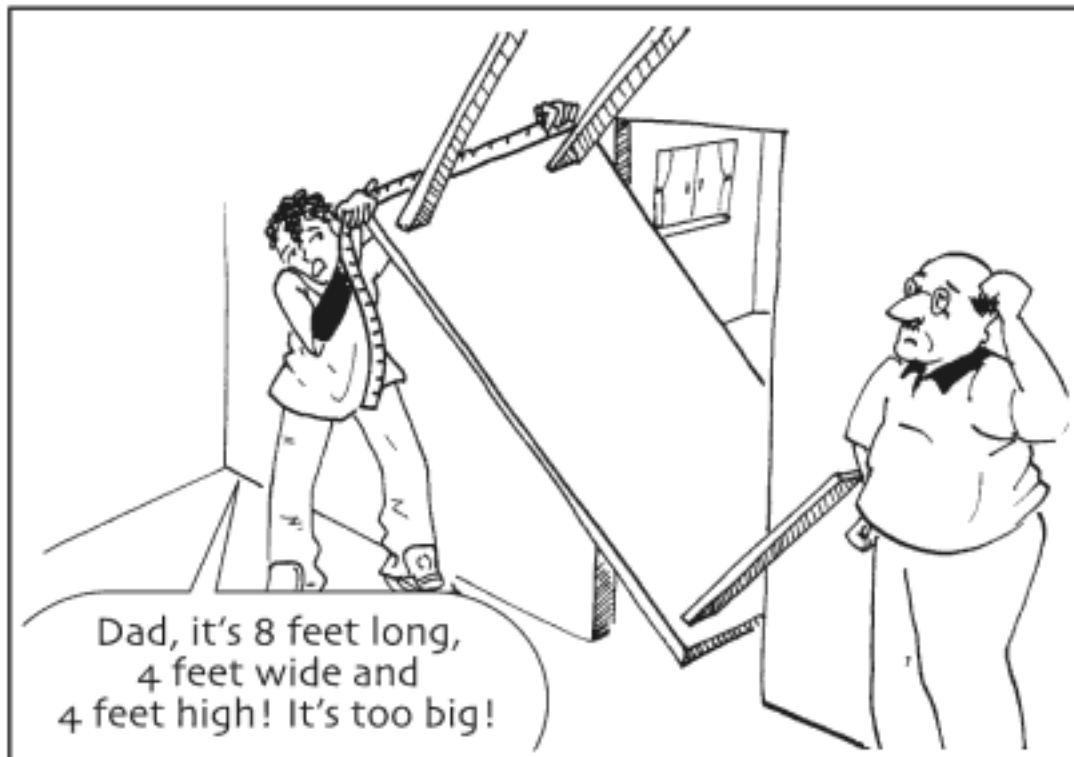
“There's no toner left in the copier. I changed the toner last time. Now **it's** Dave's **turn**.”

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.**"

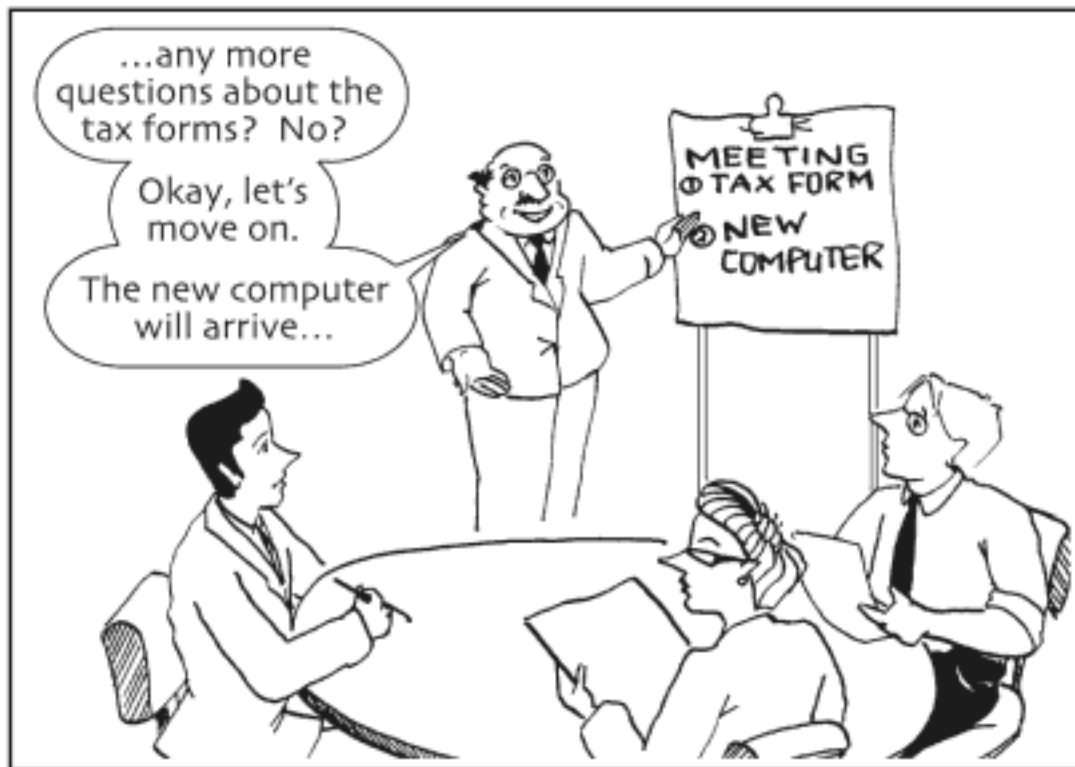
A: "How high is Mount Everest?"

B: "It's 29,035 **feet high!**"

## **move on**

**begin a new topic**

We often use this in meetings.



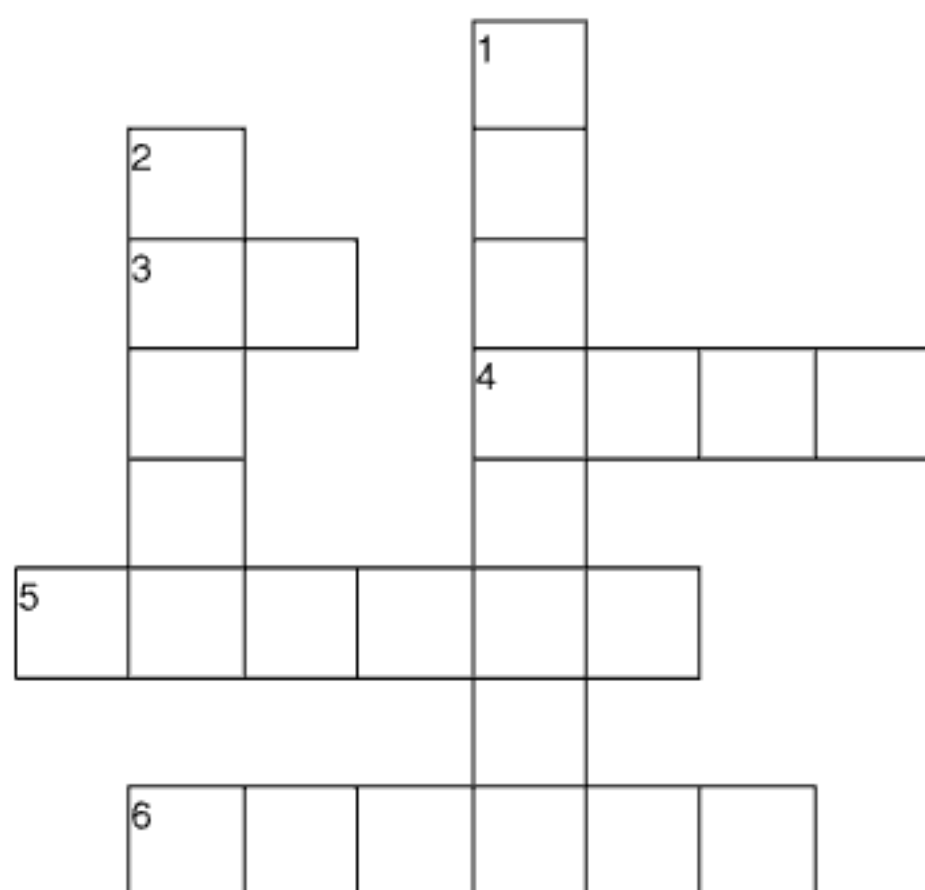
### **MORE EXAMPLES**

“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*

## wrap up

**finish a meeting**



### 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.



### 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 🗨️

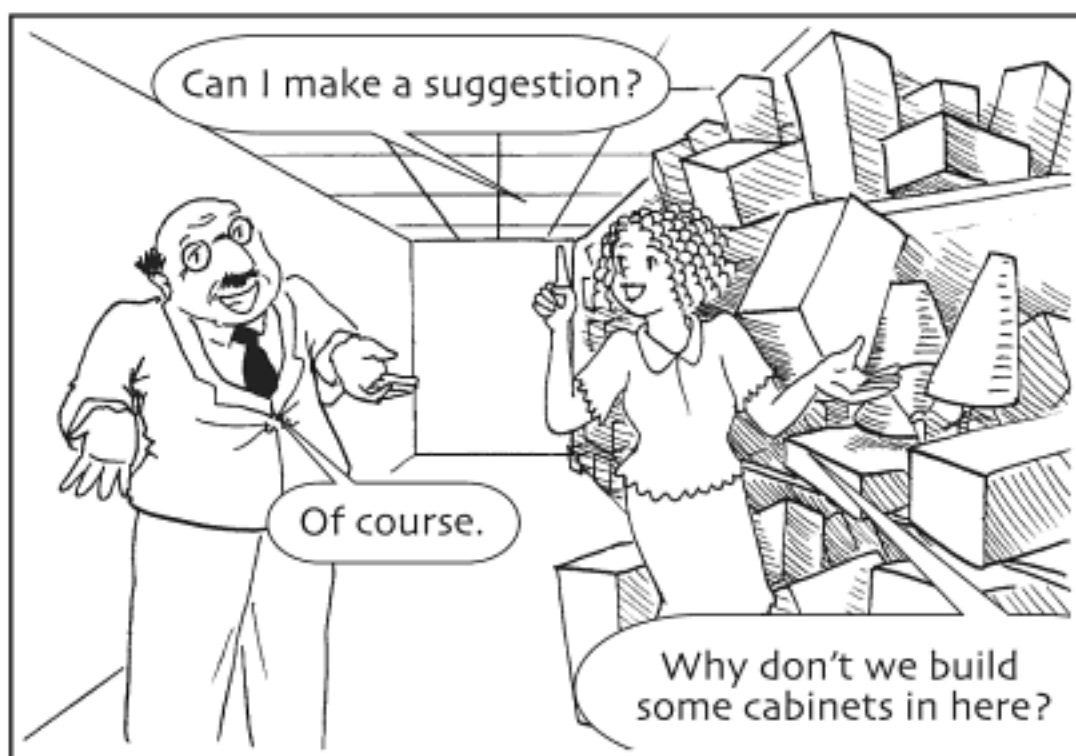
A: "I'm so angry at Maria. I'm going to talk to her right now!"

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



### 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**

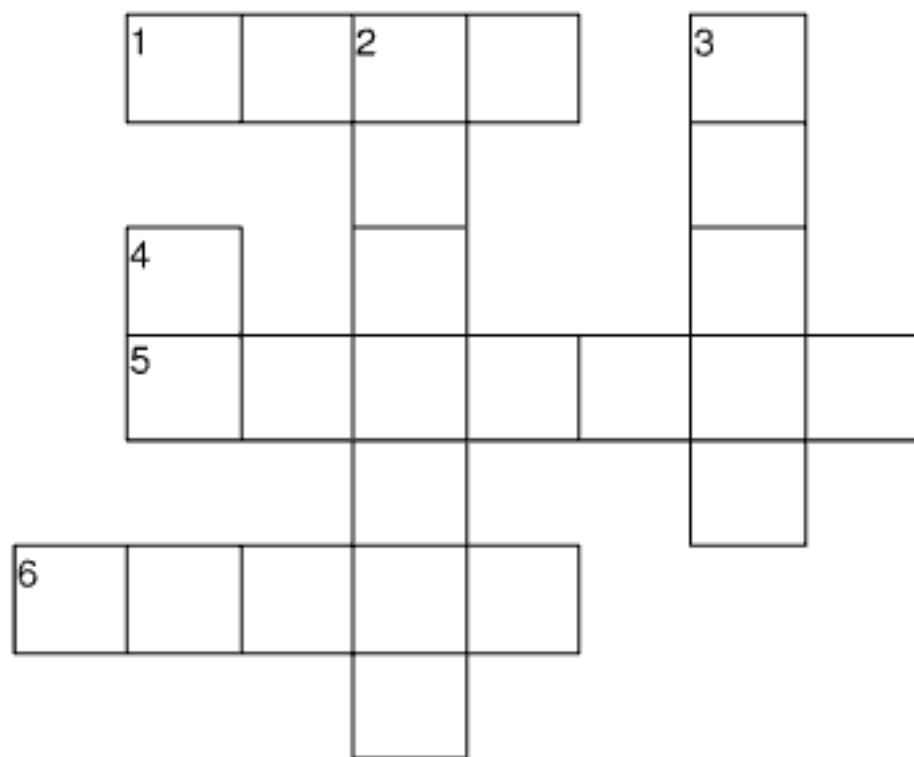


**MORE EXAMPLES** 🗨️

"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."

## GRAB A PENCIL! • Puzzle #31



### 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

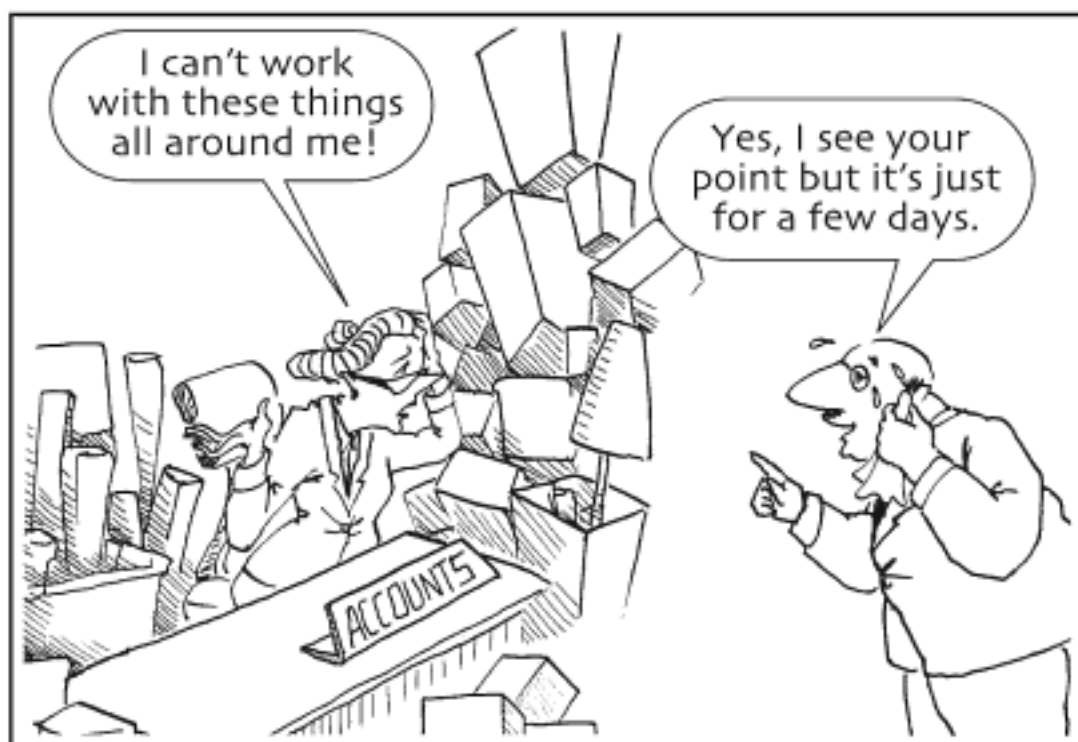
- 2) "The meeting was so long. We finally \_\_\_ up at 8 p.m.!"
- 3) "My car is at the repair shop, so I'm using a bicycle for the time \_\_\_."
- 4) "How long does it take to walk to the bank?"
  - "I can walk there \_\_\_ five minutes."

*For answers, see page 367*



## I see your point

I understand your opinion or feelings



### 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."

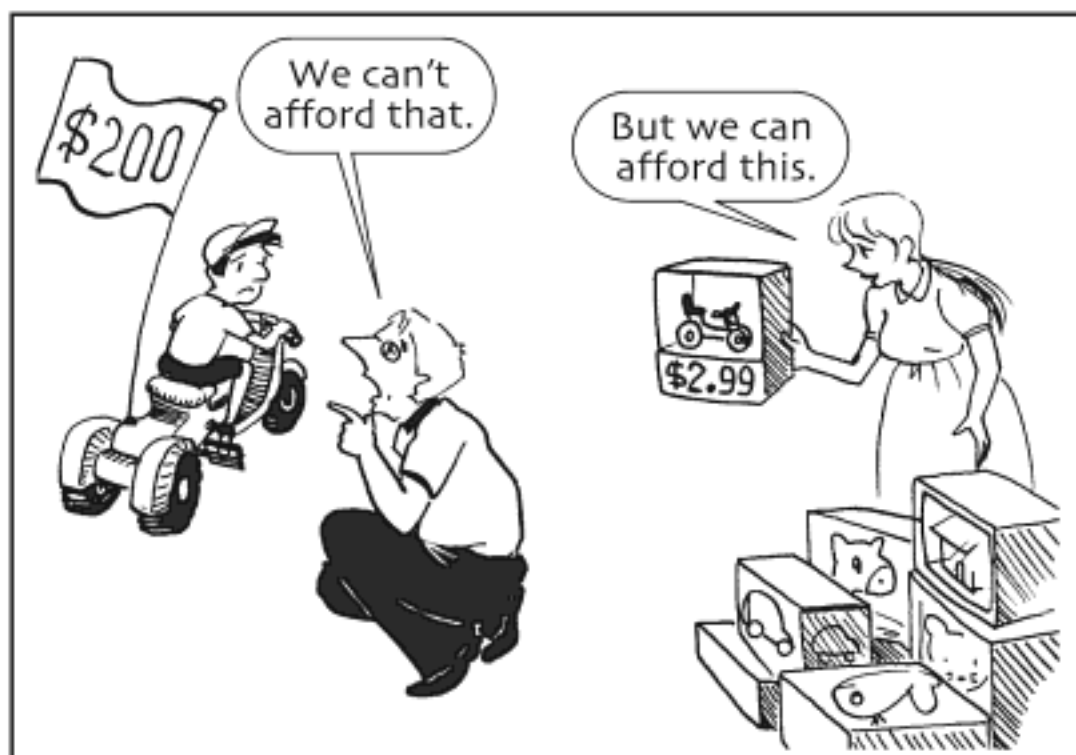
A: "If you clean my house, I'll give you five bucks."

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



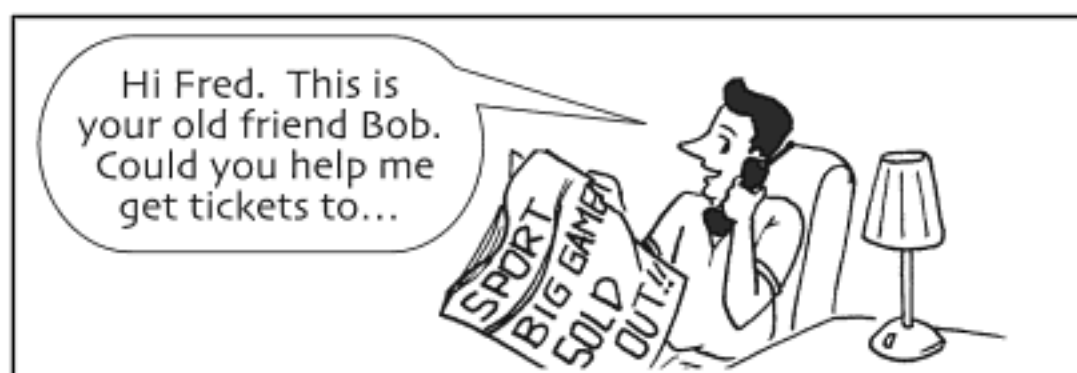
### MORE EXAMPLES

"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



### MORE EXAMPLES

A: "How did he become vice president of the company?"

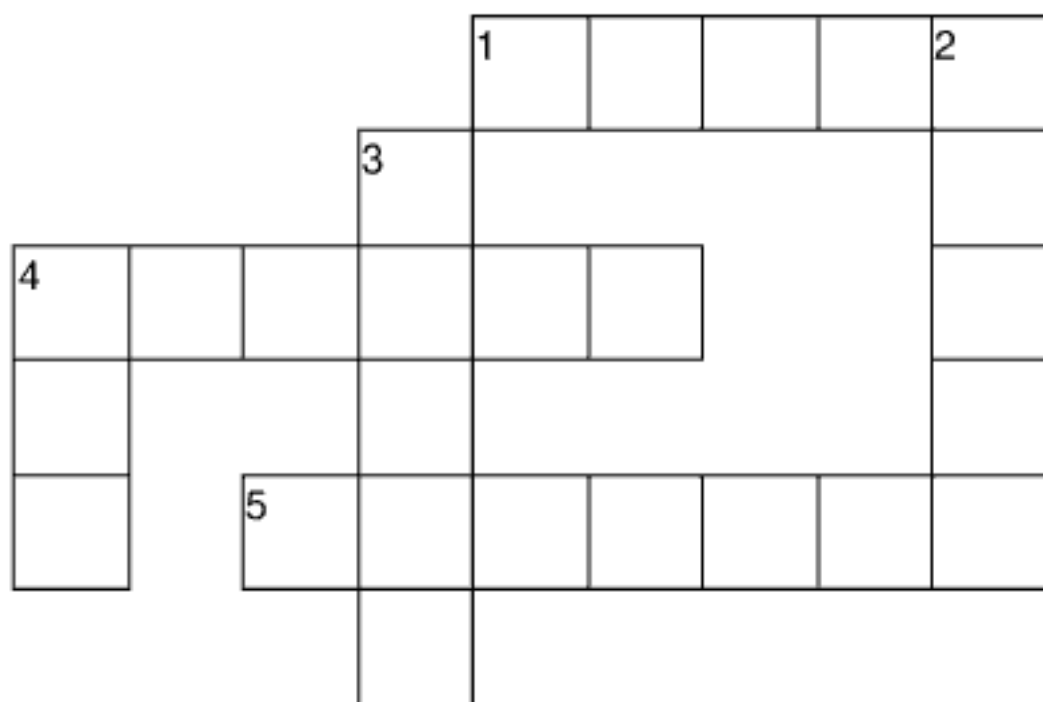
B: "His father is the president. His father **pulled** some **strings**."

A: "I'd like to work for ABC Company."

B: "My uncle works there."

A: "Maybe he can **pull** a few **strings** for me."

## GRAB A PENCIL! • Puzzle #32



### 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~~



### **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

## go over something

check the details of something



### 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?



### MORE EXAMPLES

A: "What are these machines for?"

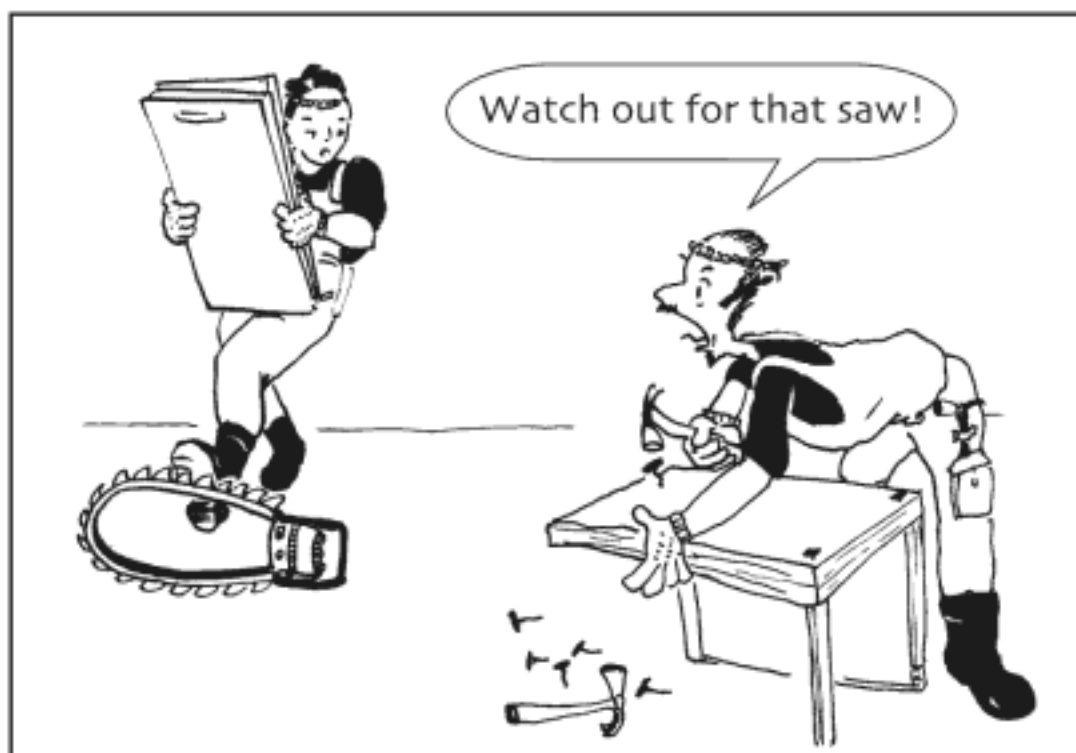
B: "For making bread."

A: "What's this key for?"

B: "It's for the bathroom."

## watch out

be careful of something that  
can be dangerous

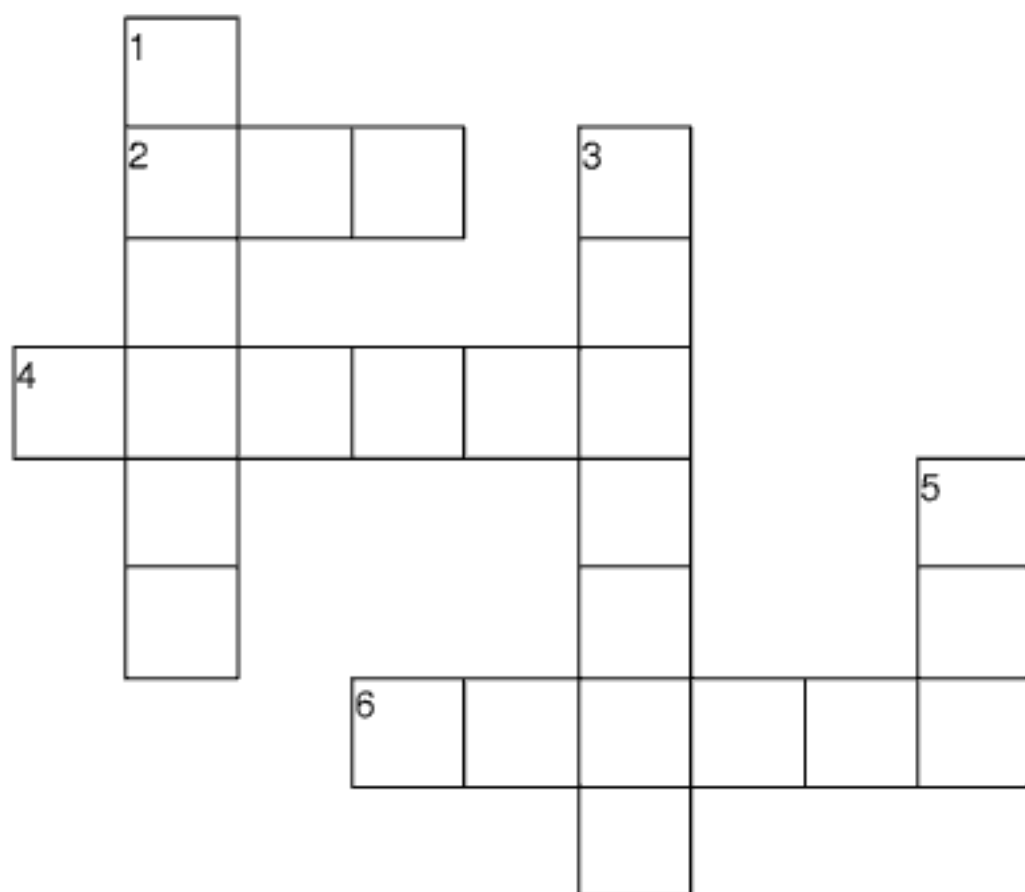


### MORE EXAMPLES

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

“When you swim in the ocean, **watch out** for sharks.”

## GRAB A PENCIL! • Puzzle #33



### 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



### **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**



### 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?



### MORE EXAMPLES

A: **“Can I have a word with you?”**

B: “Yes.”

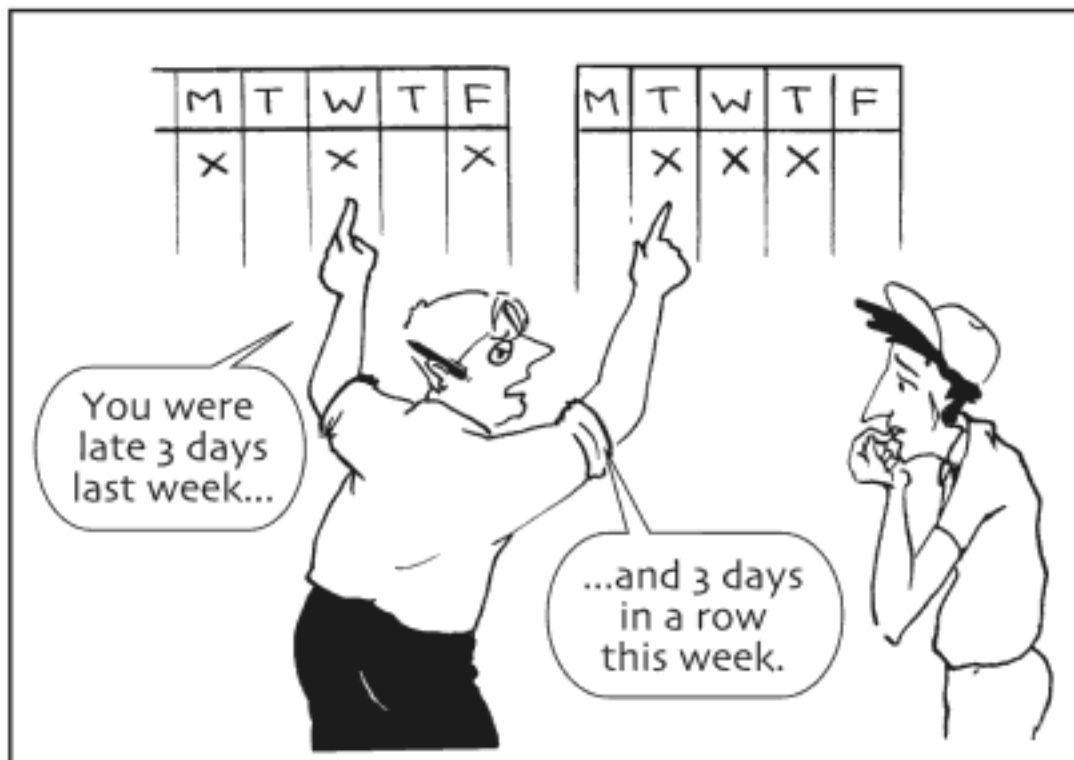
A: “We have to change the time of the meeting.”

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



### 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

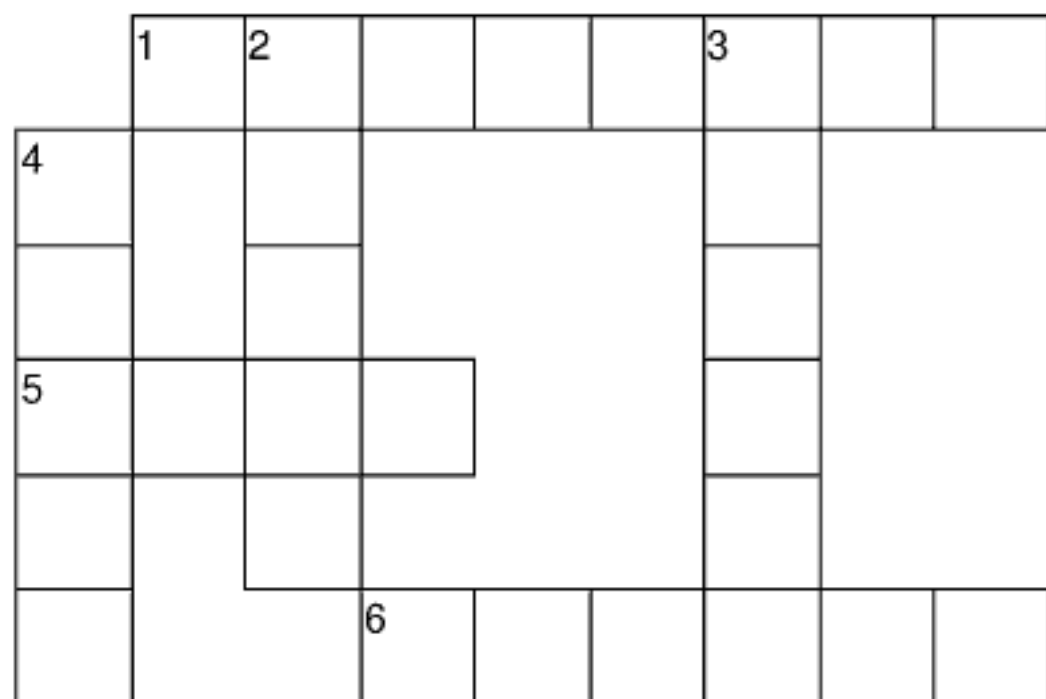
A: "Would it be possible to see the doctor today?"

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

## GRAB A PENCIL! • Puzzle #34



### 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



### **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



### 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



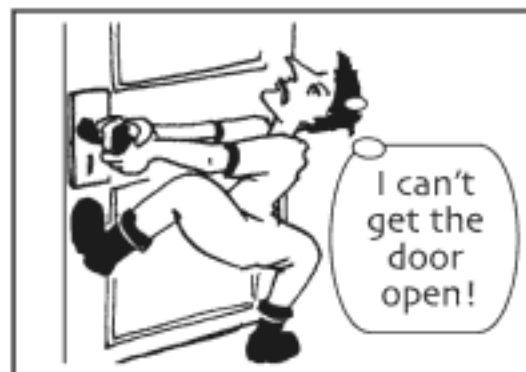
### MORE EXAMPLES

"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



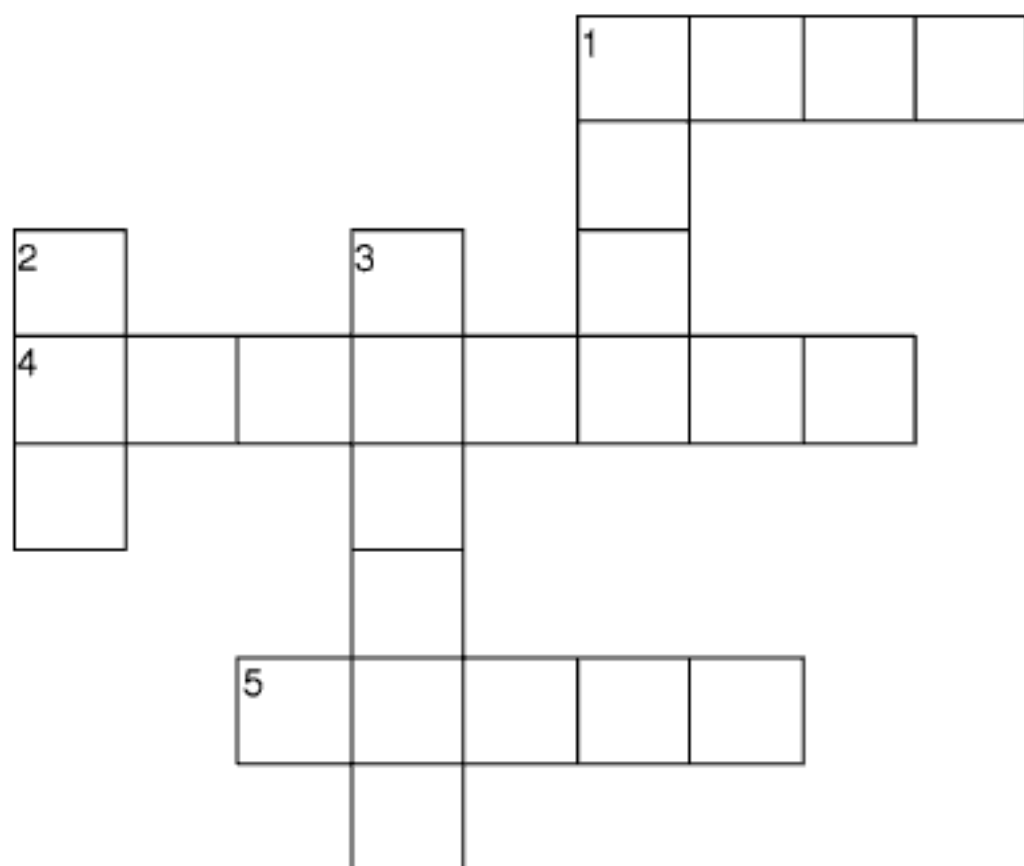
### MORE EXAMPLES

"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."

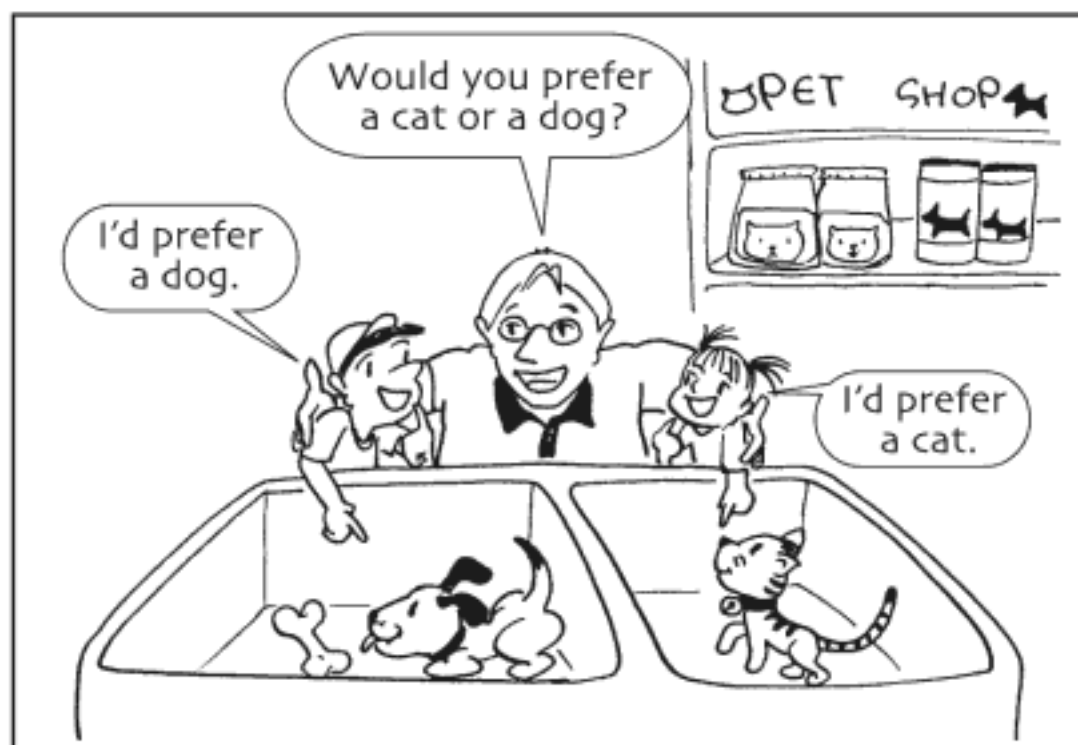
A: "My dog died."

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



### 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**



**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.



### 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.**"

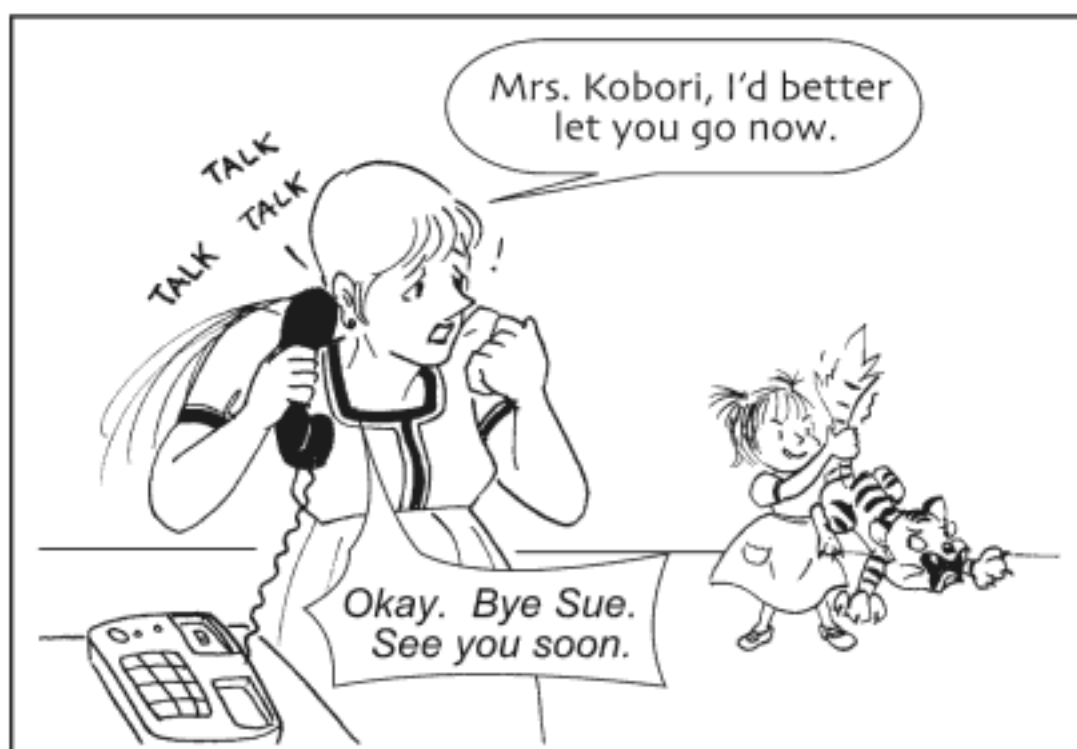
A: "Taxi Driver, please drive faster!"

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.



### MORE EXAMPLES

A: "I'd better let you go now."

B: "Okay. Keep in touch."

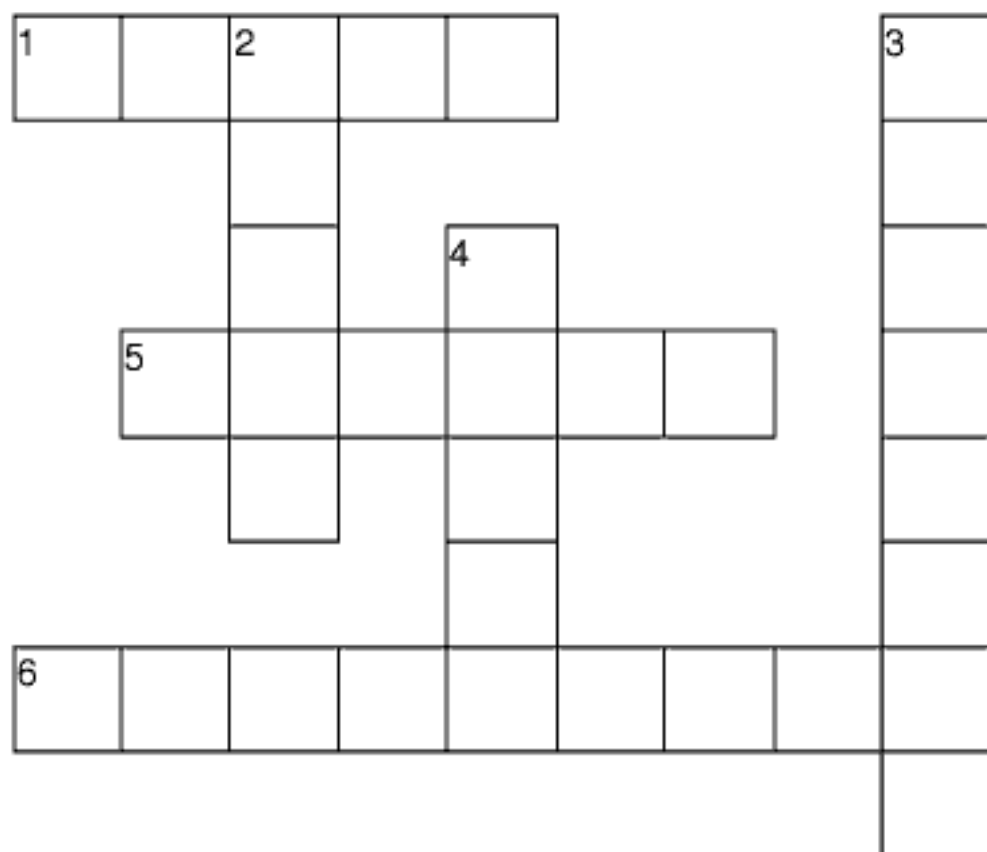
A: "I will. Bye."

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

## GRAB A PENCIL! • Puzzle #36



### 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



### 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.**



### **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



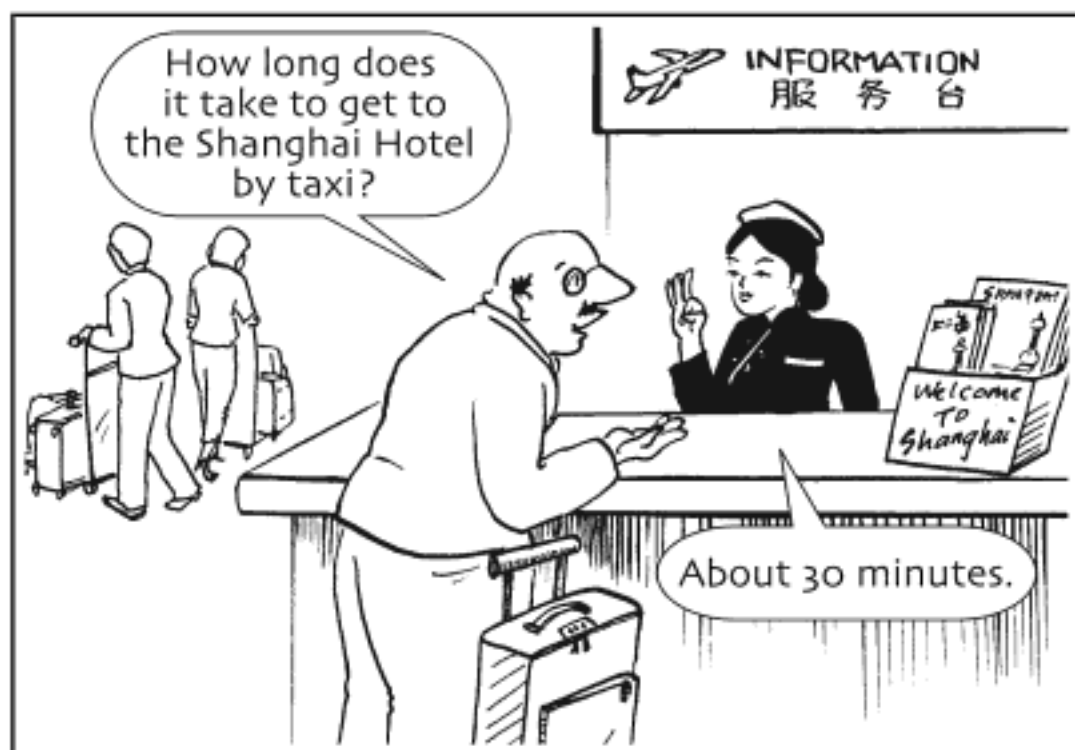
### MORE EXAMPLES

“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?



### 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

### **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



### MORE EXAMPLES

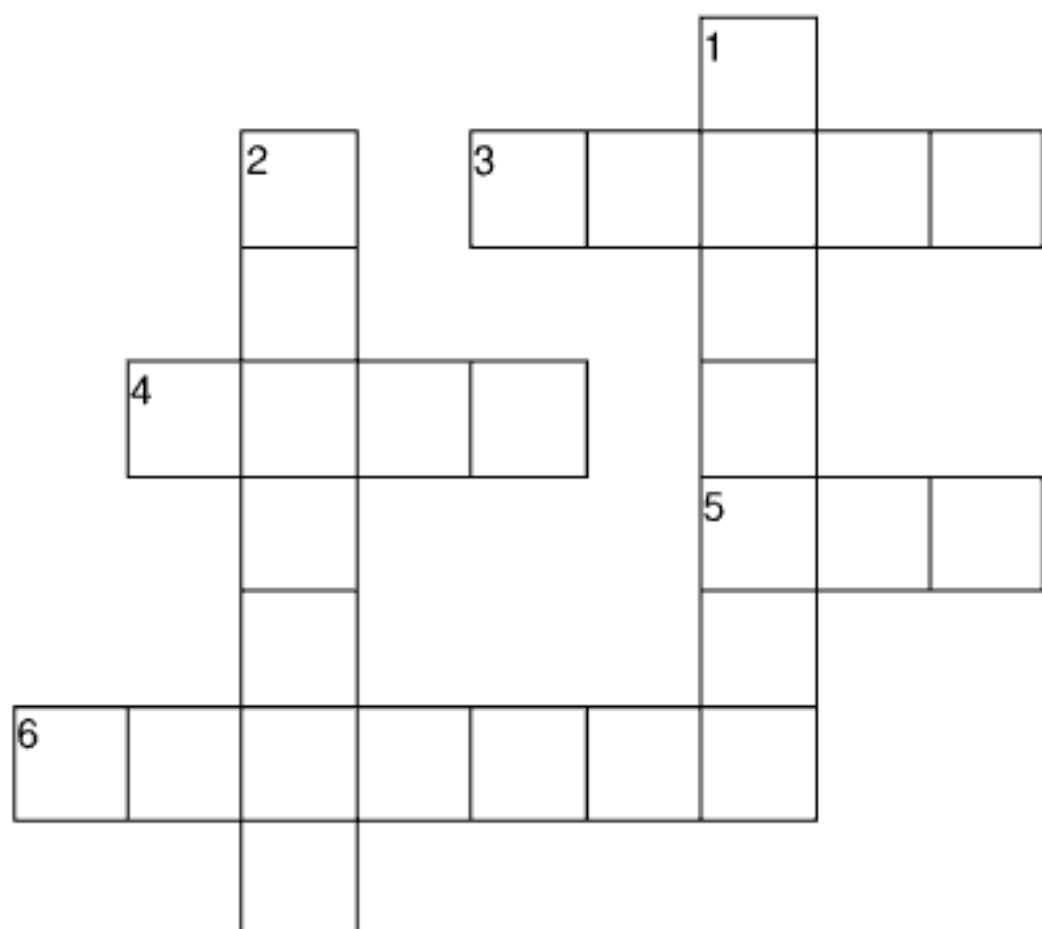
A: "Let's go see that new movie tonight."

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."

## GRAB A PENCIL! • Puzzle #37



### 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*.



### 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



### MORE EXAMPLES

A: "Are you free next week?"

B: "No, I'll be **away on business.**"

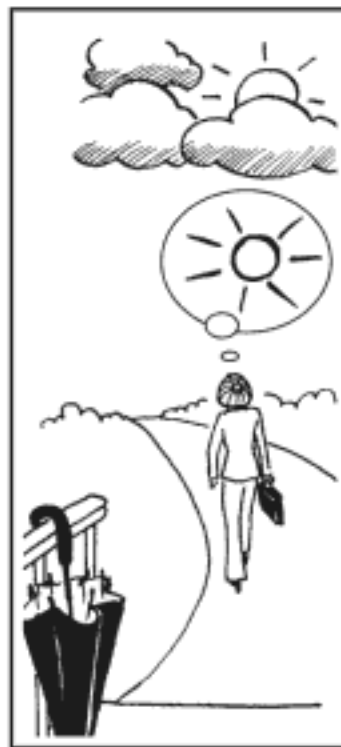
A: "I tried calling you last week, but I couldn't reach you."

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

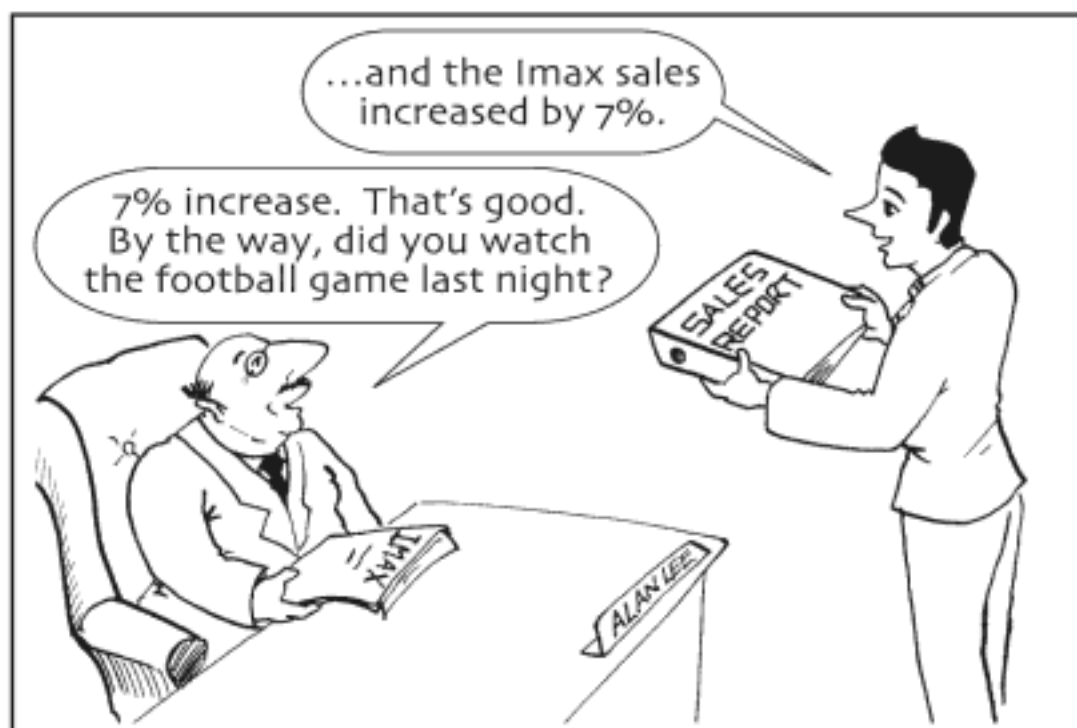
A: "Miss French went to the bank. **Is** she **back**?"

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.



### MORE EXAMPLES

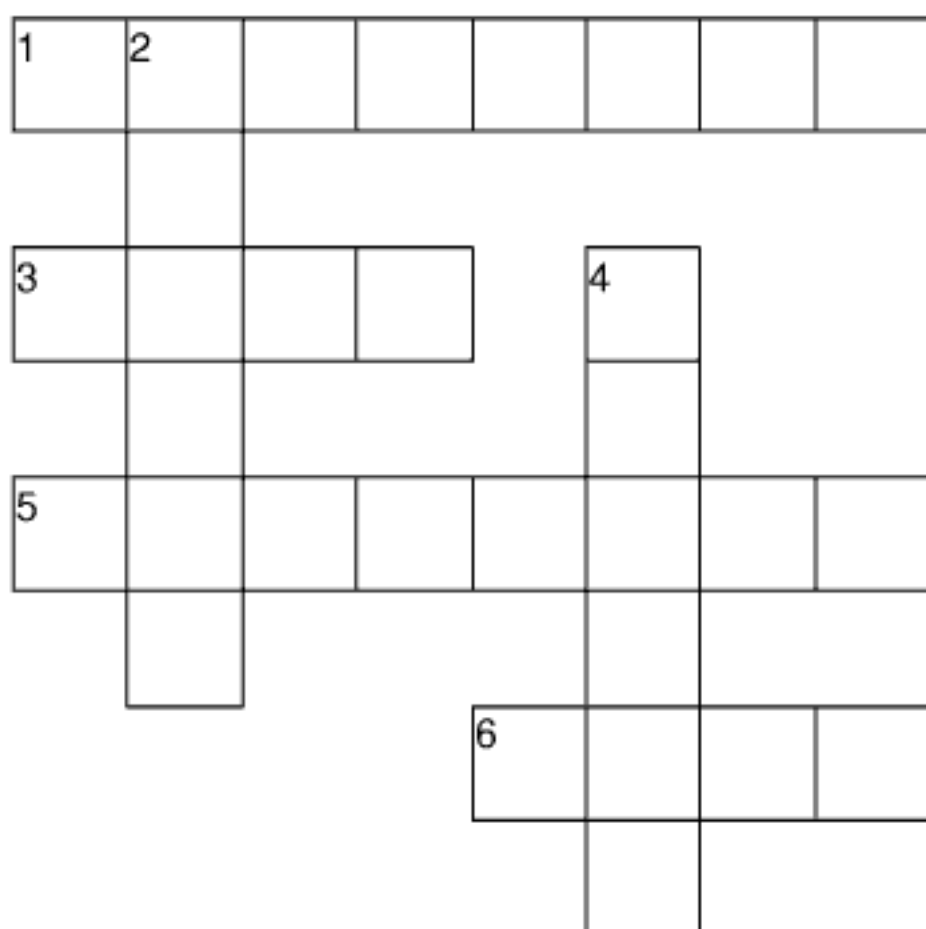
A: "Are you ready to go to lunch?"

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?"



## GRAB A PENCIL! • Puzzle #38



### 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.



### MORE EXAMPLES

A: "Have you been waiting long?"

B: "No, just a few minutes."

"I'm sorry to keep you waiting. **Have you been waiting long?**"

## 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.



### MORE EXAMPLES

A: "One cheeseburger, please."

B: "Is that **for here or to go?**"

A: "It's to go."

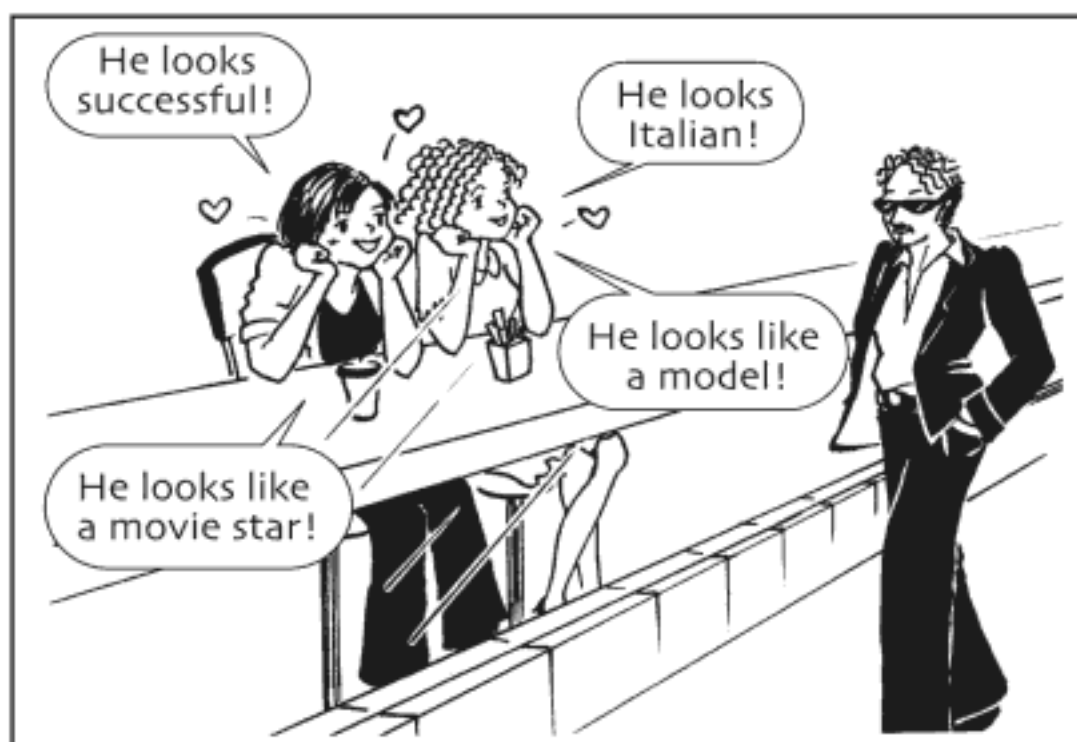
A: "I'd like two coffees, please."

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)

**at least 21**

21 **or more than** 21

**MORE EXAMPLES** 

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

## GRAB A PENCIL! – Puzzle #39

### 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.



### MORE EXAMPLES

A: "**How was** your vacation?"

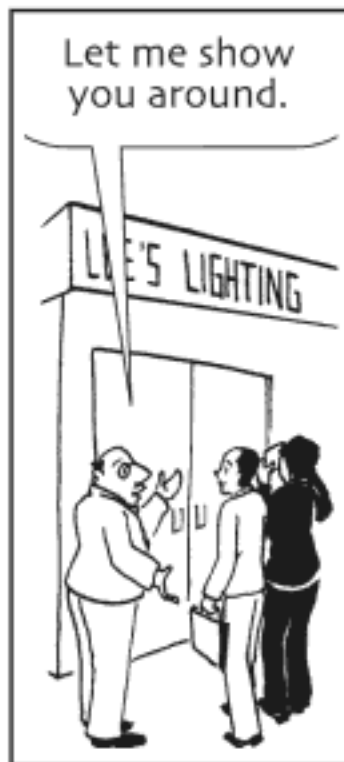
B: "It was great, thanks."

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.



### 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

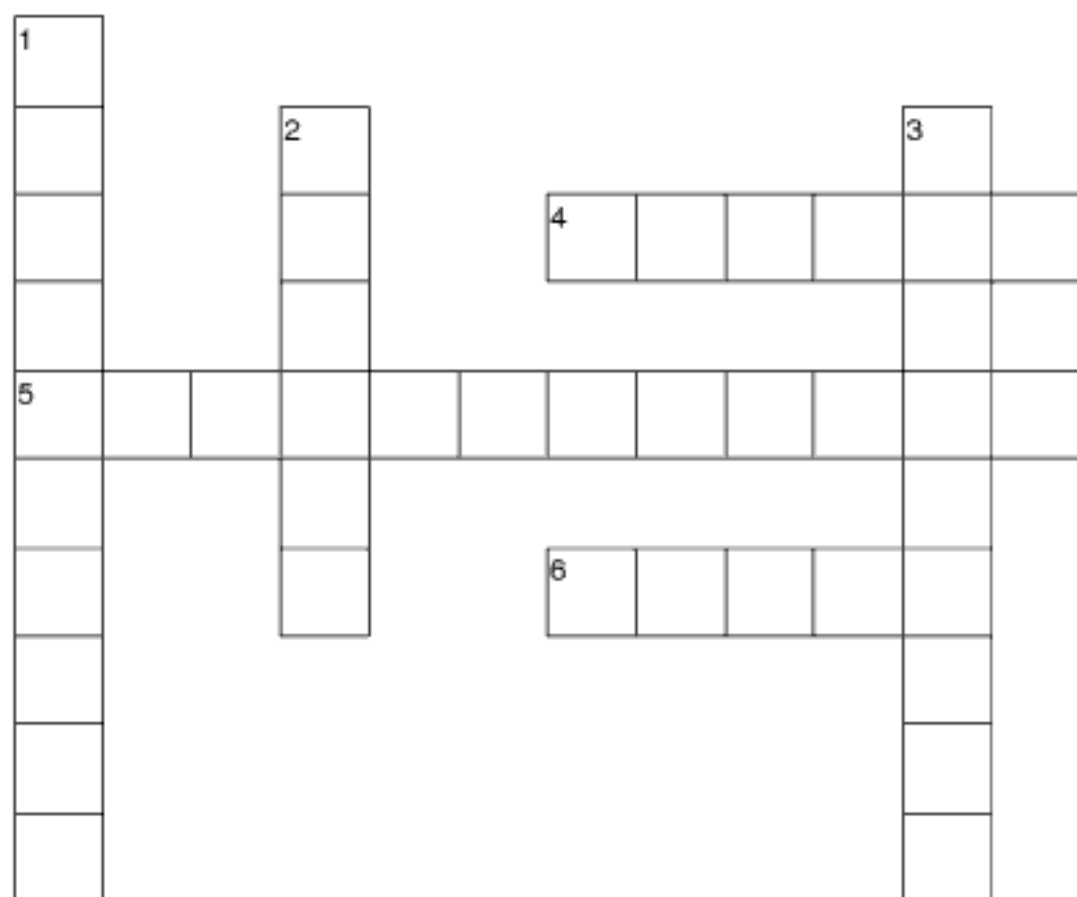
“Hi James. Come in and **make yourself at home**. Let me take your coat.”

A: “May I use your phone?”

B: “Go ahead. **Make yourself at home.**”

For *go ahead*, see page 110

## GRAB A PENCIL! • Puzzle #40



### 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



### 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



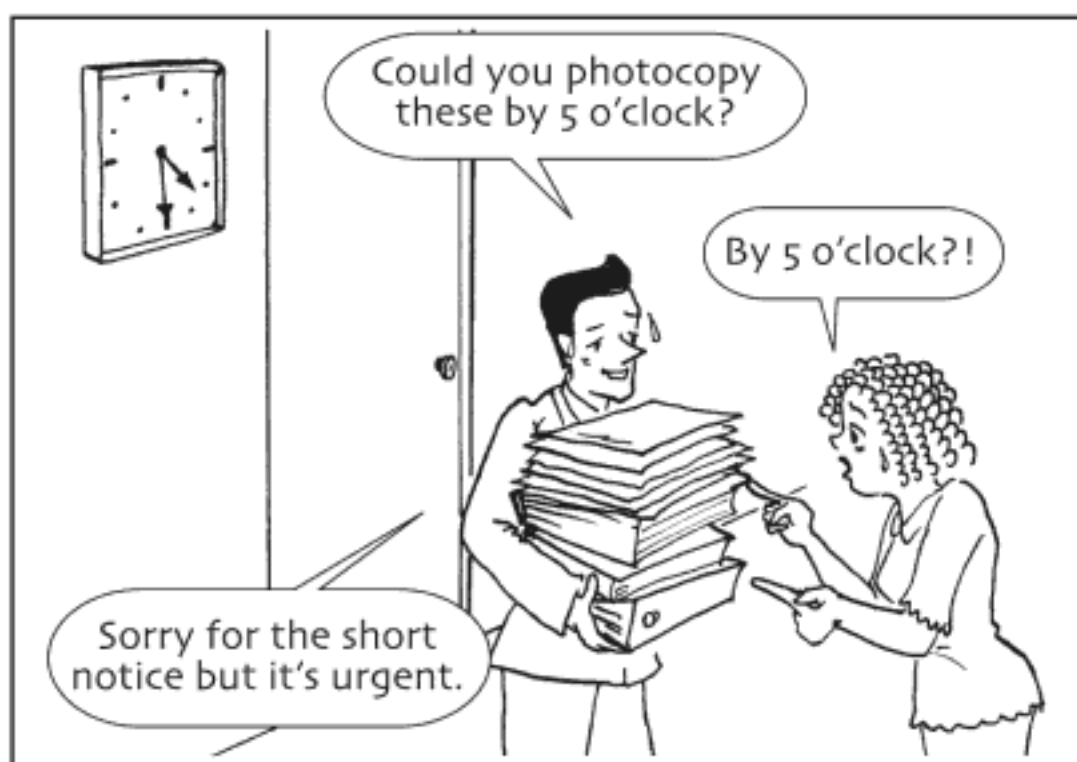
### MORE EXAMPLES

“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



### 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



### 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



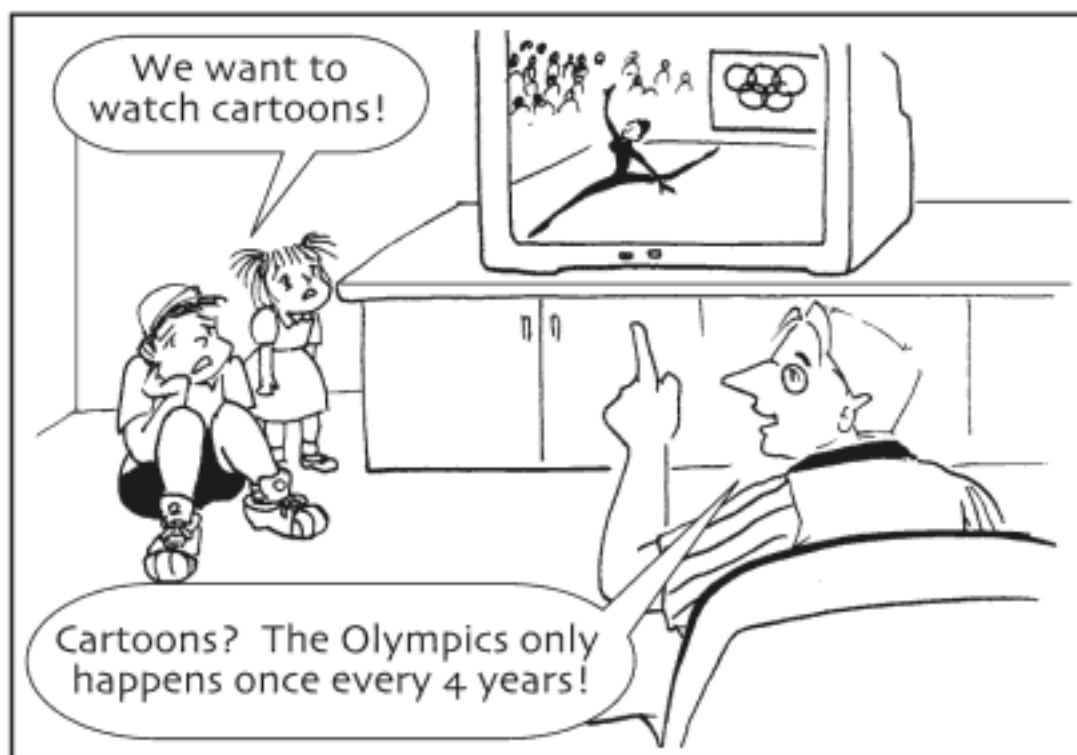
### MORE EXAMPLES

“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** 🗨️

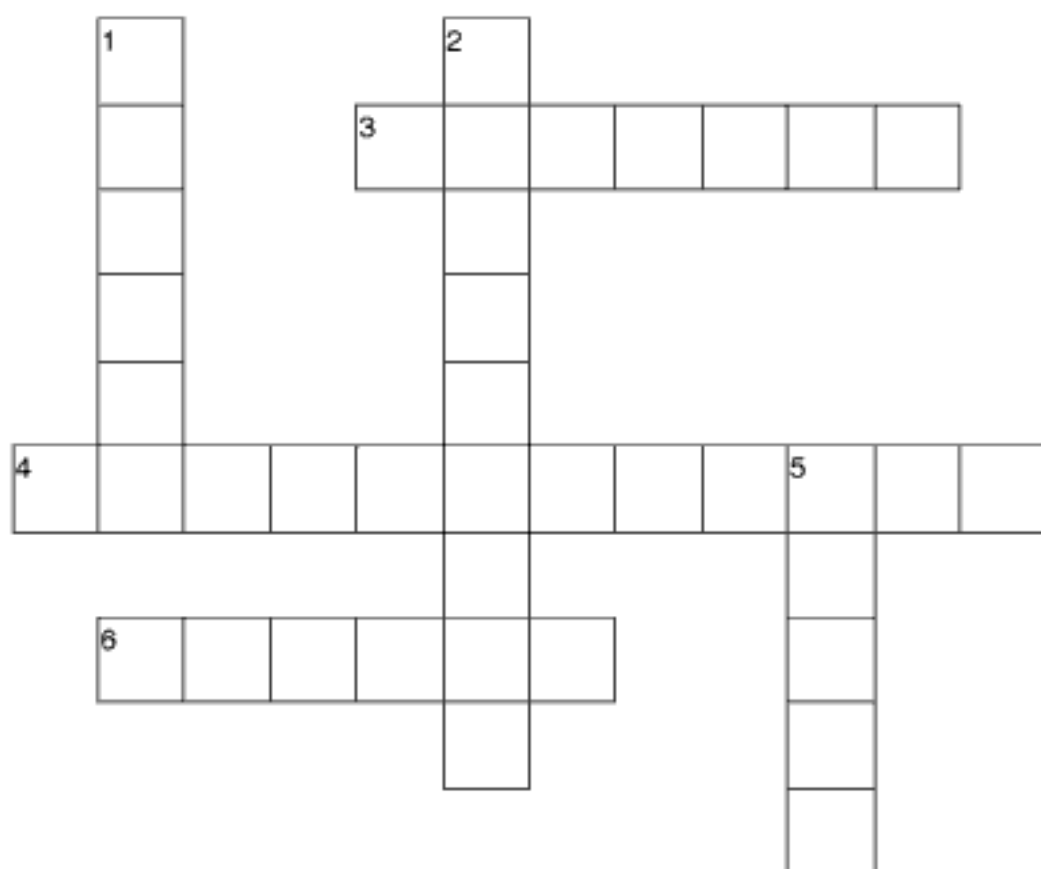
A: "I go jogging once a week."

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

## GRAB A PENCIL! • Puzzle #41



### 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~~



### 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.

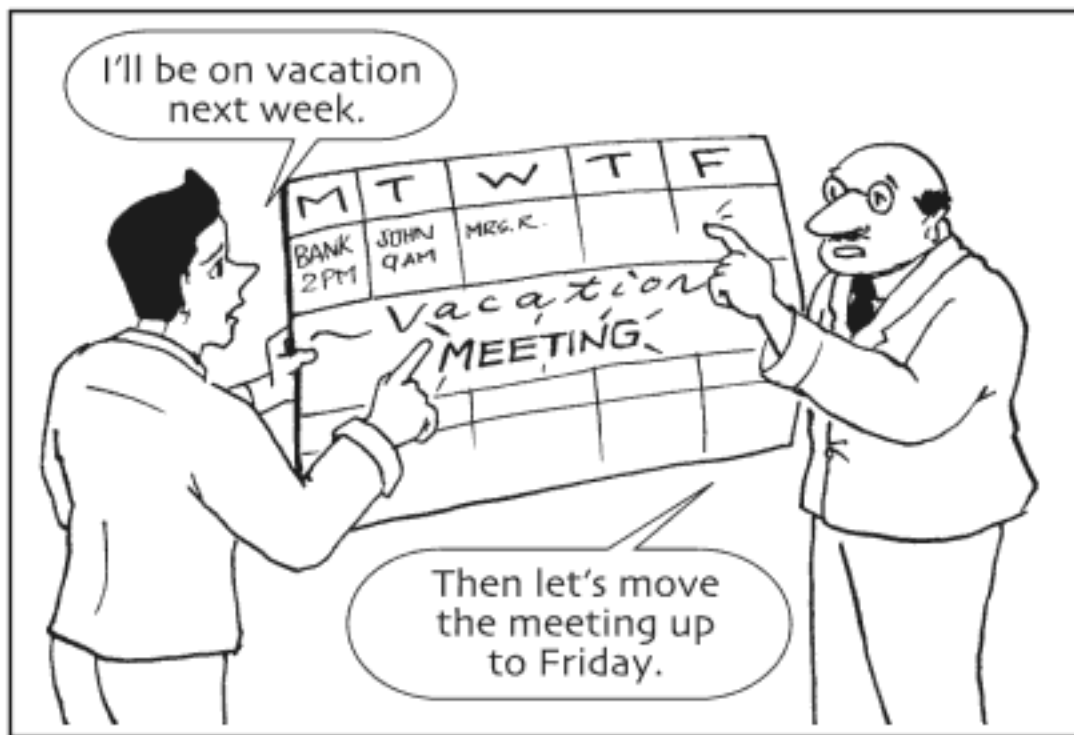


### MORE EXAMPLES

“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**



### MORE EXAMPLES 🗨️

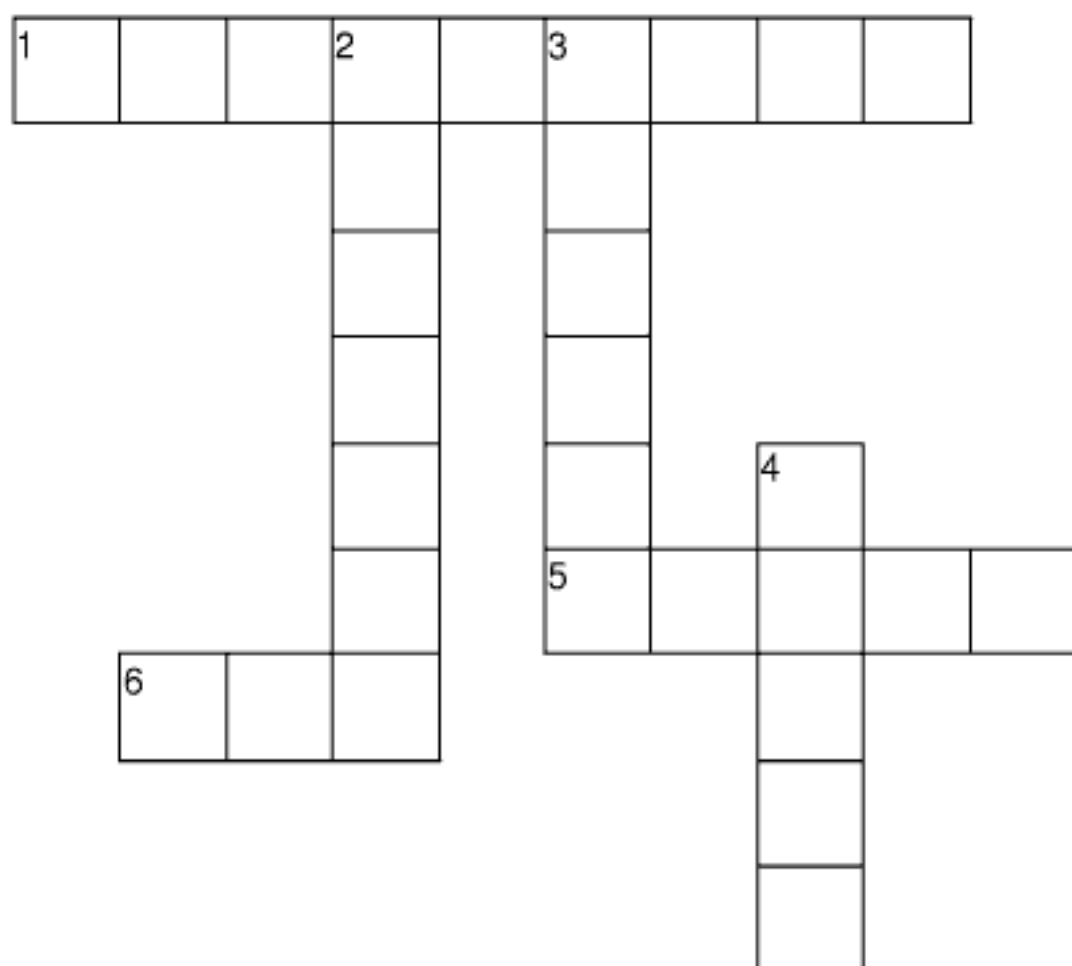
“The deadline was Friday, but they **moved** it **up** to Thursday.”

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*

## the week after next

the week after next week

NOT ~~next next week~~



### 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.



### MORE EXAMPLES

A: "My salary is low and I don't enjoy my job."

B: "**If I 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.



### 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~~



### 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 / it's difficult to**

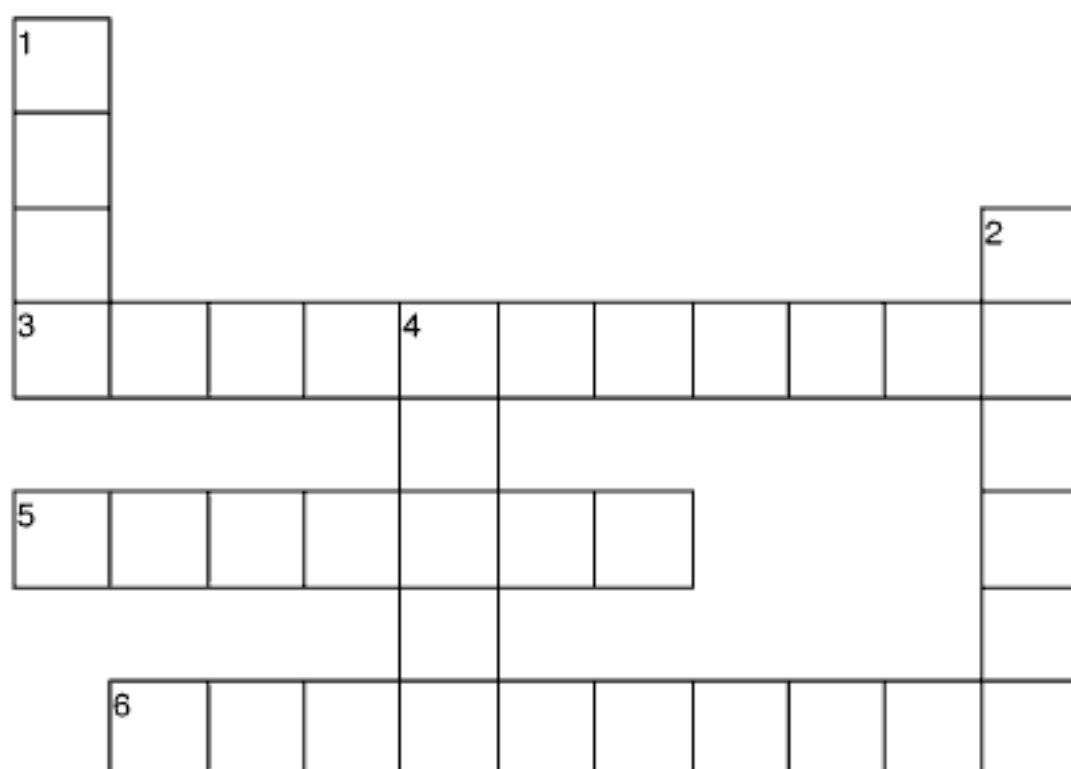
NOT ~~I'm easy to~~ / NOT ~~I'm difficult to~~

**MORE EXAMPLES** 🗨️

**"It's easy to** get to the airport. Just follow the signs."

**"It's difficult for me to** read without my glasses."

## GRAB A PENCIL! • Puzzle #43



### 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**

### **MORE EXAMPLES**

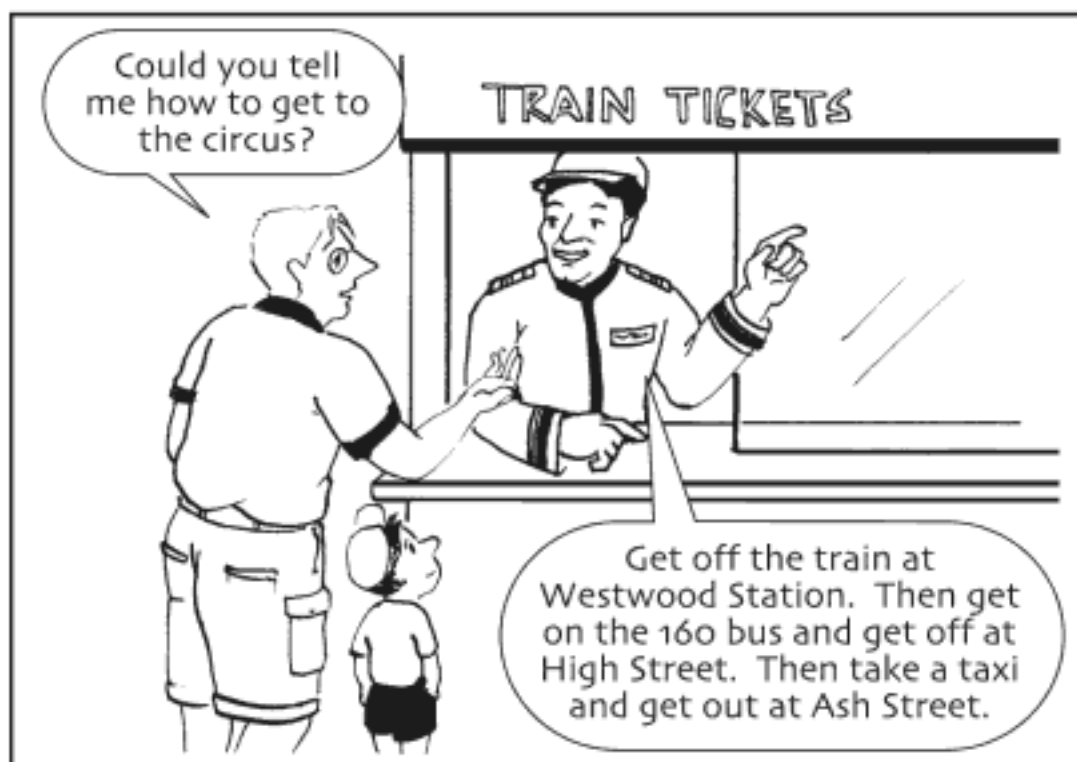
“I called three times, but he never answered the phone. In the end I **give up**.”

“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



### 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

### **MORE EXAMPLES** 🗨️

“**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.



### MORE EXAMPLES

“I **was supposed to** go to the meeting. I planned to go, but I didn’t. I was tied up.”

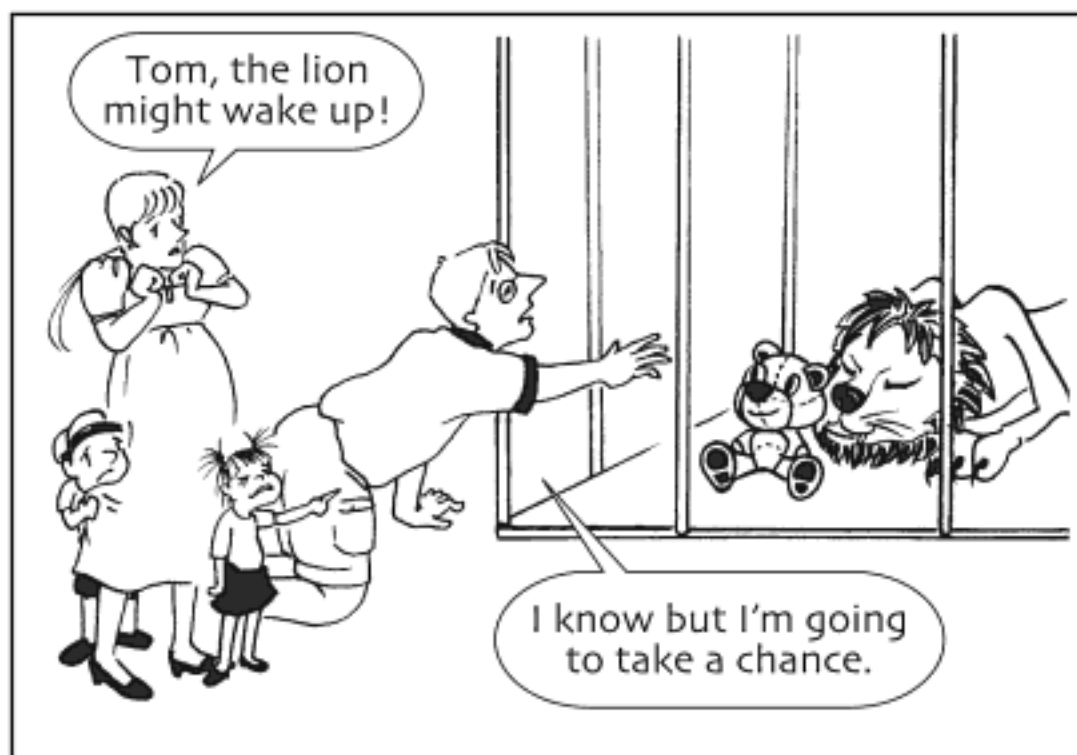
“We **were supposed to** finish this last month, but it’s still not complete.”

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.

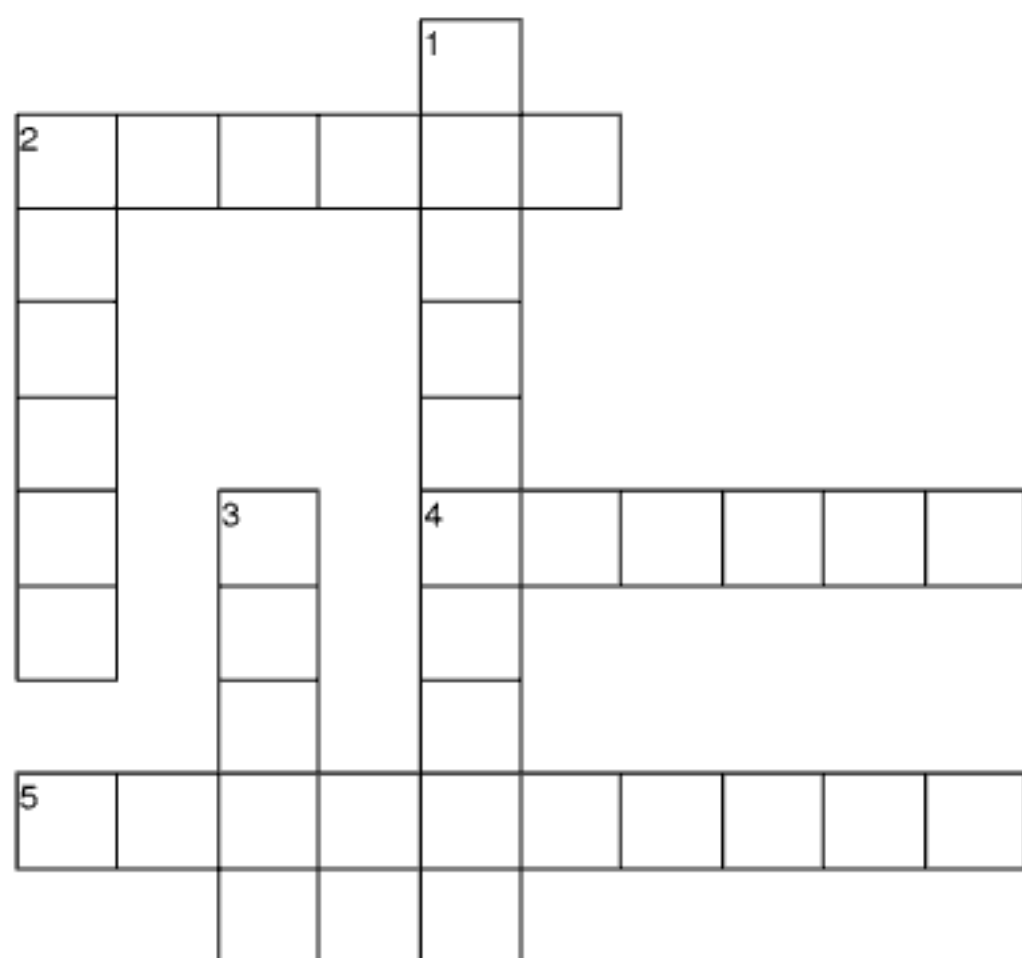
### **MORE EXAMPLES**

“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.”

## GRAB A PENCIL! • Puzzle #44



### 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!"

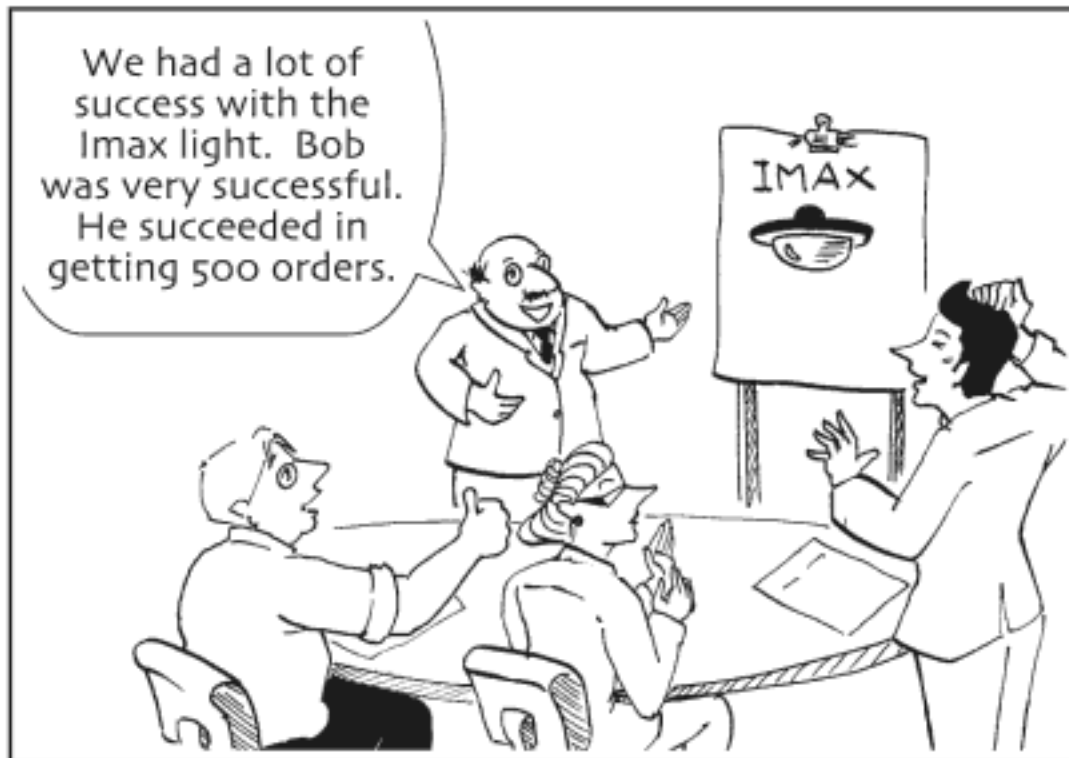
### DOWN

- 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~~



### MORE EXAMPLES 🗨️

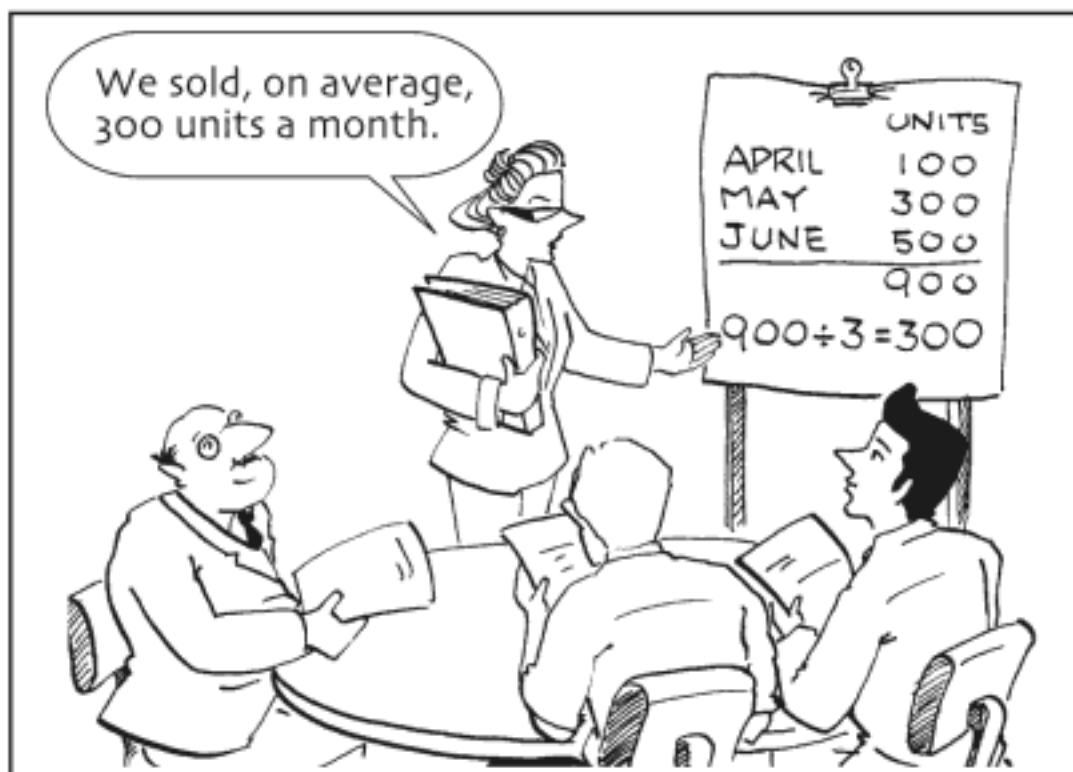
“I’d always wanted to climb Mount Everest and finally I **succeeded**.”

“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

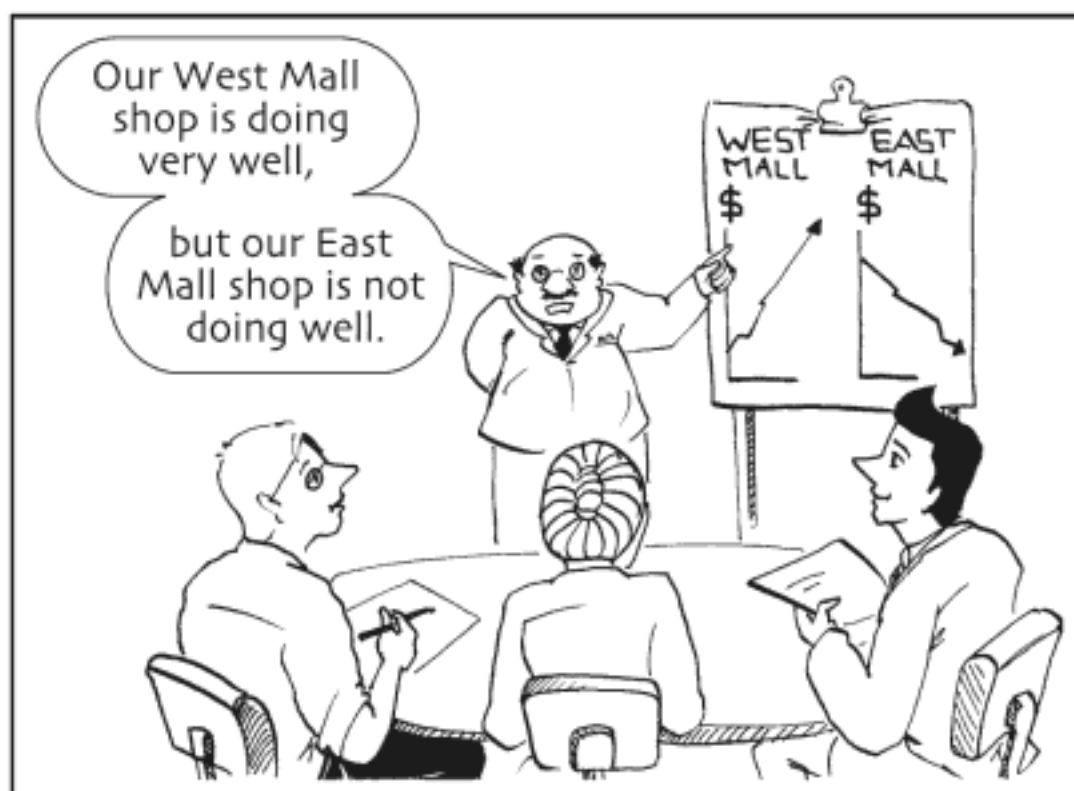
“Children watch, **on average**, five hours of television every day.”

“I cook chicken, **on average**, once every two months.”

For *once every two months*, see page 286

## do well

**be financially successful**



### 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.



### MORE EXAMPLES

**“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

## GRAB A PENCIL! – Puzzle #45

### ACROSS

- 3) “My stomach is too big and my pants are too tight. The bottom \_\_ is needed 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 years 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."

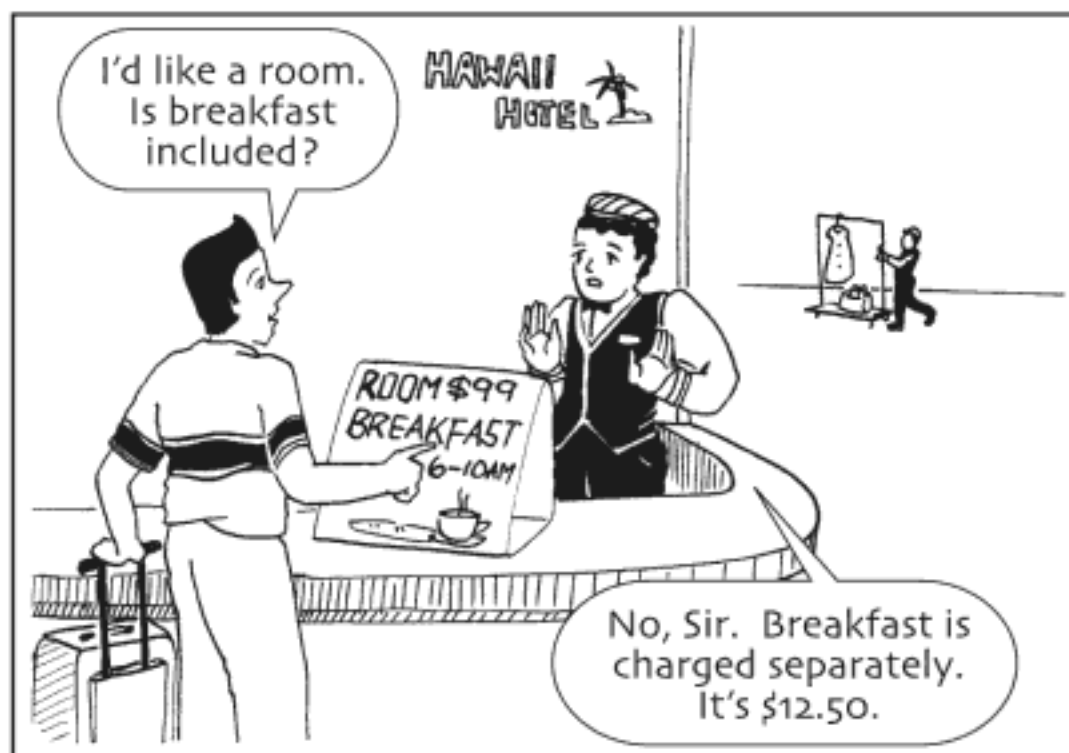
A: "Have you seen the movie *Danger Zone*?"

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?~~



### 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



### MORE EXAMPLES 🗨️

A: "How much does it cost to mail a package?"

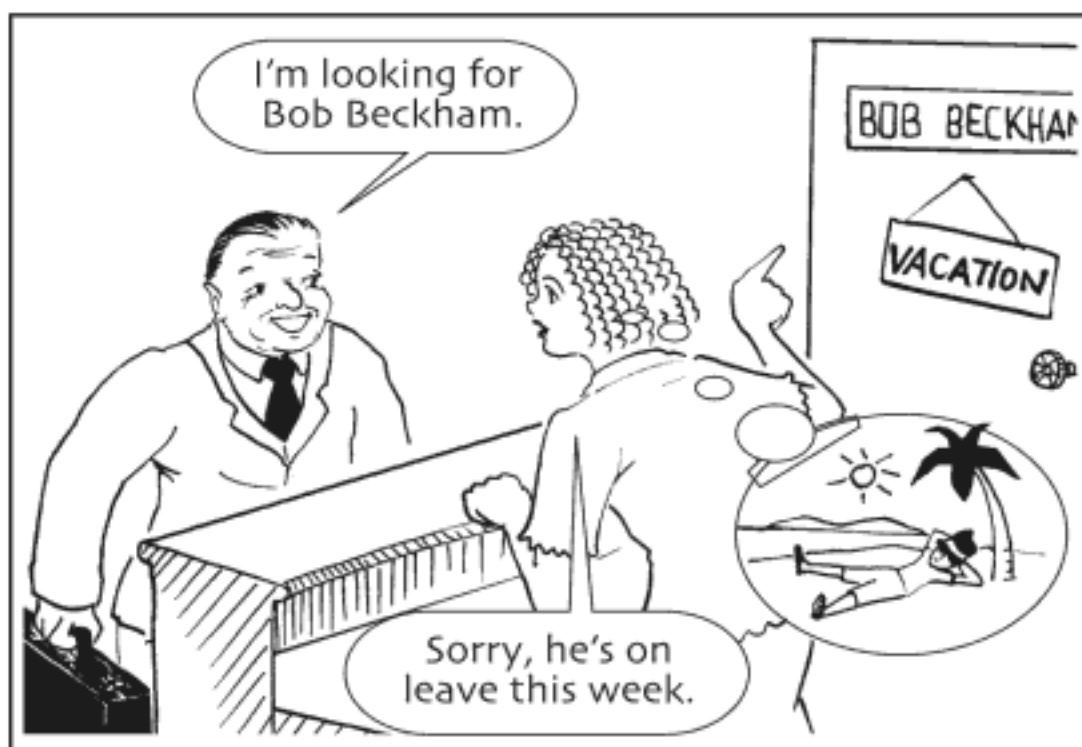
B: "**It depends on** the weight."

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**



### 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?”**

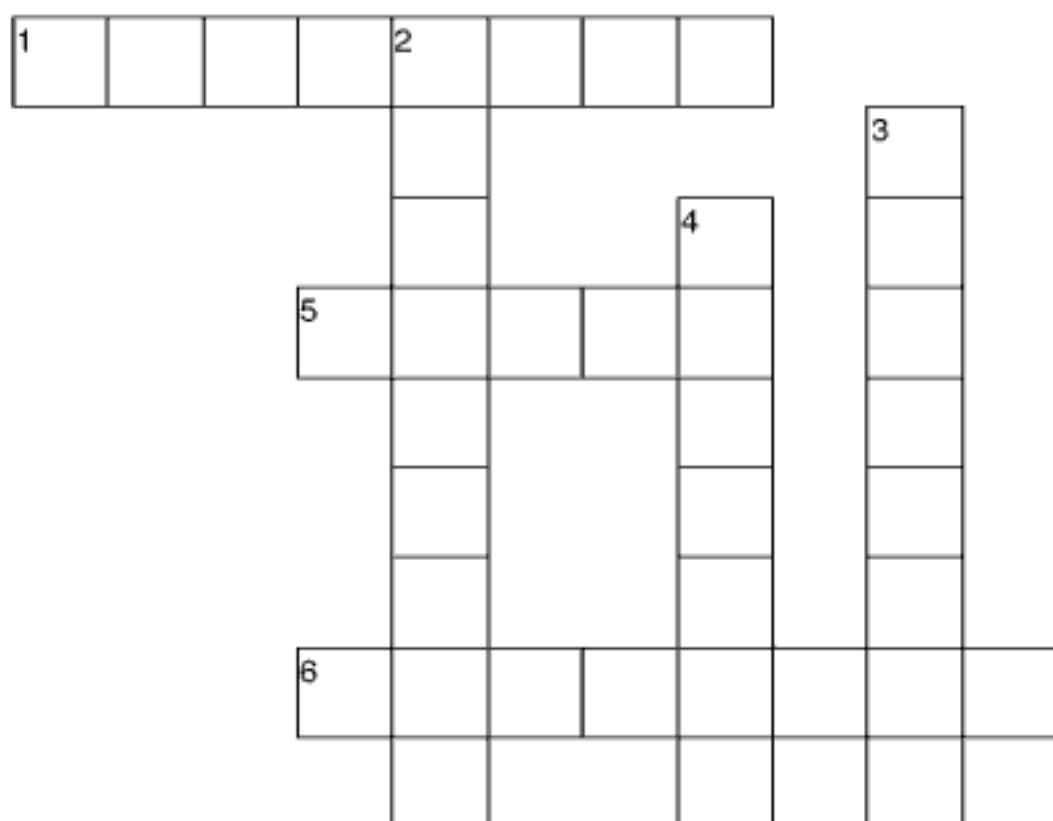
B: “Take the elevator to the third floor and turn left.”

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

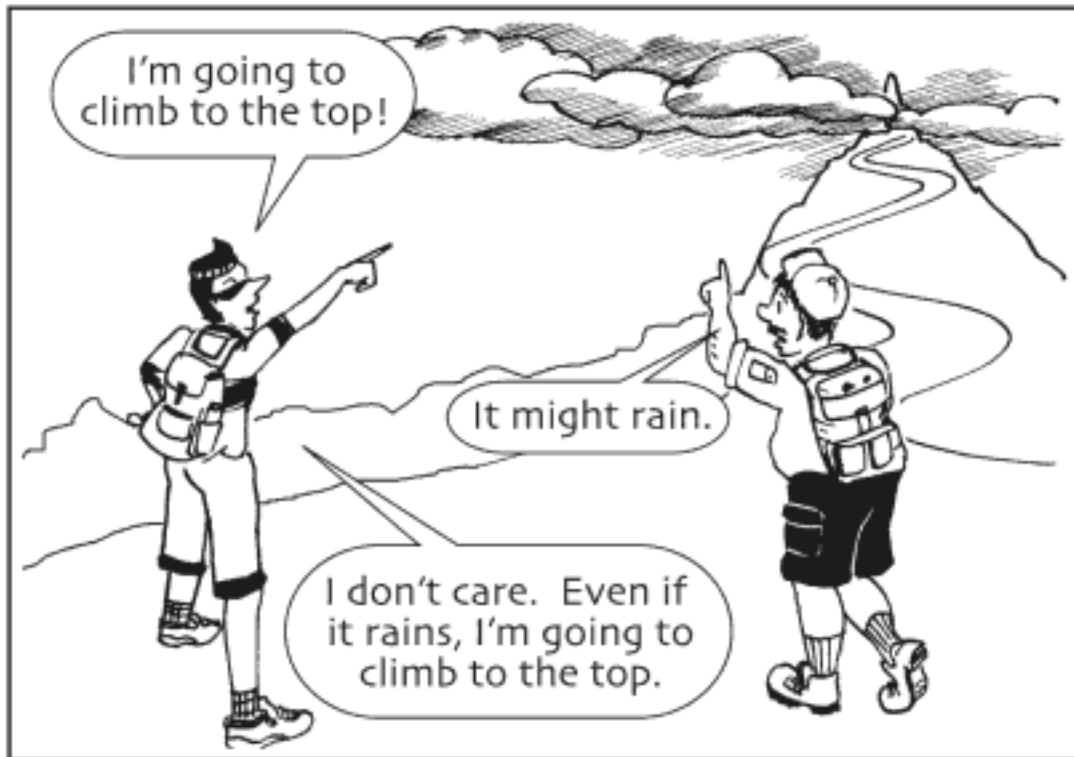
- 2) "Are you going to the party?" ▪ "It \_\_\_ \_\_ my wife. If she wants to go, we'll go."
- 3) "I'd like to buy this electronic toy. Are the batteries \_\_\_?" ▪ "No, they are sold separately."
- 4) "Do you know who Mick Jagger is?" ▪ "No, I've never \_\_\_ \_\_ him. Is he an actor?"

*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**



### 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**.”

## **get together** with someone

**meet** someone **socially**



### **MORE EXAMPLES** 🗨️

“Would you like to **get together** next week?  
We could go and see a movie.”

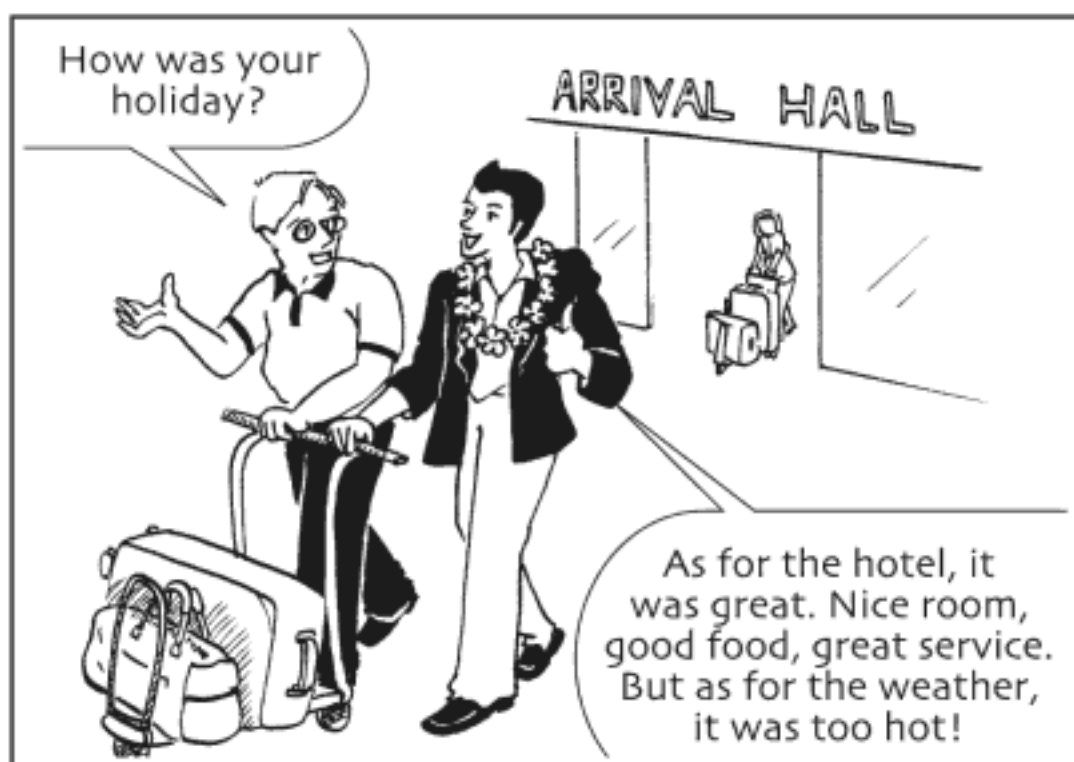
A: “I’m leaving next week.”

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

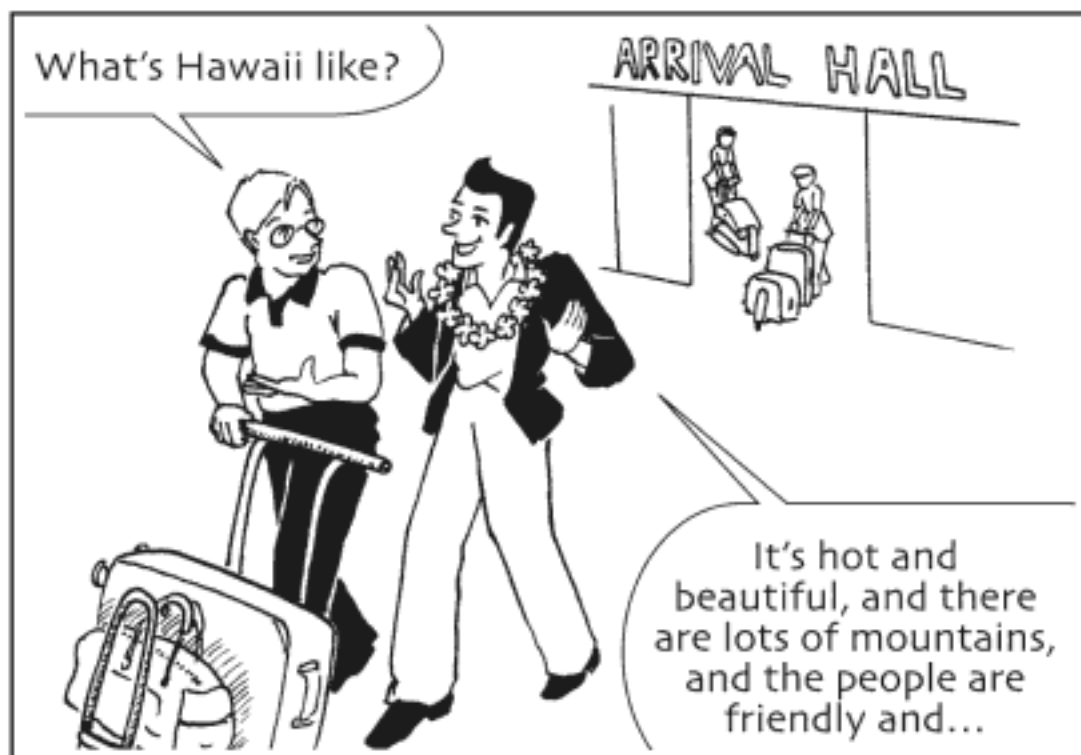
“Sergio’s is a good restaurant. **As for** the service, it’s fast and the waiters are friendly. **As for** the price, it’s pretty cheap.”

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.



### MORE EXAMPLES

A: "**What's** that restaurant **like**?"

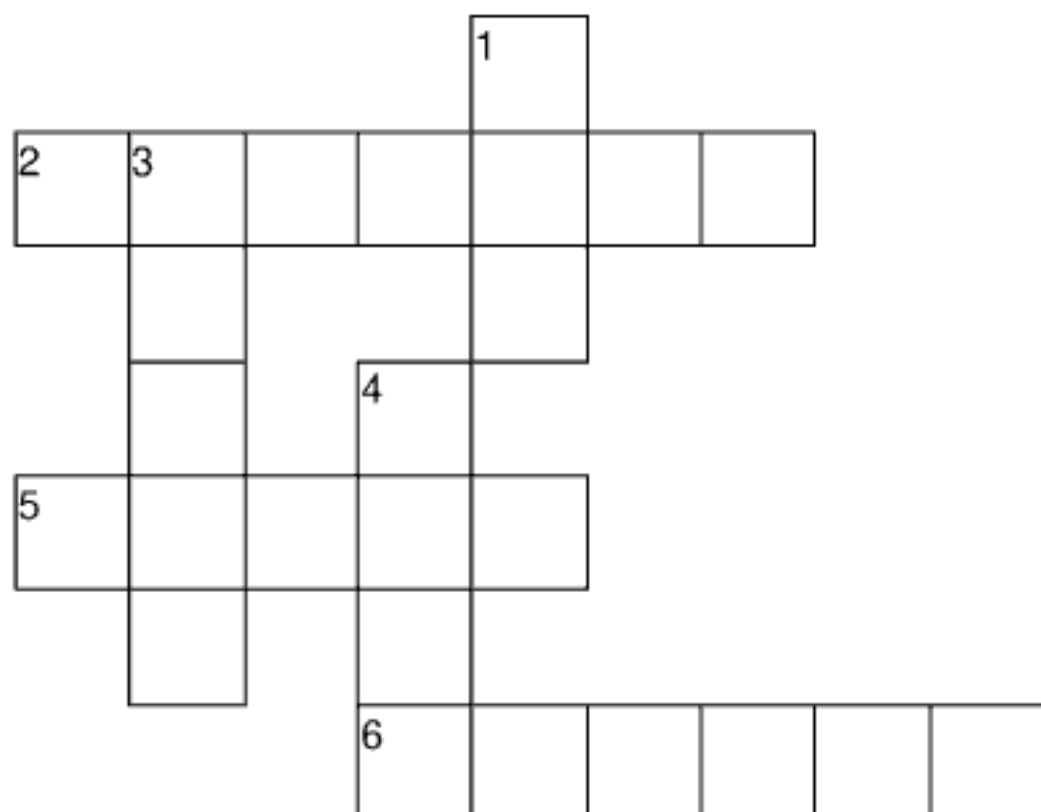
B: "Well, the food is spicy and it's a little expensive."

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

## GRAB A PENCIL! • Puzzle #47



### 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 mod-  
ern, and the teachers are very good."

*For answers, see page 368*



## **short for** something

a **shorter way to say** a word



### **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



## 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~~



### 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.



### 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.



### MORE EXAMPLES

A: "When can you deliver the sofa?"

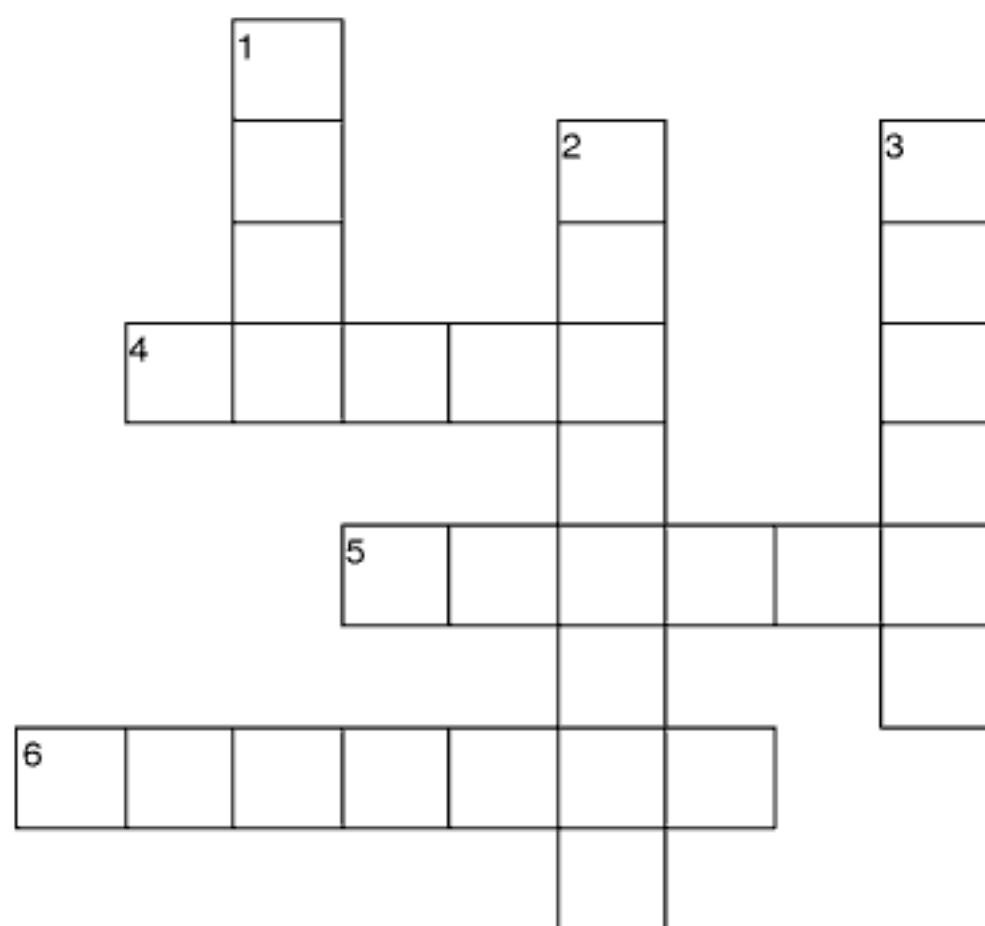
B: "Can you **give me** a few days? I'm very busy this week."

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

## GRAB A PENCIL! • Puzzle #48



### 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



**MORE EXAMPLES** 🗨️

A: "Don't forget to buy eggs."

B: "I'd better write it down **in case** I forget."

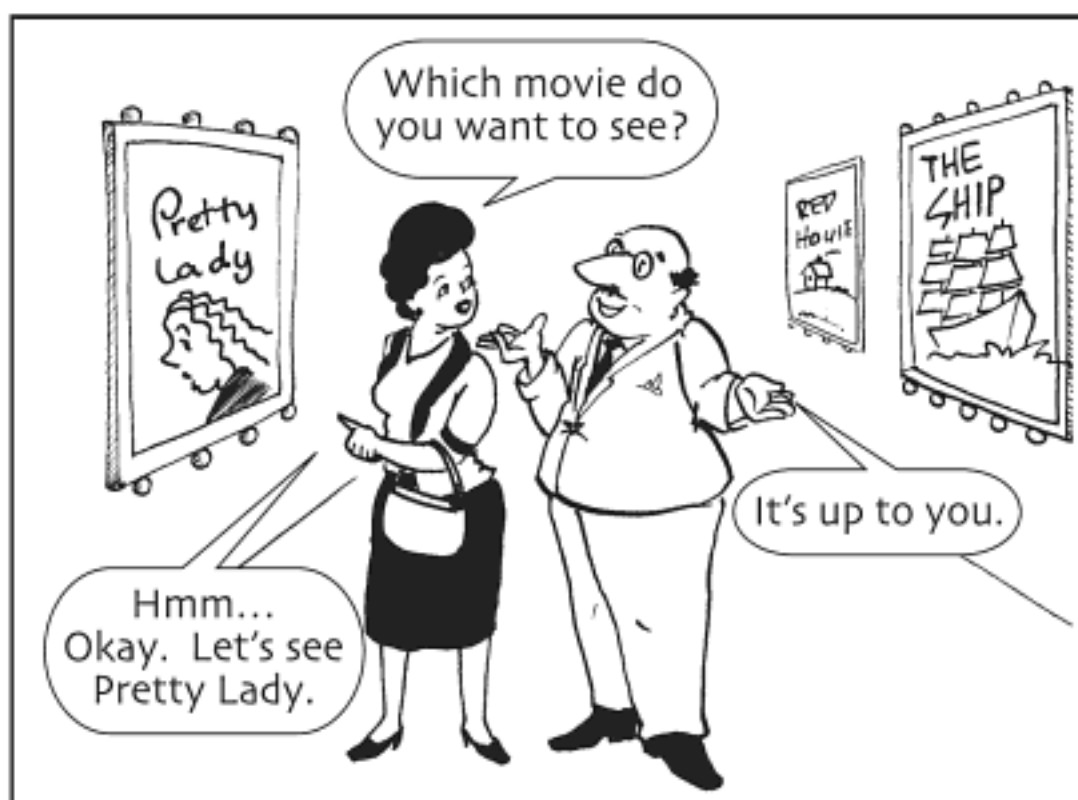
A: "Why are you putting a smoke alarm on the wall?"

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."

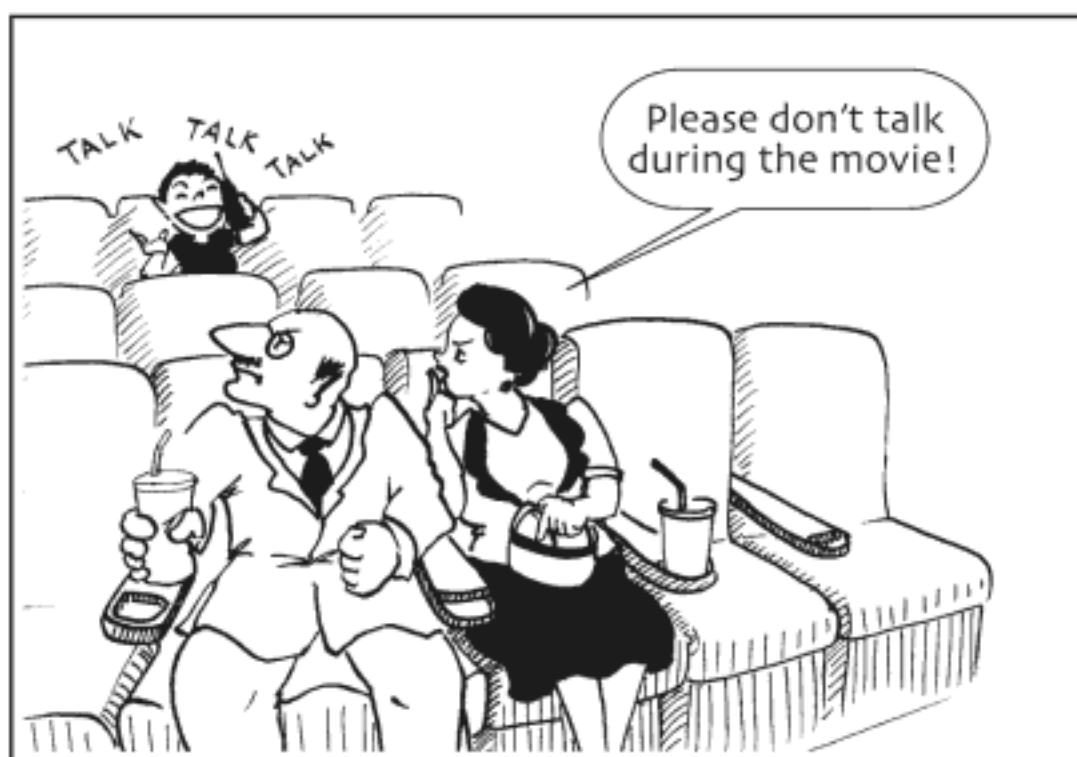
For *it depends on*, see page 318

## 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?



### 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



### 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.



### MORE EXAMPLES 🗨️

A: "I want to mail this letter."

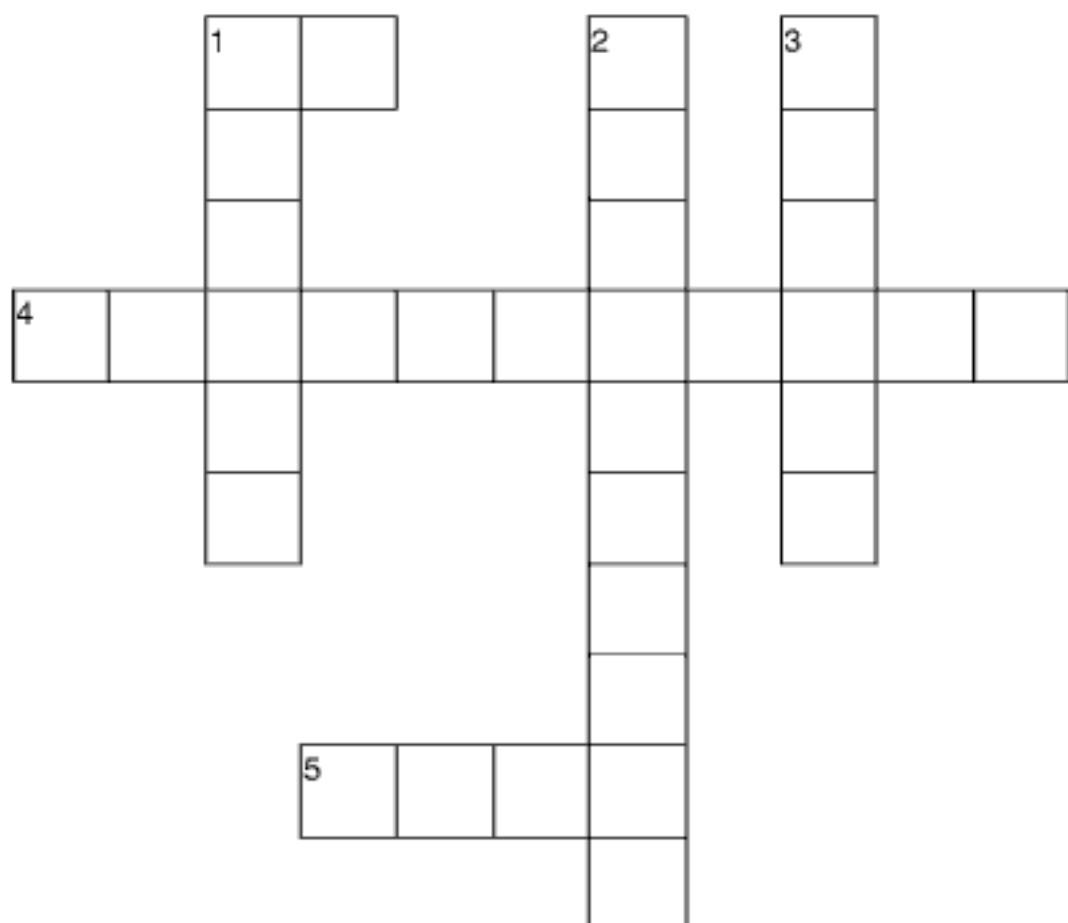
B: "**Speaking of** mail, did you get a postcard from Dave?"

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

## GRAB A PENCIL! • Puzzle #49



### 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.



### MORE EXAMPLES

A: "**How are you getting** to the conference?"

B: "By taxi."

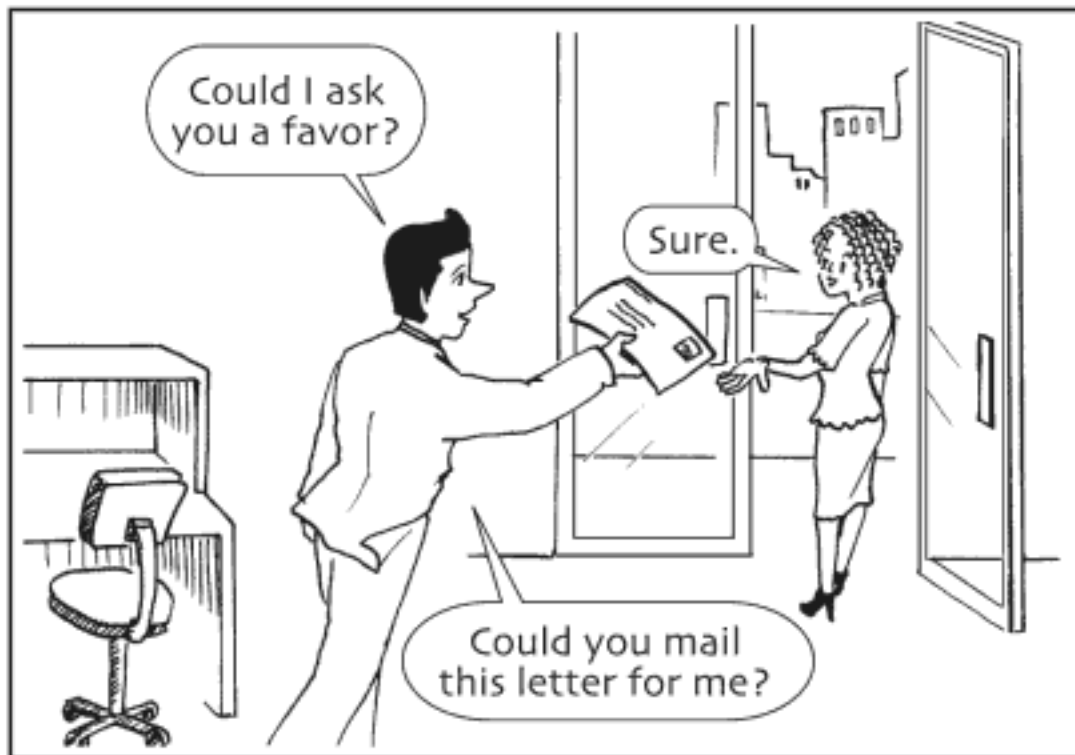
A: "**How are you getting** home after the party?"

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?



### 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?"

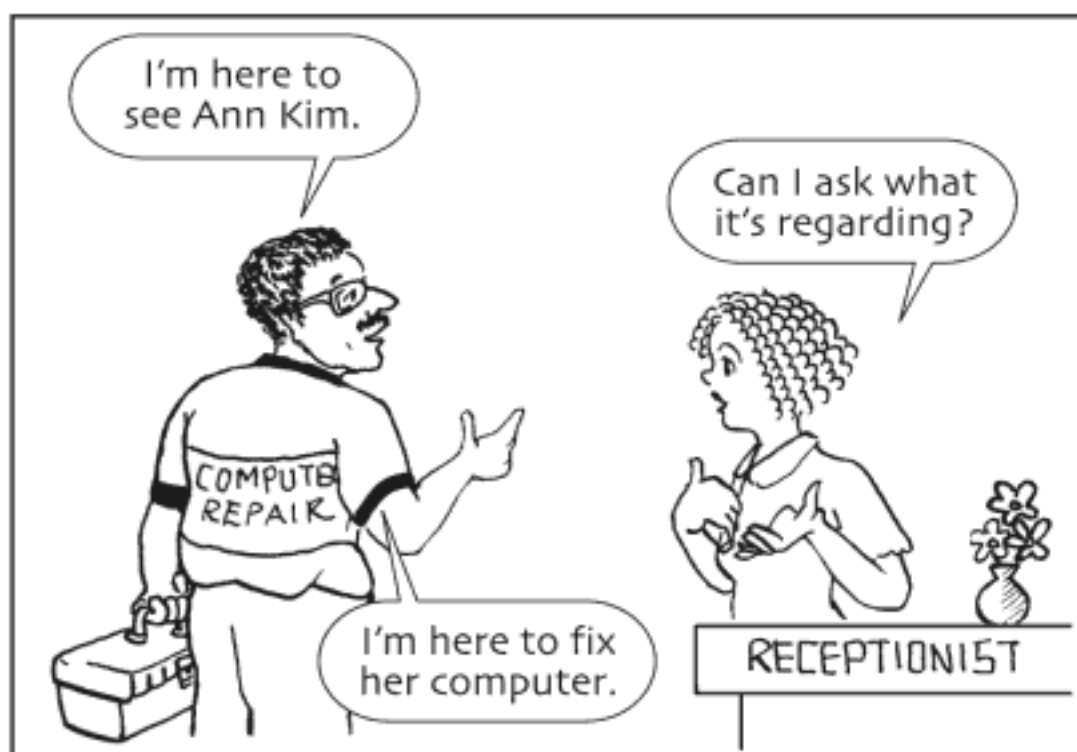
B: "I can start on Monday."

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.



### MORE EXAMPLES

A: "I'd like to see the manager!"

B: "**Can I ask what it's regarding?**"

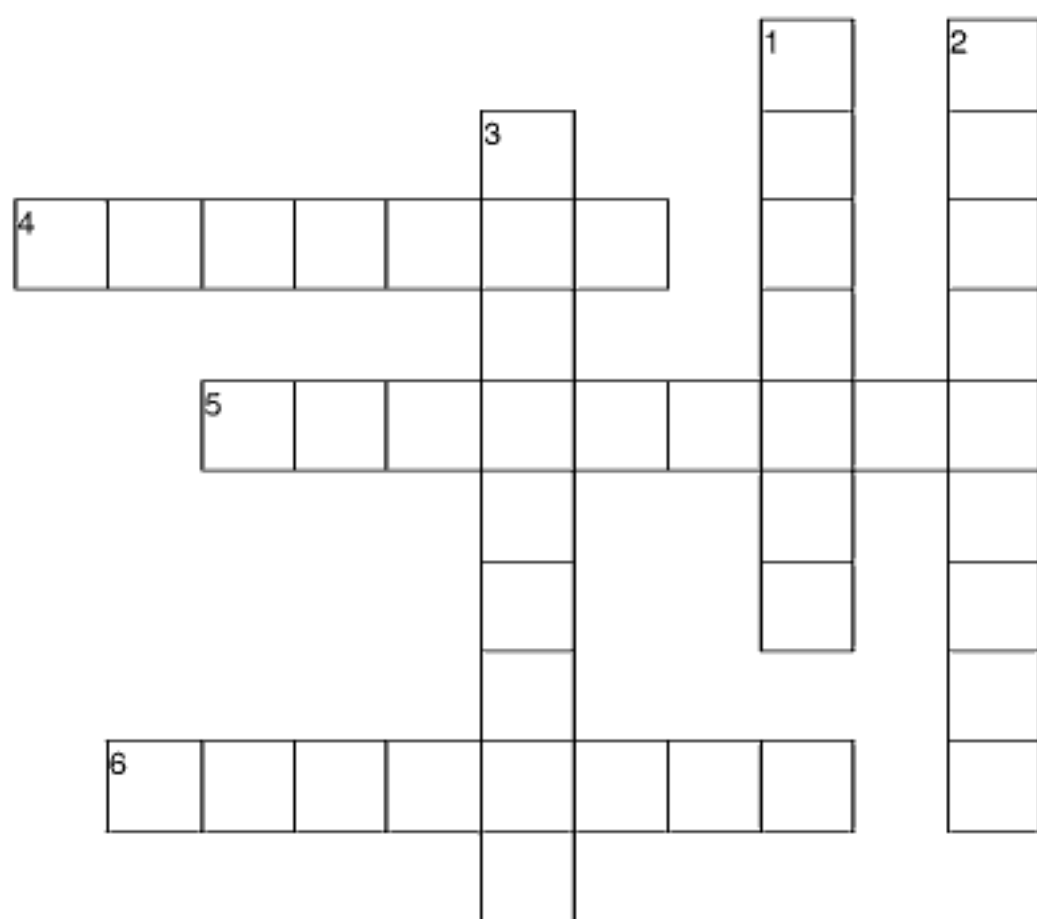
A: "I bought a computer here and it's broken."

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."

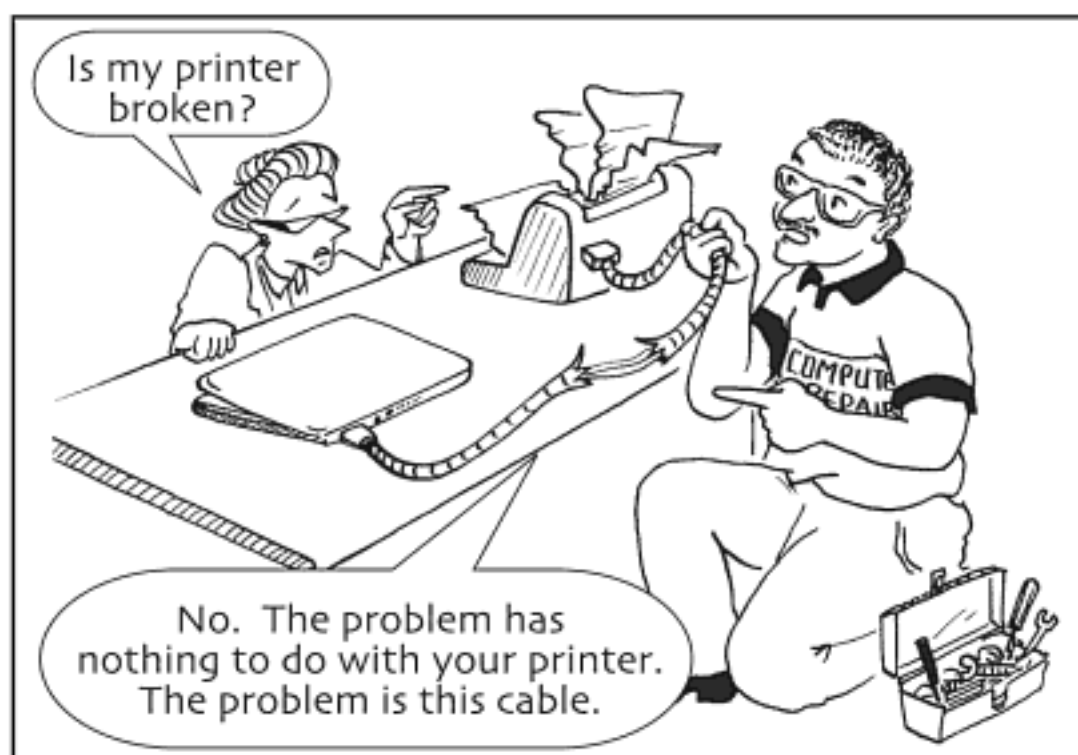
### DOWN

- 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



### 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."

**can't make it**  
**not able to attend**



**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."

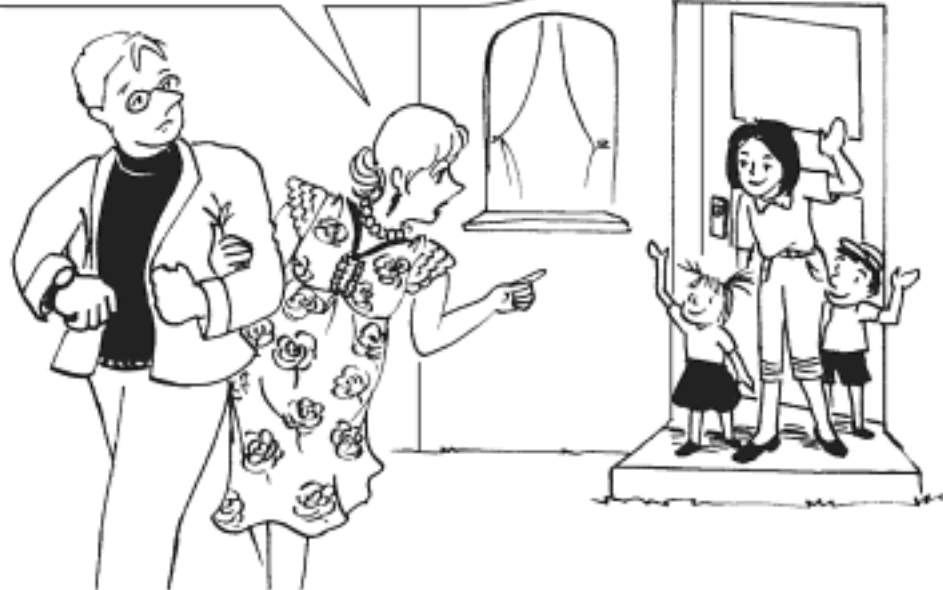
For *3 o'clock sharp*, see page 201

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."

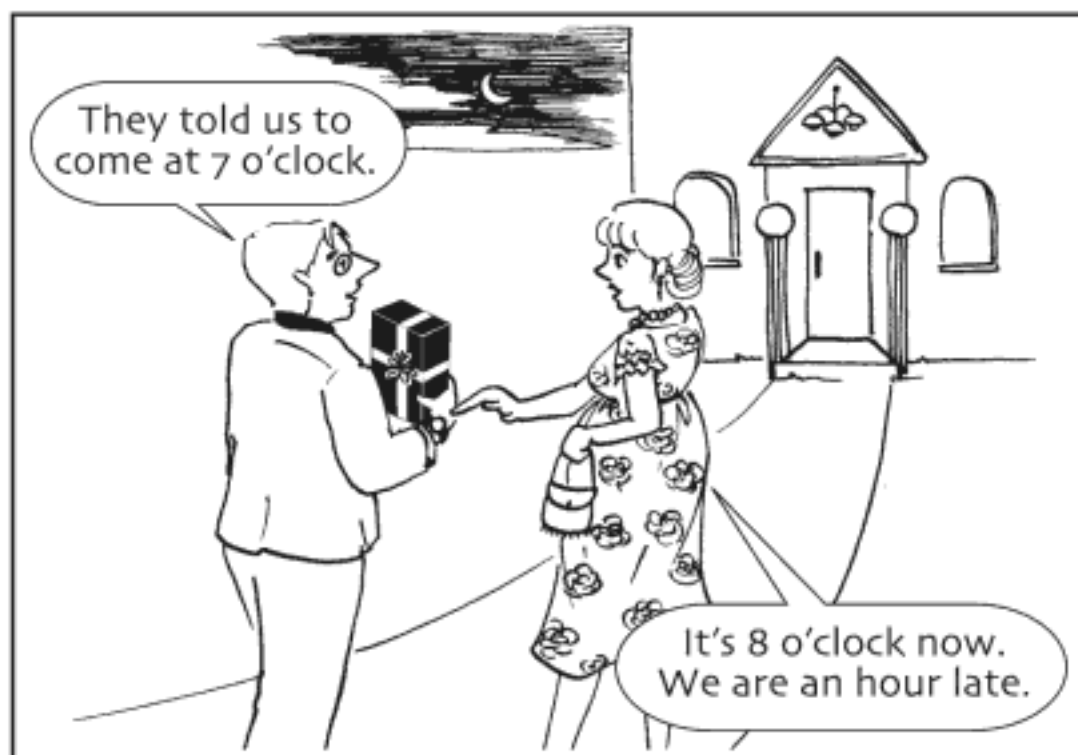
B: "I've already **made sure**."

"Could you **make sure** you turn off the computer before you leave?"



## an hour **late**

NOT ~~late an hour~~



### MORE EXAMPLES

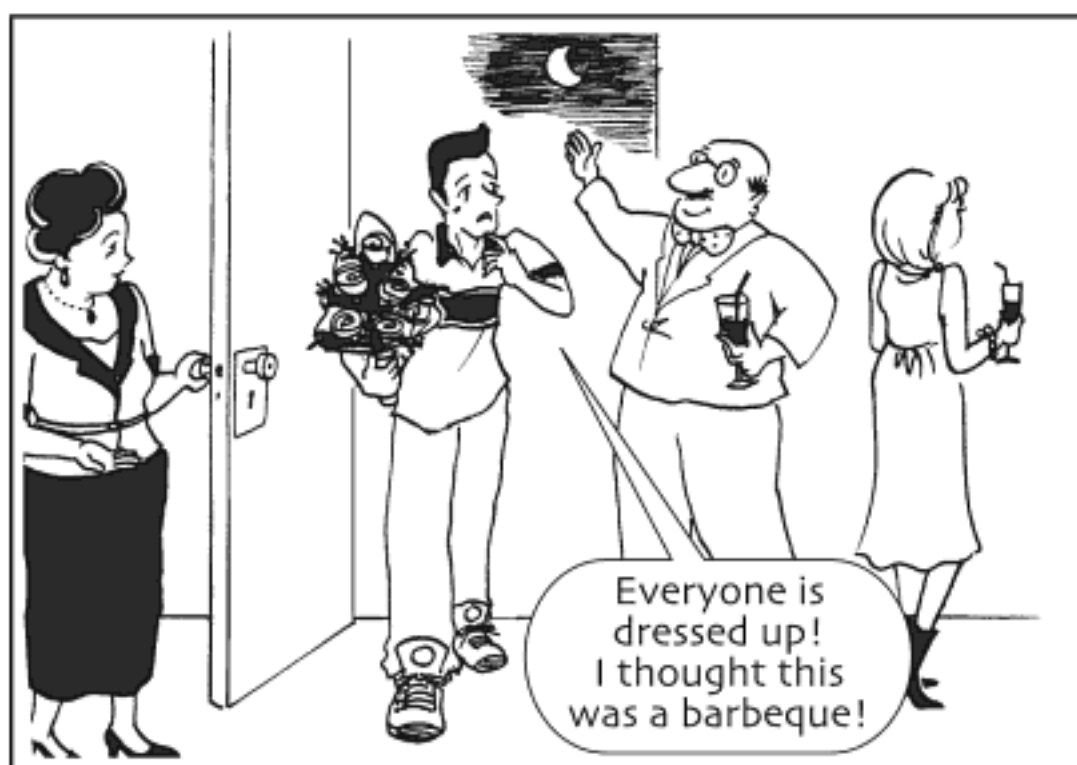
"I'm stuck in traffic right now. I'll be a few minutes **late**."

"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**



### **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.



### 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

## GRAB A PENCIL! – Puzzle #51

### 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! Every one’s clothes are wet! It \_\_ \_\_ raining.”
- 2) “He arrived ten minutes after the meeting started. He was \_\_ minutes \_\_.
- 4) “Are you commimng 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.



### 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**



### **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."

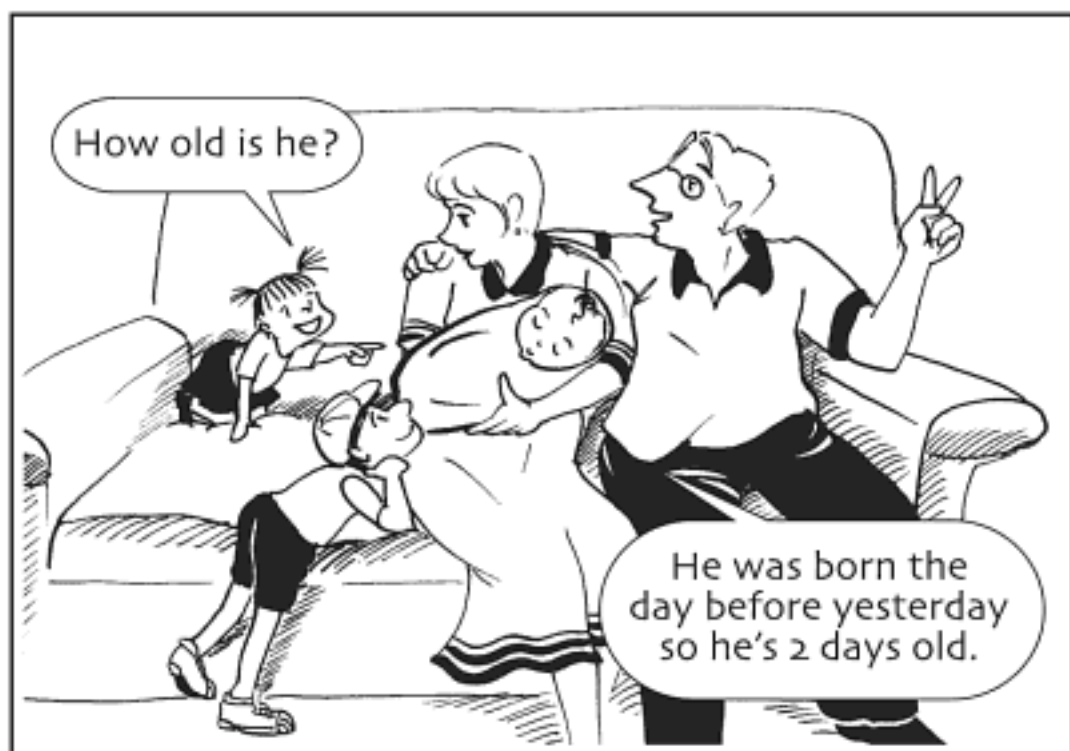
A: "The workers will start building today."

B: "Please **keep** me **posted** on their progress."



## the day before yesterday

Not ~~yesterday before yesterday~~



### MORE EXAMPLES

"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



## 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) stepped out, 6) in good;  
DOWN: 1) good, 2) a delay, 4) put you

**PUZZLE 15:** ACROSS: 2) to, 3) back, 5) ready, 6) grapevine;  
DOWN: 1) too bad, 4) charge

**PUZZLE 16:** ACROSS: 4) second from, 6) ahead; DOWN:  
1) in a good, 2) they, 3) off, 5) on

**PUZZLE 17:** ACROSS: 2) apart, 5) by, 6) ran into; DOWN:  
1) what about, 3) this is, 4) work

**PUZZLE 18:** ACROSS: 2) what, 4) eye to eye, 6) for; DOWN:  
1) made of, 3) it is, 5) worth

**PUZZLE 19:** ACROSS: 3) rid of, 4) the bank is, 6) made;  
DOWN: 1) shoot, 2) look up, 5) have

**PUZZLE 20:** ACROSS: 2) take, 3) much longer, 4) sold out,  
5) mind going; DOWN: 1) way through, 3) mention

**PUZZLE 21:** ACROSS: 4) double check, 5) might, 6) in that;  
DOWN: 1) connection, 2) matter, 3) held

**PUZZLE 22:** ACROSS: 3) see, 4) in those, 5) get; DOWN:  
1) by ear, 2) is taken, 3) setup

**PUZZLE 23:** ACROSS: 5) having with, 6) ride; DOWN:  
1) by far, 2) positive, 3) out how, 4) tip of

**PUZZLE 24:** ACROSS: 1) off, 5) that the, 6) doesn't; DOWN:  
2) fortune, 3) at the, 4) on a tin

**PUZZLE 25:** ACROSS: 5) instead of, 6) run; DOWN:  
1) come with, 2) in writing, 3) throw away, 4) it over

**PUZZLE 26:** ACROSS: 3) bring up, 5) hand, 6) for; DOWN:  
1) enough, 2) with me, 4) ready to

**PUZZLE 27:** ACROSS: 1) seen for, 4) left, 5) out of; DOWN: 1)  
split, 2) other, 3) up to

**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) feetlong, 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) tohear, 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) yourselfat, 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

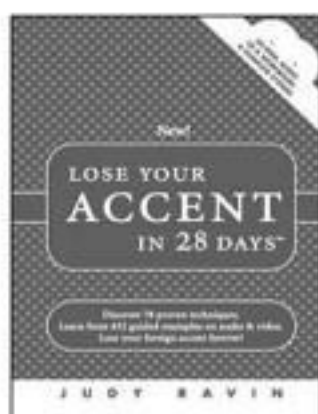
**PUZZLE 49:** ACROSS: 1) in, 4) whatstaking, 5) upto;  
DOWN: 1) incase, 2) speakingof, 3) during

**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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