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الملف Worksheet about English Communications

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1. Your explanation is too long. Can you **put it in a nutshell** to save some time?

2. At meetings, Americans **get right to the point** and not to spend too much time saying hello.

3. My gossipy aunts are **the family grapevine** when it comes to information about everybody.

4. Our boss asked us to use WhatsApp to **keep him in the picture** during his vacation.

5. I must have **gotten the wrong end of the stick** because I thought our meeting was at 3pm not 4.

6. Everyone needs to **be on the same page** before we take a vote.

7. Our president and vice president finish each other's sentences, because they are always **on the**

same wavelength.

Of the same
mind

Shorten the
information

Speak directly

In agreement

Include him

The
information
network

Misunderstood

8. The instructions were in Japanese so **we couldn't make heads nor tails out of it.**

9. The two salesmen were talking **at crossed purposes.** Each was selling but not buying a product.

10. When you are firing someone, being indirect doesn't help. Don't **beat around the bush.**

11. Don't talk to the CEO's assistant. It's better to get the CEO and **get it straight from the horse's mouth.**

12. Giving advice to stubborn clients is **like talking to a brick wall.**

13. I don't know when the next meeting is. Could you **put me in the loop?**

Bring me up
to date

Couldn't
understand it

Be indirect

With different
intentions

Not being
listened to

Talk to the
source