| Communications English about Worksheet الملف |
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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 |