

Common Business Idioms - 2

A. Look at the following idioms and decide if you know what they mean. Try and connect the meaning with the explanation given.

<i>Idiom</i>	<i>Meaning</i>
1. behind someone's back	a. When something happens in secret or not in front of the general public.
2. come up short	b. To do things according to company policy or law. It means to follow the rules 100%.
3. behind the scenes	c. Someone who works with his or her hands (manufacturing, construction, maintenance, etc.)
4. cave (or cave in)	d. Everything that is involved with a particular situation.
5. big picture	e. To surprise someone by doing something that he or she was not expecting. Can have a negative connotation.
6. catch someone off guard	f. To decide to stop working.
7. blue collar	g. Something different from a normal routine or schedule.
8. by the book	h. To try to achieve something but fail.
9. call it a day	i. To do something without someone's knowledge and in a way that is not fair.
10. change of pace	j. The person gives in to something or agrees to something that he or she previously did not want to accept.

B. Now look at the following sentences and use the correct idiom in the right place:

1. A white-collar worker is someone who works in an office (customer service, management, sales, etc.). The opposite of a white-collar worker is a _____.
2. It's nice to go on business trips because it's a _____ from the normal day-to-day routine.
3. She didn't think it would be fair to go _____ and talk to management, so she confronted him directly.
4. There are a lot of regulatory industries that audit us on a regular basis. It's important that we do everything _____.
5. They make it look so effortless, but they do a lot of hard work and planning _____.

6. Mike was _____ guard when they asked him to chair the meeting.
7. The employees complained about the change in policy, but the supervisor refused to _____.
8. Even though we all have very specific tasks to do, our manager makes sure we don't lose sight of the _____.
9. The charity fundraiser was supposed to raise three million dollars, but they _____ by a considerable amount.
10. Well, John, it's 7:00 and I'm getting hungry. How about we _____?