

Lesson One

Outgoing

- i. (Sociable, open and friendly, not shy--*not to be confused with “outgoings”, which means personal or business expenses such as rent and domestic bills*)

Examples:

- Job Advertisement:
Outgoing Sales Assistant required. Must be on the ball and capable of taking on hectic work schedule.
- *In the long run, you'll pick up more clients if you adopt a more **outgoing** attitude.*
- *The place needed doing up, but it wasn't that which put us off going for it: the **outgoings** were outrageous.*

- ii. (Used to describe someone who is about to retire from a high position, e.g. president, chairman)

Example:

- *Virtually the whole town turned out to see off the **outgoing** president; they weren't particularly looking forward to meeting the new one.*

- iii. (A collection of mail which is to be sent, rather than “incoming”, which has just been received)

Example:

- *I'm sorry to be bossy, but letters which are to go off should be put in the '**outgoing**' tray.*

Off the record (Unofficially, “Don't tell anybody I said this, but...”, not to be made public--*note the opposite “on record”, which means official, a publicly known fact*)

Examples:

- Mortgage Consultant:
You could wind up paying higher interest.
Off the record, I reckon you'd be better off going to your own bank rather than one of my clients.
- *Before we get things under way, I must stress that anything that comes up during this meeting must be kept strictly **off the record**.*
- Interviewer to Prime Minister:
*I'm not trying to catch you out, but you are **on record** as saying that inflation would plummet once we had recovered from the slump.*

To go by

- i. (To rely on/ judge something by what one has heard, seen or read --often used in the negative--note also “**to go by the book**”, which means to stick to the rules)

Examples:

- You can't **go by** what he comes out with; you need to seek a specialist who caters for experienced professionals.
- I never **go by** the tabloid press; mind you, this latest scandal is quite an eye-opener. The outgoing mayor had clearly been up to something.
- We do try to **go by the book** in this company, but, off the record, the odd rule gets broken from time to time.

- ii. (To pass--used for time only)

Examples:

- As time **goes by**, I feel we're drifting apart.
- Five years **went by** without me hearing from him, and then out of the blue, he turned up at the house.

To baffle (To confuse, puzzle)

Examples:

- Computers really **baffle** me; I'm not cut out for the modern age at all.
- I was **baffled** by her behaviour. What do you think came over her?

Hardship (A state or period of suffering caused by a lack of money, a sacrifice--generally experienced when having to give up something pleasant)

Examples:

- We had to put up with far worse **hardships** when we were children, so don't make out you're hard-done by.
- I could do without biscuits quite happily, but cutting out chocolate would definitely be a **hardship**.

To be in one's element (To feel comfortable in a certain situation, to enjoy doing something because it is exactly right and suitable for that person)

Examples:

- *As an outgoing person, I'm **in my element** when I have to make a speech off the top of my head in front of a crowd of people.*
- *She dropped out of her business course and has now taken up a fine arts degree. She's really **in her element** now.*



To brush up (To improve one's knowledge on a particular subject, to revise)

Examples:

- *I thought I could get by in Spanish, but as it turned out, I needed to do quite a bit of **brushing up**.*
- *You'd better **brush up** on your general knowledge before putting yourself down for the college quiz.*

Touchy (Over-sensitive, easily upset or annoyed. A subject which is likely to upset someone)

Examples:

- *Just because I had a go at you last night, there's no need to be so **touchy**.*
- *A: Jane's very **touchy**, but her sister is quite thick-skinned.*
B: Oh, I wouldn't go along with that at all.
It's the other way around!
- *It's a very **touchy** subject; I wouldn't bring it up if I were you.*

Cliché (An expression, viewpoint or idea which has been used so many times that it has become boring and has lost its effect--*this is a French word which, like many others, has come into everyday English usage*)

Examples:

- *It's unheard of for the manager of a football team not to come out with the same old **clichés**.*
- *I know it's a **cliché**, but what you get out of this life depends on what you put into it.*

To lay out

- i. (To present something in a clear way, to arrange things so that they can be easily seen)

Examples:

- *It's imperative that we **lay out** our main proposals in the booklet, otherwise the message might not come across.*
- *If you **lay out** everything **out** on the table, it will be easier to sort out what papers are worth keeping.*

- ii. (To design, plan a building, town, etc--*note the noun "**layout**", which is the way in which something is designed or arranged*)

Examples:

- *The garden is clearly **laid out** in my mind. The only drawback is that I know I'll never get round to doing anything about it.*
- *In her latest job they've asked her to take on the responsibility of **laying out** the new town centre. She will be in her element.*
- *The lack of light can be put down to the poor **layout** of the building.*
- *I'm not keen on the **layout** of the follow-up brochure; it's bound to baffle many of our customers.*

- iii. (To pay for something/spend a lot of money reluctantly--see "**to fork/shell out**", *Practical Everyday English page 168*) **Colloquial**

Examples:

- **Wife to husband:**
*If your car has got so much going for it, why have we had to **lay out** £1,000 before it's even got through its first six months?*
- *Your brother is always making out that he's had a life of hardship, but quite frankly, I'm fed up with having to **lay out** for him.*

To go about

- i. (To approach/deal with a problem or situation in a particular way--*often used with “how”*)

Examples:

- *Even though I've been running my own business for quite a long while now, I still haven't got a clue as to **how** to **go about** giving someone the sack.*
- *It seems to be a sensible way of **going about** it; mind you, it baffles me as to why it has taken this long to get things under way.*

- ii. (To circulate--*often used with “rumour” or a non-life-threatening virus*)

Examples:

- *There's a rumour **going about** – strictly off the record of course – that more redundancies are in the pipeline.*
- A: *I think I'm coming down with something.*
B: *You've probably picked up the flu bug that's **going about** at the moment.*

Loophole (A gap or mistake in a particular law/rule which allows people to avoid having to obey it)

Examples:

- *Our solicitor is bound to find a **loophole** enabling us to get round the law.*
- Interviewer to politician:
*You're on record as saying that people have got away with murder for far too long and that the obvious **loopholes** in the law must be tightened up.*

To keep someone posted (To keep someone up-to-date with the news/ what is going on)

Examples:

- *All the amendments are clearly laid out in this document, but we'll **keep you posted** on anything else which crops up.*
- *If you had **kept me posted** instead of dithering around, we wouldn't have had all this mess to sort out.*

To break even (Not to make a profit or a loss)

Examples:

- *We reckoned that we'd just about **break even** in the first year, but, as it turned out, business really took off.*
- *I know it's a cliché, but during a slump you should count yourself lucky if you can **break even**.*

Backlog (A large amount of work which has been building up over a period of time, a lot of people waiting to be dealt with or seen)

Examples:

- *I've got a **backlog** of paperwork to get through before I can turn my mind to these other issues.*
- *There's a **backlog** of people to see, but, off the record, if you turn up before nine, we should be able to fit you in.*

To rub someone up the wrong way (To irritate/annoy someone)

Examples:

- *Perhaps I'm being too touchy, but there's something about that man that **rubs me up the wrong way**.*
- *He really knows how to **rub her up the wrong way**. Why does she stand for it?*

To come through

- i. (To pull through/survive a difficult period of time, to progress through a training period)

Examples:

- *We had to put up with a lot of hardships during our time in the army but we all **came through** it in the end.*
- *Football coach:
Our star players have not been up to scratch this season; mind you, we've got quite a number of youngsters **coming through**.*

- ii. (To be evident/apparent)

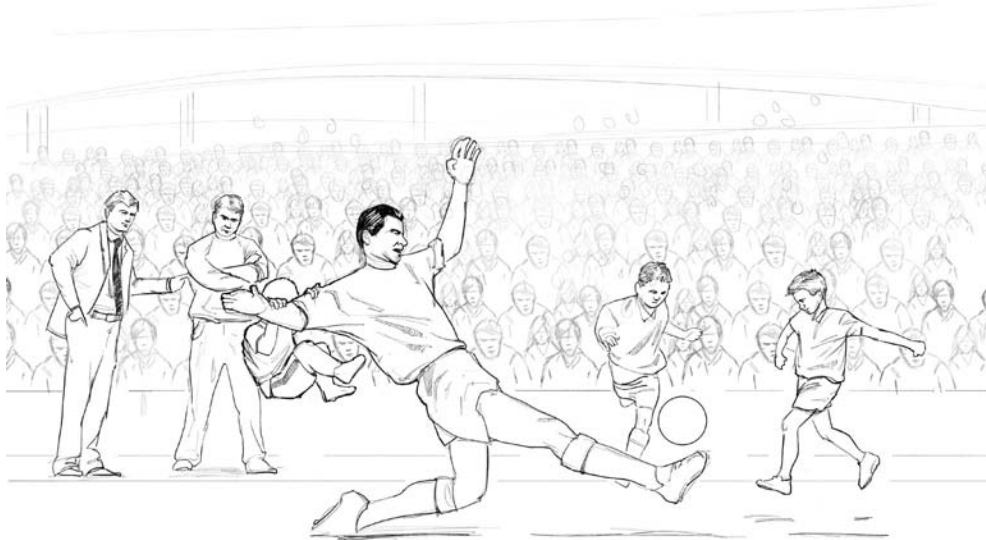
Examples:

- *What **came through** most of all was his reluctance to come to terms with the truth.*
- *His nasty streak only **comes through** when he's being rubbed up the wrong way.*

iii. (to arrive after having been processed--*usually documents*)

Examples:

- We can't put out these brochures until the new lease **comes through**.
- The Home Office have told me that because of a backlog of applications, my visa is unlikely to **come through** until the new year.



“Our star players have not been up to scratch this season; mind you, we've got quite a number of youngsters **coming through**.”

(see page 6)

To give someone (a lot of) stick, to get/take (a lot of) stick (To tease, make fun of, criticise continually, to be teased, criticised continually--*note also “to come in for stick”, which can be used in the same way as “to take stick”*) **Colloquial**

Examples:

- We **give him a lot of stick** at work over his appalling choice of ties, but he is too thick-skinned to let it bother him.
- I got **relentless stick** last time I went in for the marathon, so I am not putting my name down for it this year.
- Film critic appearing on television:
I've **taken quite a bit of stick** this week from viewers for slagging off Dustin Hoffman's latest film, so I'm going to steer clear of the matter on tonight's programme.
- The Board of Directors **came in for a lot of stick** over the way they handled such a touchy issue.

To be up in the air (To be uncertain/unsettled)

Examples:

- **A:** *How's your new office coming along?*
B: *Everything's **up in the air** at the moment;
I haven't got a clue what's going on.*
- *We've sorted out the costings, but the layout is all **up in the air**.*

Dogsbody (A person who is employed to do menial jobs only)

Examples:

- *I'm sorry, but I won't let you get away with treating me like your **dogsbody** any more.*
- *Initially, he was taken on just as a general **dogsbody**, which is why no-one can get over his promotion to Regional Manager.*

Lesson Three

To go round

- i. (To go to someone's home--see "**to go over**", *Practical Everyday English*, page 12, meaning i)
Example:
- I'm **going round** to John's to give him some stick about his team losing the Cup Final. That will really rub him up the wrong way.
- ii. (To socialise/go out with a person or people on a regular basis--*generally used by children and young adults*) **Colloquial**
Examples:
- I don't really **go around/round** with my college friends these days; we've drifted apart in recent years.
 - One child to another:
I know we get on well with each other, but my mum has told me that I'm not allowed to **go around** with you any more.
- iii. (To spread, to get round--see *Practical Everyday English*, page 167, meaning ii --, to go about-- see earlier, page 5, meaning ii)
Examples:
- The stories that **went round** about these two guys were a real eye-opener.
 - There's a stomach bug **going round** the school at the moment, so many of our kids are feeling a bit under the weather.
- iv. (To be in the habit of doing something or to behave in a certain way which is generally disapproved of)
Examples:
- If you **go round** deliberately winding everyone up, people are bound to get hold of the wrong end of the stick.
 - I don't **go round** treating my employees like dogsbodies, and I don't expect you to try it on either.
- v. To have a sufficient quantity of something for everyone to enjoy/use--*often used with "enough" or "plenty"*
Examples:
- In the past we took it for granted that there was always enough money **to go round**, but these days it's a wonder that we can afford to do anything at all.
 - I thought we had run out of brochures, but, as it turned out, there are plenty **to go round**.



One child to another: “I know we get on well with each other, but my mum has told me that I’m not allowed to **go around/round** with you any more.”

(see page 9)

To have it in one (To possess a certain characteristic which one was not previously aware of--often used with “I didn’t know”. Note also the colloquial expression “**to have it in for someone**”, which means to be determined that someone will suffer, have a hard time or fail in some way, often for no apparent reason. It is not generally used in the first person; i.e. one would not say “I’ve got it in for him”, although one might hear, “He thinks I’ve got it in for him”)

Examples:

- She’s not normally so outgoing; I never believed she **had it in her** to perform in front of such a big audience.
- John can vouch for my usual calm, easy-going nature. *I didn’t know I **had it in me** to fly off the handle like that.*
- I might as well give in my notice; the boss **has had it in for me** ever since I told him he was highly strung.

- *Every application I've made has been turned down.
Someone has clearly got it in for me!*

Cocky (Too confident or sure that one knows everything) **Colloquial**

Examples:

- *One day I'm going to show her up in front of her friends.
I won't stand for her **cocky** attitude any longer.*
- *It served him right when she cut him down to size. He's far too **cocky** for his own good.*
- *He comes over as too **cocky**. I don't think he'll fit in with the other members of staff.*

To bog down/to get bogged down (To prevent progress, to confuse people by giving them too much work or information, to get stuck/to be slowed down, often because of too much work)

Examples:

- *We've got to get our marketing spot-on and not bog potential customers **down** with too much information.*
- *I'm sorry I didn't get back to you yesterday but I got **bogged down** with a backlog of paperwork I had to catch up on.*

Understatement (A statement which does not go far enough or is not as strong as it should be -- *the opposite of exaggeration*)

Examples:

- *To say that my French is not up to scratch is an **understatement**.*
- *A: Our team didn't put up much of a fight today.
B: That must be the **understatement** of the year.
They were absolutely dreadful!*

Up and coming (Someone/something who/which is new and likely to be successful/popular in the near future)

Examples:

- *I feel most of the old directors are no longer on the ball; mind you, we've got one or two **up and coming** youngsters on the board who could pull us through this bad patch.*
- *A: What's **up and coming** in the fashion world at the moment?
B: I haven't got a clue; I drifted away from that scene ages ago.*

To get going

- i. (To get a move on--see *Practical Everyday English*, page 183, to hurry up and leave/start, to get something started--note that “**to get a move on**” is preferred to “**to get going**” for use in the imperative--see 3rd example below.)

Colloquial

Examples:

- *I'm not trying to drop you a hint, but you'd better **get going** if you want to dodge the rush hour traffic.*
- *Let's **get** this meeting **going** before we wind up having to stay the night here.*
- **Get a move on!** *We'll never clear this backlog at this rate.*

- ii. (To become or make something more lively, e.g. a party) **Colloquial**

Examples:

- A: *I might have known you'd turn up late!*
B: *Oh sorry, but we thought the party wouldn't really **get going** until midnight.*
- *We could have done with a live band **to get** the wedding reception **going** but we had to make do with background classical music instead.*

- iii. (To wind up--see *Practical Everyday English*, page 147, meaning iv, to tease)

Colloquial

Example:

- *It's so easy **to get your brother going**; I never knew he was so touchy.*

To pencil someone/something in

(To make a provisional [something which could be changed later] appointment with someone)

Examples:

- *I tell you what; I'll **pencil you in** for Tuesday the 18th, and in the meantime I'd appreciate it if you could keep me posted as to what's likely to come up before then.*
- *Things are a little up in the air at the moment. If you **pencil the meeting in** for Wednesday, I'll get back to you before packing up tonight on whether I can make it or not.*

At stake

(At risk -- often money or one's reputation)

Examples:

- **Lawyer to Client:**
*I'm sorry to be blunt, but it's not worth putting my career at **stake** over such a borderline case.*

- *Has it dawned on you exactly how much money is at **stake** here?*

Scapegoat (A person who is unfairly blamed for everything that has gone wrong in order to satisfy public anger--*often used with the verb "to make"*)

Examples:

- *It's unfair to make the Chancellor the **scapegoat** for the downturn in the economy; the entire Government has got a lot to answer for.*
- *The police came off very badly in this case, having dithered for what seems an eternity, and now they are looking for a **scapegoat**.*

Chapter One in Use

Listen to the CD track 2

INTERVIEW WITH FOOTBALL MANAGER TED DAVIES

INTERVIEWER: *Good afternoon, Ted. Welcome to the show.*

DAVIES: *Thanks very much, I'm delighted to be here.*

INTERVIEWER: *Let me start by asking you a few background questions. Is it true that you were first taken on by Winchester United as a **dogsbody**?*

DAVIES: *Well, that's quite right. As a youngster, I used to **go round** with the chairman's son, and one day his father offered me the job of cleaning the players' boots. All the guys today **give me a lot of stick** about it. But I was a **cocky** lad even then. I knew **I had it in me** to climb the ladder. I always felt **in my element** at this club.*

INTERVIEWER: *Many people are **baffled** as to why you never made it as a regular first team player. You are **on record** as saying that you were occasionally played out of position.*

DAVIES: *That must be the understatement of the year. I only ever featured as a defender, which really **rubbed me up the wrong way**, since I was a gifted winger. The problem was, I didn't know how **to go about** adapting to new positions.*

INTERVIEWER: *In today's team you seem to have a lot of young players **coming through**. How do you encourage them?*

DAVIES: *I try **not to bog them down** with technicalities. Some of them are quite **touchy** when I have a go at them for something. Others need a lot of pushing **to get them going**. I know it's a **cliché**, but they will all have to go through a lot of **hardship** before they get to the top.*

INTERVIEWER: *Thanks for your time. Good luck for the championship.*

RADIO NEWS

NEWSREADER: Good evening. This is the six o'clock news. Today the **outgoing** Home Secretary denied reports that the **backlog** of passport applications has caused millions of holidaymakers to miss their flights. He said, "You cannot **go by** the scare stories of the press. Everything is under control." However, a spokesman for the Travellers' Bureau said, "There's a rumour **going about** that the Prime Minister has admitted, **off the record**, that all decisions as to how to solve the problem have been left **up in the air**." We will, of course, **keep** all listeners **posted**.

In other news, Members of Parliament (MPs) have been told **to brush up** on their European languages. There has been a survey conducted in the House of Commons questioning new members on their foreign language abilities. What **came through** most of all was that only a few of the **up and coming** politicians could get by in a foreign tongue. Some of these were even proficient enough to find **loopholes** in European legislation written in French. However, the majority of MPs only spoke English, and struggled with basic grammar and punctuation even in their own language. They were urged **to pencil in** dates for language tuition courses. The Minister for European Affairs warned the House that there was a lot **at stake** in Europe, and that we couldn't afford to be able to converse in only one language.

Chapter One: Exercise

CHOOSE THE CORRECT WORD FROM THOSE IN RED

Answers on page 133

1. I don't think he had anything to do with what happened. They used him as ^a(scapegoat/dogsbody/loophole/cliché) just because he's the office ^b(scapegoat/dogsbody/backlog/cocky).
2. You can't ^a(come through/go by/go around/bog down) what he says; he has never experienced any form of ^b(cliché/loophole/backlog/hardship) in his entire life.
3. You are ^a(on record/off the record/bogged down/at stake) as saying that he is the best of the ^b(understated/cocky/outgoing/up and coming) footballers, even though he's had an appalling season so far. Be prepared to ^c(lay out/break even/ get a lot of stick/get going) from the viewers of this show.
4. I didn't think you ^a(laid out/were in your element/had it in you/were so baffled) to be so nasty. You really ^b(got going/rubbed him up the wrong way/kept him posted/pencilled him in).
5. Last year was a hard time in our business when we weren't ^a(breaking even/in our element/going around/brushing up), but look how things have picked up so dramatically this year. I don't know how we ^b(went about/got going/ went around/came through) such a difficult patch.
6. I will ^a(come through/go by/pencil you in/get going) for Thursday, but I do have a ^b(cliché/backlog/loophole/dogsbody) of paperwork to catch up on. I've allowed myself to get a bit ^c(bogged down/up in the air/touchy/loopholed) with it all.
7. ^a(On record/Off the record/At stake/Coming through), the Prime Minister has admitted that there is not much he can do about the ^b(backlogs/scapegoats/understatements/loopholes) in the law which allow criminals to get away with murder...sometimes literally, but he keeps telling journalists that he is ^c(baffled/bogged down/on record/outgoing) as to why the previous government did nothing about it.
8. You say he is ^a(dogsbody/scapegoat/outgoing/up in the air). That's a bit of an ^b(off the record/loophole/cliché/understatement). He's a big ^c(cocky/touchy/bogged down/laid out) show-off!
9. He'll be ^a(kept posted/baffled/in his element/touchy) at the party with all those pretentious academics coming out with all the usual ^b(layouts/dogsbodies/clichés/backlogs). But don't tell him I said that; you know how ^c(cocky/touchy/baffled/bogged down) he can be.
10. There's a rumour ^a(going round/coming through/breaking even/up and coming) the office that you're not very keen on the new ^b(understatement/layout/backlog/cliché) of the building I have proposed.

11. *It's all a bit ^a(at stake/outgoing/off the record/up in the air) at the moment. I'll ^b(rub you up the wrong way/give you stick/keep you posted/get you bogged down) and let you know how things proceed.*
12. *There's an awful lot ^a(at stake/in our element/up and coming/of dogsbodies) here. It's clear that we're all going to need to ^b(give a lot of stick/brush up/go round/come through) on our negotiating skills if we're going to succeed.*
13. *I don't really know how to ^a(go around/go about/come through/get going) telling him our relationship is over...but I'd better ^b(pencil him in/rub him up the wrong way/get going/go about) if I'm going to catch him before his train leaves.*