

## CHAPTER 1

### Lesson 1

- Outgoing
- Off The Record
- To Go By
- To Baffle
- Hardship
- To Be In One's Element
- To Brush Up
- Touchy
- Cliché
- To Lay Out

### Lesson 2

- To Go About
- Loophole
- To Keep Someone Posted
- To Break Even
- Backlog
- To Rub Someone Up The Wrong Way
- To Come Through
- To Give Someone Stick
- To Get / Take Stick
- To Be Up In The Air
- Dogsbody

### Lesson 3

- To Go Round
- To Have It In One
- Cocky
- To Bog Down / Get Bugged Down
- Understatement
- Up And Coming
- To Get Going
- To Pencil In
- At Stake
- Scapegoat

## CHAPTER 2

### Lesson 1

- To Miss Out / Miss Out On
- Gist
- To Ask After
- Over The Top
- Deep Down
- Once In A Blue Moon
- To Have A Lot / Enough On One's Plate
- To Draw Out
- To Keep A Low Profile
- To Be Outnumbered

### Lesson 2

- To Shrug Off
- A Foregone Conclusion
- Down To Earth
- To Blow Over
- To Jump / Climb On The Bandwagon
- To Boil / Come Down To
- To Comply With
- To Nip It / Something In The Bud
- By No Stretch Of The Imagination
- To Draw In

### Lesson 3

- To Sulk
- A Stumbling Block
- To Come To Light
- Stodge / Stodgy
- To Lay On
- To Warrant
- To Write Off
- A Wimp
- The Final / Last Straw
- To Weigh Up

## CHAPTER 3

### Lesson 1

- To Play Down
- To Budge
- To Take Someone's Word For It
- Prudish
- To Enlighten / Enlightening
- To Clutch At Straws
- To Stick Out
- To Stick One's Neck Out
- To Disrupt / Disruptive
- To Be Lulled Into A False Sense Of Security
- To Waffle (On)

### Lesson 2

- To Grow Out Of
- To Come / Go In Phases
- Outlook
- Cumbersome
- To Make Ends Meet
- Tactful
- To Butt In
- To Stand One In Good Stead
- I Wouldn't Put It Past Him / Her
- Uneasy

### Lesson 3

- To Bring Out
- By And Large
- Bland
- To Corner The Market
- Complacent
- To Turn Off
- To Be The Laughing Stock
- To Bear In Mind
- Streetwise
- To Touch On

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### CHAPTER 4

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#### Lesson 1

- Stilted
- To get to the bottom of something
- Distraught
- To get flustered
- Passé
- Squeamish
- To get a kick out of something
- Handful
- To pass out
- Pompous

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#### Lesson 2

- To get one's comeuppance
- Past it
- To play up
- To dwell on
- To go astray
- Stranded
- To relish
- To lose track of
- To get one's head round something
- To give someone the benefit of the doubt

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#### Lesson 3

- Amid/Amidst
- Unwittingly/Inadvertently
- To get something out of one's system
- Unrest
- To take the mickey out of someone
- To reap the rewards
- To rake it in
- To skim the surface
- Gobsmacked
- Like chalk and cheese

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### CHAPTER 5

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#### Lesson 1

- To do one's head in
- To back down
- Fiasco
- To get a buzz out of / from something
- Perpetual
- Pathetic
- It's down to you/him etc
- To bluff one's way through something
- Adept
- To wallow in

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#### Lesson 2

- Frenzy, frenzied
- To dwindle
- To make a mockery of
- Shortlist, to be shortlisted
- Upsurge
- To phase in/out
- Jaded
- Pledge/to pledge
- Boisterous
- Aftermath