

# Lesson 11

## That's Putting the Cart Before the Horse.

### Part A | Idioms in action - Part 1 (Conversation Model)

**Tobias:** Hey, Sandra . . . Could you **fill me in on** the meeting this morning? I couldn't **make it**. I got a bit **bogged down** with the budget forecasts.

**Sandra:** Oh . . . Sure. Well, Wilson **officially announced** that the Plainfield **branch** will be closing next month, and most of the people there will be transferred here.

**Tobias:** Yeah, I've been **hearing** about that **through the grapevine** for a while. So, they didn't **give** many people **the boot**?

**Sandra:** None, actually. They offered early retirement to all of the people whose positions were being **eliminated**, and everyone **leaped at the chance**.

**Tobias:** Gee, I guess it was **win-win**, then.

**Sandra:** Right. And of course, we're going to be **taking on** all of the accounts that were managed out of Plainfield.

**Tobias:** **Makes sense**. So, what's next for us?

**Sandra:** You've probably heard about that big account they've been trying to win, Hanson Tech? Well, Wilson has a big project for us.

### Part B | Take a closer look - Lexical Bank

1. **To fill someone in on something:** To inform someone of something he or she missed

کسی را در جریان اخبار چیزی گذاشتن

I filled **her in on** the details.

من اونو در جریان جزئیات قرار دادم.

**2. To make it to an event:** To attend an event

شرکت در یک نشست یا برنامه

I have a prior commitment, so I won't be able to **make it to the event**.

قبلا جایی قول داده ام، به همین خاطر نمی توانم در این برنامه شرکت کنم.

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**3. Bugged down:** Busy, involved in tedious details

گرفتار ، درگیر

Try not to get too **bogged down** in the details.

سعی کن خیلی درگیر جزئیات نشی.

.....

**4. To hear something through / on the grapevine:** To learn of something through an unofficial channel

از دهن این و اون شنیدن

I heard **through the grapevine** that Susan was leaving - is it true?

از اینور و اونور شنیدم که سوزان داره از اینجا میره، درسته؟

.....

**5. To give someone the boot:** To make someone leave/ To send someone away. Here it is used to mean "lay someone off."

اخراج کردن، بیرون کردن کسی

I'm going to **get the boot** if the boss finds out that printing error was my fault.

اگه رئیس بفهمه که اشتباه چاپی تقصیر من بوده، از کار اخراج میشم.

.....

**6. To leap at the chance:** To be eager to do something/ To be very willing to accept an opportunity

از چیزی مشتاقانه استقبال کردن، چیزی را قاپیدن

A teaching post became vacant and he **leapt at the chance**.

یه پست برای تدریس خالی شد و اون سریعا اونو قاپید.

7. **Win-win, or a win-win situation:** A situation that is beneficial to everyone concerned

موقعیت برد برد، به نفع دو طرف

Flexible working hours are a **win-win situation** for employers and employees.

ساعات کاری منعطف، هم به نفع کارمندان و هم به نفع کارفرمایان.

.....

8. **To take on something:** To become responsible for something/ To agree to a new responsibility

مسئولیت چیزی را پذیرفتن

I've **taken on** a new project at work in addition to my normal responsibilities.

من علاوه بر مسئولیت های معمول، مسئولیت یه پروژه جدید رو هم قبول کرده ام.

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9. **Hold your horses:** Wait/ Move more slowly

صبر کن، تند نرو

Just **hold your horses**, Bill! Let's think about this for a moment.

یه لحظه دندان روی جیگر بذار «بیل»! بذار یه دقیقه در موردش فکر کنیم.

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10. **To put the cart before the horse:** To do something out of logical order, to perform a step before its appropriate time

کارها را وارونه انجام دادن، سرنا را از سر گشادش زدن

John **has the cart before the horse** in most of his projects.

جان در اغلب پروژه هاش کارها رو بر عکس انجام می ده.

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11. **To have your eye on someone:** To watch or examine someone closely

چیزی را پاییدن، مراقب چیزی بودن

Sure, I can **keep an eye on the baby** while you go to the store.

البته، وقتی میری فروشگاه، من می تونم مراقب بچه باشم.

**12. To go south:** To go wrong/ To end or stop because of problems

خراب شدن

My computer is only a month old, and it's already **gone south**.

کامپیوتر رو یک ماه نیست خریدم، ولی خراب شده.

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**13. To get something:** To understand something

فهمیدن، جا افتادن، متوجه شدن

Look, you should answer the phones here and take the orders, do you **get it**?

ببین تو اینجا باید جواب تلفن هارو بدی و سفارشات رو بگیری، فهمیدی؟

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**14. To cover your back:** To take steps that will protect you in the future/ To be very shrewd and cautious in protecting yourself against being held responsible for potential problems

دوراندیشی کردن، راه فرار را برای خود باز گذاشتن

David saves every email he sends to his boss, because he's afraid that he might need them someday. He's **covering his back**.

دیوید هر ایمیلی رو که به رئیسش ارسال می کنه ذخیره می کنه، چون می ترسه یه روزی بهشون احتیاج پیدا کنه. او جانب احتیاط را پیشه می کنه.

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**15. To hit the nail on the head:** To identify the important issue or main point of a situation with precision

کاملاً درست گفتن

I think Mick **hit the nail on the head** when he said that what's lacking in this company is a feeling of confidence.

فکر می کنم مایک کاملاً درست گفت که چیزی که در این شرکت وجود نداره حس اعتماد.

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**16. Swamped:** Very busy

حسابی گرفتار بودن

I can't take this new project because I am **swamped**.

نمی تونم این پروژه جدید رو قبول کنم، چون سرم خیلی شلوغه.

**17. To come through:** To happen, to materialize/ To become a real event

به حقیقت پیوستن

When Mark put his house on the market he expected lots of offers, but he got none. The expected offers never **came through**.

وقتی مارک خانه اش رو واسه فروش گذاشت انتظار داشت بهش خیلی پیشنهاد بشه، اما هیچ پیشنهادی دریافت نکرد. پیشنهادهایی که اون انتظار داشت هرگز محقق نشدن.

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**18. To fall on deaf ears:** To be pointless to mention, suggesting that the person you'd like to talk to won't care about your complaint, opinion, or problem

اهمیت ندادن به حرف کسی، نادیده گرفتن

Tragedy could have been prevented if the warnings **hadn't fallen on deaf ears**.

اگه هشدارها نادیده گرفته نشده بودند، میشد از وقوع این فاجعه جلوگیری کرد.

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**19. To jump down someone's throat:** To overreact and attack someone verbally

به کسی پریدن یا توپیدن

I made the mildest of criticisms and he jumped **down my throat**.

من با ملایم ترین لحن بهش انتقاد کردم، ولی اون بهم توپید.

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**20. Cornered:** Threatened/ Feeling as if you don't have many options left

نگران، ترسیده

Paul has run out of options and now he's starting to feel **cornered**.

گزینه های پال تمام شده و الان احساس ترس و واهمه داره.

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**21. To go over someone's head:** To not confront someone about a problem, but instead bring it up with another person who is higher in authority

مراجعه کردن به مافوق

Amanda was refusing to give me the week off, so I **went over her head** and spoke to the boss.

"آماندا" قبول نمی کرد که بهم یه هفته مرخصی بده، بنابراین رفتم سراغ بالا دستیش و با رئیس حرف زدم.

**22. To not hold your breath:** To not wait for something to happen with much hope  
امیدوار نبودن، دلخوش نبودن

She said she might finish by this afternoon but **don't hold your breath.**  
اون گفت که ممکنه کارشو تا عصر تموم کنه، ولی تو خیلی دلخوش نباش.

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**23. To keep a low profile:** To do nothing that would draw attention to you or distinguish you from others  
آفتابی نشدن، جلب توجه نکردن

He's been in a little trouble recently so he's trying to **keep a low profile.**  
اون جدیداً یکم توی دردسر افتاده، بنابراین سعی میکنه که زیاد آفتابی نشه.

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**24. Pink slip:** Notification that you've been fired/ The full expression is "to get a pink slip."  
برگه اخراج

I received my **pink slip** last week, and I am now looking for a new job.  
هفته پیش برگه اخراجم رو دریافت کردم و الان دارم دنبال کار می‌گردم.

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**25. Written in stone / Carved in stone / Set in stone:** Fixed, firm, unchangeable  
غیر قابل تغییر

We might get lunch next weekend, but we haven't **written anything in stone** yet.  
شاید آخر این هفته با هم ناهار بخوریم، اما هنوز این موضوع رو قطعی نکردیم.

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**26. Officially:** publicly or formally  
به طور رسمی

The new church was **officially** opened on July 7th.  
کلیسای جدید به طور رسمی در هفتم جولای گشایش یافت.

**27. Announce:** to officially tell people about something, especially about a plan or a decision

اعلام کردن

They **announced** their engagement in 'The Times'.

اونها نامزدی خودشون رو در مجله تایمز اعلام کردند.

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**28. Branch:** one of the offices or groups that form part of a large business organization

شعبه

I used to work in the local **branch** of a large bank.

من قبلا در شعبه محلی یک بانک بزرگ کار می کردم.

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**29. Eliminate:** to completely get rid of something that is unnecessary or unwanted

حذف کردن

The credit card **eliminates** the need for cash or cheques.

کارت‌های اعتباری نیاز به پول نقد و چک را حذف می کنن.

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**30. Make sense:** Someone who makes sense is reasonable or shows good judgment

منطقی بودن، معنا دادن

Everything he said **made sense** – I'd definitely vote for him.

اون هر چی گفت منطقیه - پس من قطعاً بهش رای می دم.

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**31. Shipping:** the act of sending goods from one place to another, especially by ship

ارسال

The cost is \$205 plus \$3 for **shipping**.

هزینه اش میشه 205 دلار باضافه 3 دلار برای ارسال.

**32. Get / have the impression (that):** An opinion or feeling that you have about someone or something you have seen but do not know very well

این حس رو داشتن (که)

I **have the impression that** she's very good at her job.

این حس رو دارم که اون توی کارش خیلی وارده.

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**33. Premature:** Done too early or too soon

زودتر از موعد

Any talk of a deal is **premature**.

برای هر گونه صحبت در مورد معامله خیلی زوده.

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**34. Existing:** Present or being used now

فعلی، موجود

The service is available to all **existing** customers.

این سرویس در دسترس کلیه مشتریان فعلی هست.

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**35. Not to mention:** Used when you want to emphasize something that you are adding to a list

جدای از، علاوه بر

He's one of the kindest and most intelligent, **not to mention** handsome, men I know.

اون علاوه بر این که خیلی خوش تیپه، یکی از مهربون ترین و باهوش ترین آدمهاییه که می شناسم.

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**36. Take out:** Food that is cooked and sold by a restaurant or store to be eaten elsewhere; takeaway

غذای بیرون

He ordered a **take out** from the Indian restaurant.

او از اون رستوران هندی یه غذا سفارش داد.



## Part C | Idioms in action - Part 2 (Conversation Model)

**Tobias:** A big project already? What's that?

**Sandra:** Wilson wants us to set up suppliers and **shipping** for Hanson. He wants to see a few different proposals by next week. We can get in touch with some of the people we already use, but . . .

**Tobias:** Whoa, **hold your horses** . . . Suppliers and shipping for an account we haven't won yet? Isn't that **putting the cart before the horse**?

**Sandra:** Probably, but I **get the impression** that this account has major potential, and a lot of people at corporate **have their eye on** Wilson. If anything **goes south** with it, it can't be his fault.

**Tobias:** Ah I get it. He's just **covering his back**.

**Sandra:** Yup. You've **hit the nail on the head** . . .

**Tobias:** But it still seems to me that this is all a bit **premature**. I don't want to have to be **swamped** for a week over something that might not even **come through**. Plus, I have a lot of work to do for our **existing** accounts!

**Sandra:** Well, you could bring that up to Wilson, but I have the feeling that it would **fall on deaf ears**.

**Tobias:** Plus, he'd probably just **jump down my throat**. He gets like that when he's feeling **cornered**.

**Sandra:** Or you could just **go over his head**. Make a few phone calls to corporate and . . .

**Tobias:** Yeah, right. **Don't hold your breath**. I think I'd prefer to **keep a low profile**.

**Sandra:** **Not to mention** keep your job.

**Tobias:** Yeah. No **pink slips** for me, thank you very much. Well, I guess it's **written in stone**, then.

**Sandra:** What is?

**Tobias:** The fact that we'll all be staying late and eating a lot of **take-out** over the next week.

## Part D | Pronunciation Rules

### 1. DIALOGUE USING STANDARD ENGLISH

Read the following dialogue carefully. Pay attention to the words and expressions in boldface below.

**David:** It's time to **introduce and supply stores with** our new **related products** of antiwrinkle products. I think this could be **very profitable merchandise!** We could do an **aggressive publicity campaign** and create lots of **excessive publicity** about how this **extremely advanced** technology will make you look twenty years younger.

**Lee:** That's just the **enticement** we need to make sales **increase rapidly!**

**Cecily:** And since the **types of consumers** for these products are so varied, we could send out **unsolicited Internet advertisements** to everyone on the Internet.

**Jim:** I think it would be better to do a **mutually beneficial promotion** with another company. Maybe we could find a credit card company who will let us put **printed advertisements** inside envelopes of credit card bills. We could even offer a **partial refund** for their **most frequent, highest-spending customers.**

### 2. DIALOGUE USING "REAL SPEAK"

Now listen to the audio. The dialogue below demonstrates how the slang conversation would really be spoken by native speakers!

**David:** It's time da **launch** 'ar new **line** 'ev anti-wrinkle produc's. I think this could be a **cash cow!** We could do a **marketing blitz** 'n create lots 'a **hype** about how this **cudding edge** technology'll make you look twen'y years younger.

**Lee:** That's jus' the **hook** we need da make sales **skyrocket!**

**Cecily:** An' since the **demographics** fer these produc's'er so varied, we could send out **spam** mail ta ev'ryone on the in'ernet.

**Jim:** I think it'd be bedder da do a **tie-in** with another company. Maybe we could find a credit card company who w'll let us put **stuffers** 'inside envelopes 'ev credit card bills. We could even offer a **rebate** fer their **preferred customers.**



## KEY TO "REAL SPEAK"

AND = 'N • IN = 'N

از آنجایی که "and" و "in" به صورت مخفف به صورت 'n در می آیند، تشخیص آنها کمی گیج کننده است. به همین دلیل توجه به کانتکست (فضا) برای تشخیص این دو در مکالمه بسیار مهم است.

### قواعد

غالباً در مکالمات روزمره، وقتی "and" دو کلمه را به همدیگر متصل می کند، به صورت 'n تلفظ می شود. حرف اضافه "in" نیز وقتی بعد از یک کلمه قرار می گیرد به صورت 'n تلفظ می شود. تنها راه تشخیص این دو این است که به فضای مکالمه توجه کنید.

### نحوه شکل گیری این صدا

STANDARD ENGLISH	"REAL SPEAK"
<p><b>and</b> →</p> <p>Karen <b>and</b> Steve are coming to visit.</p> <p>At the zoo, I saw lions <b>and</b> tigers <b>and</b> bears.</p>	<p>'n</p> <p>Karen 'n Steve ae coming to visit.</p> <p>At the zoo, I saw lions 'n tigers 'n bears.</p>
<p><b>in</b> →</p> <p>Tom is <b>in</b> Paris this week.</p> <p>Let's go <b>in</b> the house before it starts raining.</p>	<p>'n</p> <p>Tom is 'n Paris this week.</p> <p>Let's go 'n the house before it starts raining.</p>

اما...

اگر قبل از "and" مکث وجود داشته باشد، بجای 'n تلفظ می کنیم 'an. مثال:

Today I'm visiting my mother in California ...and tomorrow, I'm visiting my brother in New York!

Today I'm visiting my mother 'n California... 'an' tomorrow, I'm visiting my brother 'n New York!



1. Listen to the audio and write the written equivalents of the spoken words in the parenthesis.

**David:** It's time ..... (da) **launch** ..... ( 'ar) new line.....( 'ev) anti-wrinkle produc's. I think this could be a **cash cow!** We could do a **marketing** ..... (blitz 'n) create .....(lots 'a) **hype** about how this **cudding edge** technology .....(y'll) make you look twen'y years younger.

**Lee:** That's jus' the **hook** we need da make sales **skyrocket!**

**Cecily:** An' since the **demographics** fer these produc's'er so varied, we could send out **spam** mail ta ev'ryone on the.....( in'ernet).

**Jim:** I think it'd be.....( bedder da) do a **tie-in** with another company. Maybe we could find a credit card company who w'll let us put **stuffers**.....( 'nside) envelopes.....( 'ev) cred it card bills. We could even offer a **rebate** .....(fer) their **preferred** .....(**custamers**).



2. Complete The Phrase

Complete the sentences by choosing the appropriate word from the list below.

an eye on, deaf ears, low profile, make it, hold, swamped, boot, covered, cornered, situation

1. I can't ..... on Monday; I have something else to do.
2. Davis was given the ..... after just nine days of filming and replaced by Jonathan Kaplan.
3. Flexible working hours are a win-win ..... for employers and employees.
4. Whoa, ..... your horses, kids. We're going to sing before we start eating cake.

5. Make sure you've got ..... that pot or it might boil over on you!
6. David has ..... his back by having a clause inserted in the contract.
7. I'd love to come see your game tomorrow, son, but I'm totally ..... with work right now.
8. Tragedy could have been prevented if the warnings hadn't fallen on .....
9. A ..... animal can be very dangerous.
10. A: "I haven't seen you in a while - how are you?"  
B: "Oh, I'm fine, just keeping a ..... so I can finish my re search by the deadline."

## Part F | Speaking Challenge



### 1. Create Your Own Sentence

Read the conversations, then fill in the last line with your own words in response to what you've just read. Make sure to use the suggested words in your response. Your response can be in the form of a question or statement.

1. **Shannon:** What are you doing home in the middle of the afternoon? Shouldn't you be at work?

**Albert :** .....

**Shannon:** Then you had better start looking for another job.

**use:** pink slip

2. **Mark:** I haven't seen Andy around the office lately. Have you seen him?

**Gary:** .....

**Mark:** Good idea. Stay out of sight and out of mind and hope the memory of the incident dissipates over time.

**use:** keep a low profile

3. **Tom:** Let's get this hike started.

**Kevin:** Aren't we going to wait for Charles?

**Tom:** .....

**Kevin:** You mean that he is not coming?

**Tom:** You can be almost sure that he is not coming.

**use: Don't hold your breath**

4. **Emma:** Your child is throwing a terrible tantrum. Aren't you going to do something?

**Harrison:** .....

**Emma:** So you just ignore him?

**Harrison:** Sure. Works every time.

**use: fall on deaf ears**

5. **Robert:** It's so nice to finally relax. I had such a busy week.

**Marty:** .....

**Robert:** That's awful! Your company should hire someone so you can split the duties with another person. You're doing the work of three or four people. It's not fair.

**Marty:** I completely agree.

**use: swamped with work**

6. **Manager:** How can I help?

**Supervisor:** I'm having some trouble making the shift schedule for the nurses for next month.

**Manager:** Let me have a look. First, let us identify the problem?

**Supervisor:** Well, there are more shifts than there are nurses to fill the shifts.

**Manager:** .....

**use: hit the nail on the head**

7. **Jeff:** Have you seen the new library assistant?

**Sam:** She is very pretty.

**Jeff:** .....

**Sam:** Do you really think that you have a chance of dating her?

**Jeff:** Who knows? But I can try.

**use: have my eye on her**

8. **Jake:** I'm going to go and tell the boss that I saw Bill stealing office supplies.

**Melissa:** .....

**Jake:** Now that you mention it, I'm not sure.

**Melissa:** Good thing you didn't rush off to the boss and make false accusations, then.

**use: hold your horses**

**9. Wife:** I booked our tropical holiday excursion and started shopping for clothes.  
**Husband:** But my boss has not officially approved my vacation period.  
**Wife:** .....  
**Husband:** Yes. You should have waited and done things in the proper order.  
**use: put the cart before the horse**

**10. Jackson:** I heard that there are going to be lay-offs soon.  
**Sophia:** Really? Wow, that's big news. Are we going to lose our jobs?  
**Jackson:** I'm not sure. I heard the news from Ted who heard it from Alice who heard it from John in the mail room.  
**Sophia:** .....  
**Jackson:** Yes.  
**Sophia:** Then I'm not going to worry about lay-offs. It is only a rumor.  
**use: hear through/on the grapevine**

**2. Have a look at the following card and prepare a monologue. You have 1 minute to prepare a monologue on the given topic and talk about the topic for at least 2 minutes. Videorecord yourself and send your recordings to Dr. Zaban for review.**

### IELTS Speaking Test Cue Card 11

Describe a workplace you have worked in or know about.

You should say:

- what it looks like
- who worked there
- how you know about it

and explain if this is a good working environment or not.