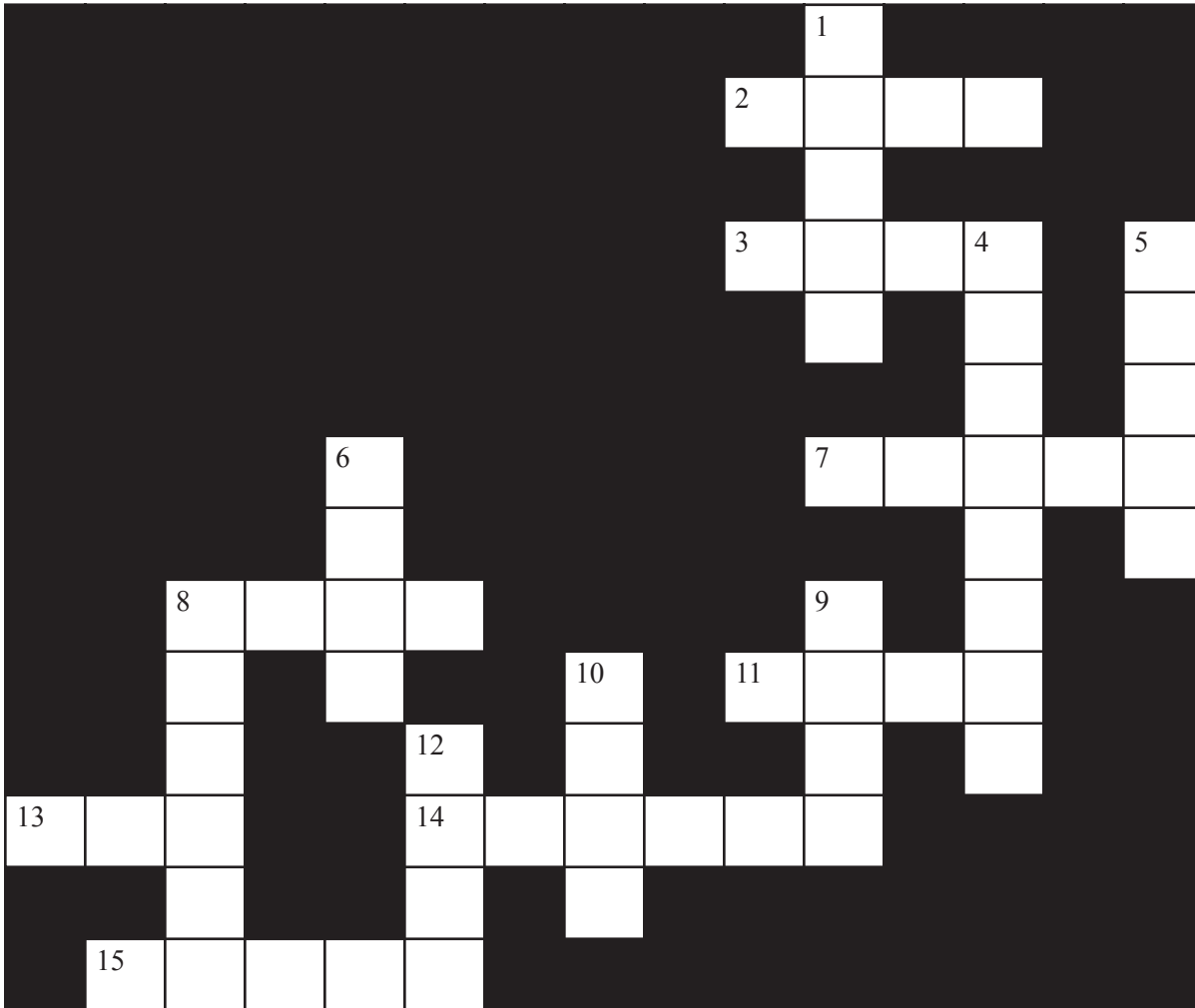


SPEAK BUSINESS ENGLISH LIKE AN AMERICAN
REVIEW FOR CHAPTERS 11-15



Across

2. Let's hunker ____ and work over the weekend so we can get this proposal out by Monday morning.
3. What do you mean you're not coming to the company holiday party? Where's your ____ spirit?
7. We can't make a decision without our boss. She'll definitely want to put in her two ____.
8. This may be a bitter ____ to swallow, but if our business results don't improve next year, we're going to have to lay off a lot of employees.
11. This new desk chair design is certainly not traditional. I guess the furnitue company decided to ____ the envelope.
13. Don't make me the fall ____! I'm the one who's said all along that this new product idea is stupid.
14. The receptionist gave the visitor bad directions to our offices. She's really ____ at the wheel!
15. What do you mean you lost the contract? You'll have to ____ it down because that was the only copy!

Down

1. This project is not working out. I think we should just throw in the ____ and start working on something else.
4. It's 9 p.m. and this report is due by 8 a.m. tomorrow morning. We're going to have to burn the ____ oil tonight to get it done.
5. I found a lot of mistakes in the contract you drafted. In the future, be sure to dot your i's and ____ your t's.
6. You forgot to invoice our client for that \$2 million project? Wow, you really dropped the ____!
8. If you need help with your project, ask Jill. She's a team ____ and is always willing to help out.
9. Companies often ____ the gun by not thoroughly testing their new products before launching them.
10. Apple struck ____ with their innovative music player, the I-Pod.
12. Before we move on to the next subject, let me circle ____ to something Joan said earlier in our meeting.