

**At loss for words**-speechless, unable to speak

**Ballpark figure**-estimate

**Beating about the bush**-if someone doesn't speak directly, but rambles or hesitates

**By and large**-generally speaking, in general, mostly true

**Cancel**- call off; write off

**Come up trumps**-produced good, unexpected results

**Compile/write down**- draw up

**Depend on/rely on**-

**Disappoint**- let you down

**Do battle with**-fight it out

**Fighting a losing battle**-making no progress

**Fighting a running battle**-having a series of arguments

**Find out opinions/intentions**-learn something that you didn't already know, discover

**For a level playing field**-a situation that gives no one an advantage

**Get a word in edgeways**-to get a chance to say something; don't get a chance to speak

**Get straight to the point**-when someone speak directly, without hesitating, opposite of *beating about the bush*

**Gift of the gab**- to be talented for something

**Give and take**-balance, (negotiation), compromise

**Half the battle**-the rest is easy

**Hard and fast**-a strict rule, fixed

**Have a friendly relationship**-get on well

**Have a quick word**-to say something quickly

**Heard it on the grapevine**-rumor, unofficially

**Heard something from the horse's mouth**-get the information directly from the person concerned

**Hedge our bets**-reduce our chances of failure

**Keep/maintain**-hold on to

**Make bigger/stronger**-cement

**Make head or tail of something**-understand, find meaning in something

**Makes no odds**-makes no difference

**Moving the goalposts**-changing their aims or decisions

**Off the top of my head**-from memory, spontaneously

**On and off**-sometimes, occasionally, not continuously

**On the ball**-quick to understand

**On the same wavelength**-when two people agree on most things, they are on the same wavelength

**On the tip of the tongue**-the inability to remember a word

**On the warpath**-very angry

**Over the odds**-more than it's worth

**Panacea**-something that people think will make everything better

**Plain sailing**-easy to do or achieve

**Play your cards right**-do the right thing

**Postpone/delay**-put off

**Pros and cons**-advantages and disadvantages

**Put you in the picture**-to explain something to someone

**Quid pro quo**-something that you give or do in exchange for something else

**Speak off the cuff**-without preparing ahead of time what one will say, without preparation

**Stick to your guns**-maintain your point of view

**Talk to a brick wall**-talk to an unresponsive person

**Talking at cross purposes**-if two people talk at cross purposes, they do not understand each other because they talk about different things

**The odds are stacked against us**-there are many difficulties

**To talk shop**-to discuss one's business or profession

**Tongue-tied**-unable to speak

**Touch and go**-very unsure that something will happen; very uncertain about something,

**Up in arms**-very angry and ready to fight

**Ups and downs**-rise and fall

**Wine and dine**-entertaining of your business partners

**Word of mouth**-oral advertising

