

## Transcript & Vocabulary for Listening Test #2

This is listening test #2.

Remember that you can find the transcript to the dialogues in today's listening test as well as the vocabulary from the test on my website [www.accelerateenglish.com/podcast](http://www.accelerateenglish.com/podcast)

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### Dialogue #1

To fall behind = to work slower than needed to complete work

- I have to work hard to make sure that I don't fall behind

To catch up (on work) = to get back to the level that you need to be at

- I had fallen behind but I did some work on the weekend so now I'm caught up

To be (back) on track = to be progressing as planned or expected

- We had a meeting last weekend to discuss our problems and now everything has been resolved and we are back on track.

To stay on top of things = to be in control of your tasks and work

- In my job, you always have to be checking your emails to stay on top of things

### 1<sup>st</sup> time

Is the speaker's project on schedule?

It's been a stressful few months. We had fallen behind on our project during the summer because a lot of our workers were on vacation but fortunately, we were able to catch up on our work. I'm glad we're back on track now. We just need to stay on top of things to ensure that we meet our targets by the end of the year.

### 2<sup>nd</sup> time

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Answer: yes, they were able to catch up on their work and they are back on track now

## Dialogue #2

Work your way up the ladder = getting promoted to higher level positions in a company over time

- She was able to work her way up the ladder to become director of the company.

To bite off more than you can chew = to accept more responsibility than you can manage

- I think I bit off more than I can chew when I offered to do the presentation in tomorrow's meeting. I don't think I'll be able to get it done in time.

To have your work cut out for you = to have a lot of hard work to do in order to complete a task

- The new President of the country has his work cut out for him. The country is in terrible condition.

To have a lot on your plate = to have a lot of work to do

- I have a lot on my plate because my colleague quit her job so I'm doing her job as well as mine.

To burn the candle at both ends = to work excessively hard and long hours

- My wife is burning the candle at both ends for her company. She often works at home in the evening too.

### 1<sup>st</sup> Time

Is the speaker satisfied with his new job? Why or why not?

I was able to work my way up the ladder in my company and was excited to finally receive a promotion to a management position, which seemed like a big achievement at the time, but I'm afraid that I may have bitten off more than I can chew. I certainly have my work cut out for me with the big plans our company has for the future. I've had a lot on my plate since day one, which has been quite overwhelming. I'm constantly burning the candle at both ends, so I'm thinking I might have to ask for my old job back soon.

### 2<sup>nd</sup> Time

Is the speaker satisfied with his new job? Why or why not?

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Answer: no, because he's working too hard

### Dialogue #3

Touch base with someone = contact someone (usually to help them in some way)

- I'll touch base with you sometime tomorrow

Keep someone in the loop = ensure that someone has the newest updated information

- I'm living in a foreign country but my best friend keeps me in the loop about what is happening back home with everyone

Bring someone up to speed = give someone the information that someone is missing so that they're updated

- I didn't hear about what happened at the meeting yesterday. Can someone bring me up to speed about it?

Fill someone in = provide someone with information that they are missing

- I know you are wondering why she quit. If you have a minute, I'll fill you in.

### 1<sup>st</sup> Time

Is the speaker always updated with his new team?

I recently joined a new team, but it's been a struggle. In the past, even though I was working from home, my manager always touched base with me to see how I was doing, and my coworkers always kept me in the loop about what was happening at the office. However, things are different now. I rarely hear from my manager, and nobody brings me up to speed about what is going on at the office. I feel like I'm on an island working from home. I need to build better relationships so that someone will fill me in on the latest news and I can feel like part of the team.

### 2<sup>nd</sup> Time

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Answer: no, he rarely hears from his manager, nobody brings him up to speed