

## Grammar - Figurative Language

**Point 1:** Figurative language uses expressions where the meaning is different from the literal words.

1. **I saw it coming.** = I predicted it would happen.
2. **I've got all the time in the world.** = I'm not busy / I have lots of time.
3. **You'll be back on your feet in no time.** = You will recover very quickly.
4. **We can move it back.** = We can reschedule to a later time.

**Point 2:** Figurative phrases are often said quickly with reduced sounds.

1. **I'll just take some time off and** → "I'lljus take sm time off 'n..."
2. **I'll take it easy for a while.** → "I'll take-it-easy fer a while."

**Point 3:** The figurative meaning is accepted naturally—people don't picture the literal words.

1. **He is down in the dumps.** = He is sad or depressed.
2. **It's the elephant in the room.** = An obvious issue that people avoid discussing.
3. **People are up in arms.** = People are very angry or upset.

**Point 4:** Most figurative phrases are fixed in form. You cannot easily change the grammar or vocabulary.

- **You need to play your cards right.** This is correct.
  - **Not:** plays his cards right, or play your card right.
- **You will be back on your feet in no time.** This is correct.
  - **Not:** back on your foot, or in some time.

## Figurative Language

Watch video using **figurative language** in four conversations.

Conversation 1 | [PDF Worksheet](#)

**Woman:** Will you be home tonight?

**Man:** I should. Why?

**Woman:** I need to ask you a few questions.

**Man:** Okay. I'll **be up late**, so call anytime.

**Woman:** Okay. I'll call you around nine-ish.

**Man:** I'll be waiting.

**Woman:** Great. I promise I won't **take up much of your time**.

**Man:** No worries. *I got all the time in the world.*

**Woman:** Great. I'll talk to you later then.

**Man:** Yep. See you then.

### Conversation 2 | [PDF Worksheet](#)

**Woman:** I'm sorry to hear the news.

**Man:** It's okay. I *saw it coming*.

**Woman:** What will you do?

**Man:** I'm not sure. I think I'll just *take some time off* and *take it easy* for a while.

**Woman:** That sounds like a good plan.

**Man:** Well, I guess *all good things come to an end*.

**Woman:** They do. *Nothing lasts forever*.

**Man:** True. But I'll miss this place

**Woman:** And we'll miss you, and you'll be *back on your feet in no time*.

**Man:** I hope so.

### Conversation 3 | [PDF Worksheet](#)

**Woman:** It looks like it will rain this weekend.

**Man:** Oh, no. Now we can't go hiking.

**Woman:** I'll call everyone and postpone it until next week.

**Man:** What about the dinner we planned afterwards?

**Woman:** We can *move it back* to next week.

**Man:** Okay. I'll call the restaurant and cancel the reservation.

**Woman:** Thanks.

### Conversation 4 | [PDF Worksheet](#)

**Woman:** I need someone to *write up* a sales report.

**Man:** I'll do it.

**Woman:** Great. How long will it take you?

**Man:** *No more than* a few hours, I think.

**Woman:** Great. I'll get Susan to help you.

**Man:** *No need*. I'll be all right. Thanks, though.

**Woman:** *Suit yourself*.

## Quiz

*Answer these questions about the interview.*

1) When will the woman call the man?

- a) At 7
- b) Around 9

2) What will the man do?

- a) Take time off
- b) Take a long trip

3) What will happen this weekend?

- a) It will rain.
- b) They will go hiking.

4) Who will write the report?

- a) Susan
- b) The man

## Meeting Agendas

Board Meeting Agenda

Sales Team Weekly Kickoff Meeting Agenda

## Interviews for Recruiters and Candidates

**What is your educational background, and how has it prepared you for this job?**

This question allows you to expand upon the education section of your resume by explaining how your credentials connect to the job and translate to career readiness.

You can highlight internships, projects, or specific skills you gained in school that demonstrate how your background has prepared you to succeed in the position from day one.

Sample answer

“I earned a bachelor’s degree in business administration with a focus on marketing from Temple University. During my studies, I completed internships in digital marketing and data analytics, which allowed me to apply classroom concepts to real-world campaigns.

My senior project involved creating a full marketing plan for a local nonprofit, which taught me how to integrate strategy with measurable outcomes, which are skills I plan to bring to this position.”

### **Describe a major contribution during your last job.**

Sharing a measurable achievement demonstrates not just what you accomplished, but how you approached challenges, collaborated with others, and added value to your team or organization.

This interview question allows employers to understand the tangible impact you’ve had in previous roles, which helps them visualize exactly how you would drive results for their team.

Sample answer

“As a project engineer at my previous role, I noticed that our project timelines were frequently slipping due to a lack of coordination between design and field teams. I took the initiative to analyze our workflow and developed a new scheduling system that clearly outlined responsibilities and deadlines for each department.

I led training sessions with team members to explain the new process. Within three months of implementation, our projects were completed 20% faster on average, and client satisfaction scores improved noticeably. This experience taught me the importance of proactive problem-solving and cross-team collaboration, skills I’m eager to bring to this position.”

### **How would your coworkers describe you?**

Employers ask this question to gain insight into how you work with others, your interpersonal skills, and the professional reputation you’ve built. It helps them understand your work style, collaboration approach, and whether you’ll fit into the company culture.

When answering, think about the qualities colleagues have complimented you on or the feedback you've received in performance reviews. Focus on traits that are relevant to the role you're applying for, such as teamwork, reliability, or communication.

Sample answer

"My coworkers would describe me as dependable, collaborative, and proactive. In team settings, I'm often the person who helps coordinate tasks, keeps everyone on track, and ensures that deadlines are met.

For example, during a recent cross-departmental project, colleagues appreciated that I facilitated communication between teams and helped resolve conflicts before they impacted progress. I've been told that my positive attitude and willingness to support others make me a reliable and approachable team member."

### **How would your boss describe you?**

This question helps interviewers understand how you perform under guidance, offering insight into your work ethic, reliability, and ability to take direction while contributing independently.

Reflect on past performance reviews or feedback from managers. Highlight qualities that demonstrate responsibility, initiative, and tangible results.

Sample answer

"My previous manager would describe me as highly organized, results-driven, and someone who takes initiative. For instance, during a major product launch, my manager relied on me to coordinate multiple teams and ensure deadlines were met.

She often praised my ability to anticipate challenges, communicate clearly, and keep the project on track. I strive to maintain a level of professionalism and accountability that earns trust, and I hope to bring the same reliability and focus to this role."