

keep going

continue



MORE EXAMPLES 🗨️

A: "Can I stop running?"

B: "No, **keep going**. You need the exercise."

A: "Should we stop working at 6 o'clock?"

B: "No, let's **keep going** until 8 o'clock."

Mr. Lee

NOT ~~Mr. Alan~~



MORE EXAMPLES

A: "I'm Bill Jones."

B: "Nice to meet you, **Mr.** Jones."

A: "You can call me by my first name."

B: "Alright. Hello Bill."

A: "I'd like you to meet Don Clinton."

B: "Hello **Mr.** Clinton."

drop by

visit for a short time



MORE EXAMPLES

"You left your book in my car. I'll **drop by** your house and give it to you."

"I **dropped by** the camera store to pick up our photos."

For *left*, see page 232

For *pick up*, see page 62

Can I put you on hold?

Please wait.

Ask this during a phone call.



MORE EXAMPLES

A: "Can I speak to the manager?"

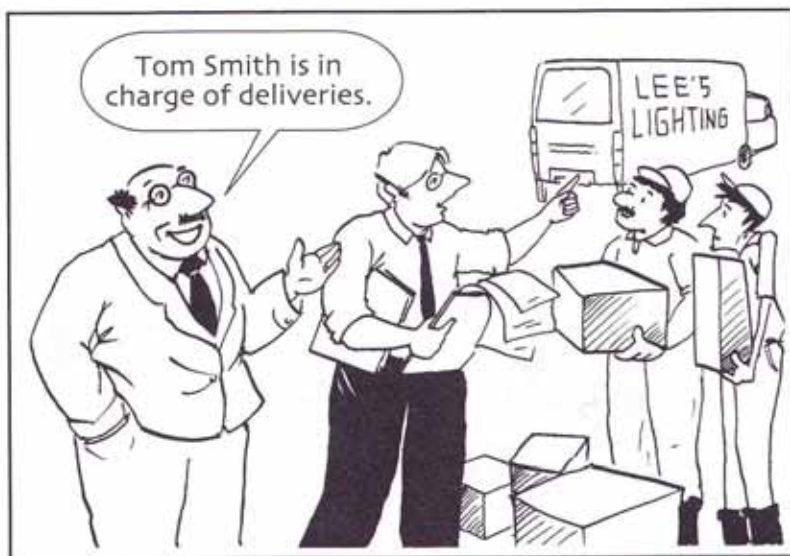
B: "**Can I put you on hold** for a minute? I'll see if he's here."

A: "Hello, ABC Market? Do you have any fresh raspberries?"

B: "**Can I put you on hold** while I go and see if we have any left?"

For *left*, see page 185

in charge of
responsible for; supervisor of



MORE EXAMPLES 🗨️

"I'd like to speak to the person **in charge of** customer service."

"He's **in charge of** training new staff."

NOTE: sometimes **in charge of + _ing**

running short of time

getting close to a deadline



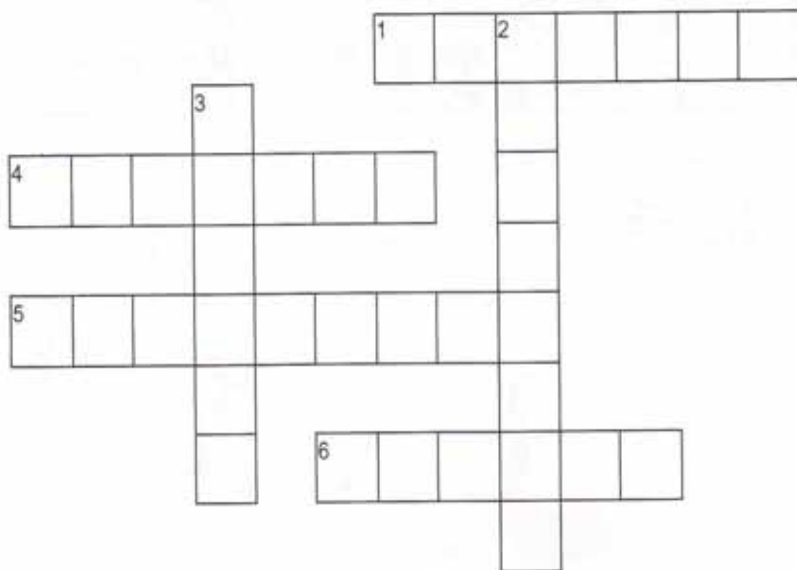
MORE EXAMPLES

"I have to work late tonight. I need to finish a project, and I'm **running short of time.**"

"I'd like to finish this meeting soon. Let's move on to the next point because we're **running short of time.**"

For *move on*, see page 209

Grab a Pencil! • Puzzle #1



ACROSS

- 1) "This is Stephen Jackson." ■ "Nice to meet you, Mr. ____."
- 4) "Your test is tomorrow. You haven't studied yet! You're running ____ time!"
- 5) "Let's stop driving and have dinner." ■ "No, let's _____. We will be there soon."
- 6) (on the phone) "What time is the meeting?"
■ "Can I put you _____? I'll ask my boss."

DOWN

- 2) "I'm a teacher. I'm in _____ 50 students."
- 3) "If you _____ my house tonight, I'll give you the money."

For answers, see page 365