

Useful American Terminology

A dry run—a rehearsal, or practice, before the actual event, to give you the opportunity to figure out any problems or issues ahead of time

A Goof Up—a mistake

A No-Brainer—an easy decision; something obvious

Actions Speak Louder than Words—do something in a situation, rather than simply talk about it; your actions are more important than what you say you are going to do

Add Insult to Injury—to make a bad situation worse

All in a Day's Work—part of the normal routine

All set—ready

An All-Nighter—stay up all night, or work long hours, to complete a task

An Earful—a lot to say; complaining, whining

ASAP—as soon as possible

Blow a Fuse—get extremely angry, to the point of overreacting

Catch Some Z's—get some sleep

Couch Potato—lazy person

Develop a Rapport--build a friendly/positive relationship with someone, make a connection with someone

Don't Bank On It—don't depend on something happening, because it might not

Do the Heavy Lifting—do the hard work required to complete a task

FYI—for your information

Get Bent out of Shape—get upset

Get Our Ducks in a Row—get everything organized

Give it One-Hundred and Ten Percent (110%)—give it all of your effort possible

Go Big or Go Home—this project/task/assignment should be done well

Go the Extra Mile—make an extra effort to really impress/help someone, work harder to exceed expectations/goal

Go to the Head of the Class—be the best

Hammer it Out—figure it out, get it done

Happy Camper—a content person

Have a Good Feeling About This—I think this is going to be good; I think this will work well

Head Honcho—person in charge; person in the highest position

Hobnob—to associate/spend time with others in a friendly way

I Was Blown Away—I was impressed by

In a Jam—in a difficult situation

It's About Time—sarcastic phrase meaning it is past the time when something was expected

It's Not What You Know, but Who You Know—you can't just rely on your knowledge and skills, developing relationships and networking is extremely important to your success

Jack of All Trades—someone who is talented, or knowledgeable, in a variety of different areas

Keep Me in the Loop—let me know what's going on; keep me updated

Knock Their Socks Off—to impress someone

Low man on the totem pole—to be of lowest status in a group due to inexperience, newness, or any other reason

Make a Big Stink—cause trouble, escalate a problem

Make Waves—cause trouble

Nip it in the Bud—stop something before it becomes a problem

No Call, No Show—someone who does not show up and does not call or email to let their boss know why

On My Radar—I'll be paying close attention

On Your Radar—keep this in mind; remember this; be aware of something

Pain in the Neck—irritating; frustrating

Pet Peeve—a behavior or action that annoys you

Piece of Cake—easy

Pitch Something—attempt to promote or sell

Playing phone tag—when two people are trying to reach each other via phone but keep missing the phone calls and have to continually leave voicemail messages for the other party; difficulty in reaching someone via phone due to missed phone calls

Provide References—provide a list of individuals who can tell me about your academic, work, and personal strengths (make sure you ask these individuals prior to listing them as references)

Pull Your Weight—do the amount of work expected from you

Pushing the Envelope—testing the boundaries; go beyond what is normally accepted

Put All Your Eggs in One Basket—Rely on one thing succeeding, when there is a chance it may not

Put in a Good Word—Recommend someone for a project or a job based on previous, positive work performance

Put Your Best Foot Forward—present yourself in the best manner possible; try to make a good impression

RSVP—please reply

Rub You the Wrong Way—Something or someone that makes you uncomfortable

Screwed Up—made a mistake

Speak Now, or Forever Hold Your Peace—this is your last chance to share your opinion before a decision is made; speak up for yourself

Stipend—a benefit in addition or in place of a regular paycheck (i.e. possibly free transportation, free lunch, or a set payment for working rather than hourly pay)

Straight to the Top—be the best

Think Outside the Box—be creative; think unconventionally; to come up with new ideas

Three Strikes—baseball reference, players are “out” on the third strike; in the workplace, this refers to how many “chances” you have left with your boss, usually in reference to when you make a mistake

Too Many Cooks in the Kitchen—too many people involved

Toot Your Own Horn—to boast or brag about your accomplishments or talents; to promote yourself

Touch Base—check in and give an update

Up For Grabs—anyone can have/take it

Win-Win Situation—all parties involved will be happy with the outcome

Working Around the Clock—working all day/night to complete a task; working until something is complete with no breaks