

Developing vocabulary - Phrasal verbs connected with work

Exercise 1: Fill in the Blanks

Fill in the blanks with the correct phrasal verb from the list below. Use each verb only once. Make sure to use the correct tense.

1. Maria decided to _____ the job offer because it didn't align with her career goals.
2. It's important to _____ your studies if you want to succeed in school.
3. Could you please _____ this form with your personal details?
4. John is trying to _____ his project before the deadline.
5. The company plans to _____ a new office in London next year.
6. Sarah found it difficult to _____ all the latest trends in technology.
7. When the manager retires, who will _____ his responsibilities?
8. To _____ in your career, you need to constantly improve your skills.

Exercise 2: Match the Sentences

Match each sentence with the correct phrasal verb from the list below. Write the letter of the correct phrasal verb next to the sentence.

- A. keep at
- B. work on
- C. fill in
- D. keep up with
- E. take over
- F. turn down
- G. set up
- H. get ahead

1. ____ To progress quickly in the corporate world, it's essential to network and enhance your expertise.
2. ____ He decided to decline the invitation to the party because he had too much work to do.
3. ____ She's been making a lot of effort to complete her assignment on time.
4. ____ Can you complete this document with the necessary information?
5. ____ It's challenging to remain informed about all the new developments in this field.
6. ____ After the merger, the new CEO will assume control of the company.

7. ____ They've established a new branch to expand their business.
8. ____ Despite the difficulties, he persevered with his training routine and saw great results.

Exercise 3: Sentence Transformation

Rewrite the sentences using the correct phrasal verb from the list below. Keep the meaning of the original sentence.

1. They need to establish a new procedure for handling complaints.
 - They need to _____ a new procedure for handling complaints.
2. It's difficult to stay informed about all the changes in technology.
 - It's difficult to _____ all the changes in technology.
3. He declined the job offer because the salary was too low.
 - He _____ the job offer because the salary was too low.
4. She will assume control of the project after the current manager leaves.

- She will _____ the project after the current manager leaves.
5. To succeed in your career, you need to be proactive and develop your skills.
- To _____ in your career, you need to be proactive and develop your skills.
6. Despite the challenges, he continued practising the piano every day.
- Despite the challenges, he _____ practising the piano every day.
7. Can you complete this application form with your details?
- Can you _____ this application form with your details?
8. She is trying to complete her thesis before the deadline.
- She is trying to _____ her thesis before the deadline.