

Business phrasal verbs

Complete each conversation with one of the five words in the box.

Then match the phrasal verbs in the conversation to the verbs similar in meaning.

down off on out up

a The project meeting

A Okay, that's item two. Let's move

B Now, just hold

A Kim, I'm counting

B But this is not the time to be taking

to item three: new projects.

a minute, Sylvia.

you to get us the Zurich contract.

more work.

continue = _____ accept = _____ rely = _____ wait = _____

b The troubleshooting meeting

A Right. Have you managed to sort

B To be honest, we haven't really found

A Well, can I just point

B Yes, I know. We're carrying

the problem with our computers?

exactly what the problem is yet.

that it's now affecting everyone on the first floor?

tests on the system now. Give us a couple of hours.

say = _____ discover = _____ do = _____ solve = _____

c The union negotiation

A The question is, will you agree to call

B Not if you're still planning to lay

A I'm afraid that's a decision we can't put

B Then, I'm sorry, we shall have to break

the strike?

a quarter of the workforce, no.

any longer.

these negotiations.

fire = _____ end = _____ cancel = _____ postpone = _____

d The marketing meeting

A We really must fix

B Our prices are fine. We're trying to build

A Yes, but our overheads have gone

B I know, but that's no reason to put

a meeting to discuss our pricing strategy.

market share, Otto. Profits can wait.

nearly 20% over the last 18 months.

prices. We'll just lose customers.

rise = _____ raise = _____ arrange = _____ develop = _____

e The budget meeting

A I'm afraid they've turned

B That's because group turnover's gone

A We could start by cutting

B Now, calm

our application for a bigger budget.

again. So where are we supposed to make cuts?

the amount of time we waste in these meetings!

everybody. We need to be practical.

reduce = _____ relax = _____ reject = _____ decrease = _____

Chairman: So, let's move to the main point of this meeting. We now have to talk about the takeover bid submitted by Megacorp earlier today.

Gentlemen, gentlemen, please calm , I can't understand a word! Sorry, Mr Kent, I didn't quite catch that. Could you speak a bit, please?

Mr Kent: The union demands that you turn Megacorp's hostile bid. We believe that they intend to lay 25% of the employees by the end of the year.

Chairman: I have to point that, with costs going at the rate they are, we have no choice - we have to either sell or close.

Gentlemen, we can't put making a decision any longer. I'm going to put Megacorp's offer to the vote. I trust I can count you to vote with the good of the company and its employees in mind.