

Move on	Stop focusing on something and continue forward
Take on	Accept more work or responsibility
Count on	Rely on someone or something
Hold on	Wait or pause
Point out	Highlight information
Find out	Discover or learn something
Carry out	Complete a task or plan
Sort out	Resolve a problem
Lay off	Fire employees due to company issues
Call off	Cancel an event or meeting
Break off	End a professional relationship or agreement
Put off	Delay something
Go up	Increase
Put up	Build or display something
Fix up	Repair or improve something
Build up	Strengthen or develop over time
Cut down	Reduce something
Calm down	Relax after being upset or stressed
Turn down	Reject an offer
Go down	Decrease

Complete the idea with the correct preposition

1. Can you give Teresa a call and find where today's meeting is?
2. Hold a moment, Elina - I think Barry wanted to say something.
3. So, Marcel will carry some initial market research and report back at next month's meeting.
4. They seem to have built a decent client base over the last couple of years.
5. Let's put discussion of item 5 until after lunch. Okay?
6. I'm afraid they turned our offer. So, let's discuss our options from here.
7. Jack, have you got anything to add before we move to the next item?
8. Let's fix another meeting with them for next month.



Choose the correct option to complete the idea.

1. The company had to **(lay off / call off)** several employees due to budget cuts. **(lay off)**
2. The manager **(put off / carried out)** the project successfully despite challenges. **(carried out)**
3. Our team needs to **(sort out / build up)** the issues with the new software before launch. **(sort out)**
4. The CEO decided to **(turn down / break off)** the merger negotiations. **(break off)**
5. Sales have **(gone down / put up)** since the new competitor entered the market. **(gone down)**
6. The company plans to **(cut down / put up)** a new office building in the city center. **(put up)**



Choose the correct option to complete the idea.

1. (person) is someone you can rely when it is needed.
2. Something I do to relax when I am stressed is...
3. Something I find difficult about fire people is ...
4. Something reduced during the pandemic was ...
5. The last meeting I attended was arranged by...
6. The last thing I postpone was...
7. The last time I accepted an extra assignment at work was...
8. When something troubles me, something I do to continue is...

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