

Business English - Phrasal verbs

I. Choose the best answer for the following questions/statements.

1. The delivery driver was caught stealing from the warehouse, so he was _____ of the company permanently.

- a. kicked in
- b. kicked off
- c. kicked out
- d. kicked away

2. I'm _____ work next week because I have a family vacation planned.

- a. taking off
- b. taking out
- c. taking away
- d. taking down

3. We will _____ the issues immediately and find out what's wrong with your order.

- a. look up to
- b. look into
- c. look away
- d. look down on

4. The use of rebates will help our customers _____ their total expenses, which will be incentive for them to buy from us again.

- a. cut into
- b. cut down on
- c. cut off
- d. cut through

5. It looks like the supplier added some extra products to our invoice. Do you think they were trying to _____ or do you think it was a mistake?

- a. rip us apart

- b. rip us up
- c. rip us off
- d. rip us away

6. We were able to _____ buying the discounted products even though it seemed like they didn't need them.

- a. talk our customers out of
- b. talk our customers about
- c. talk our customers up
- d. talk our customers into

7. I had an opportunity for a job interview with a different company, but I _____ because I'm already satisfied with my current position.

- a. passed it down
- b. passed it on
- c. passed it up
- d. passed it against

8. Unfortunately, I had to _____ the meeting and reschedule because I was too sick.

- a. call out
- b. call off
- c. call ahead
- d. call on

9. Our printer _____ ink so we had to order some more from Office Depot.

- a. ran through
- b. ran out of
- c. ran up to
- d. ran by

10. I was at the gas station this morning and _____ my colleague. What a coincidence!

- a. ran over
- b. ran into
- c. ran across
- d. ran by

11. Our office is packed with old supplies and junk. Let's _____ it this week.

- a. get rid of
- b. get over
- c. get across to
- d. get onto

12. Sorry for the delay. Our delivery driver got _____ in some traffic on the way .

- a. held up
- b. held on
- c. held over
- d. held of

13. After being sick all week, I have a lot of work to _____ .

- a. catch up
- b. catch on
- c. catch over
- d. catch up with

14. We have some very lazy colleagues who just _____ in the office all day without getting any work done.

- a. mess up
- b. mess around
- c. mess over
- d. mess down

15. I really thought my colleague was lying about his car breaking down on the way to work. But, it _____ he wasn't lying. I saw his car on the side of the street on the way home!

- a. turns up
- b. turns over
- c. turns away
- d. turns out

16. I was completely _____ before I had to give my big presentation.

- a. freaking out
- b. freaking up
- c. freaking about
- d. freaking down

17. I _____ to work 15 minutes late today and my boss was pretty upset.

- a. showed around
- b. showed off
- c. showed up
- d. showed by

18. My boss always gives me so much work that I can never _____ all of it.

- a. keep with
- b. keep up
- c. keep up with
- d. keep with up

19. I know that 'CEO' _____ Chief Executive Officer but not CFO.

- a. stands up to
- b. stands about
- c. stands to
- d. stands for

20. Our family only has one car, so I have to _____ my children at school and then my wife at her office before I go to work.

- a. drop down
- b. drop over
- c. drop off
- d. drop to

II. For each of the following phrasal verbs, write a short definition and provide an example in context. Use a different context than the examples from the activity above.

To look into

Definition:

Example:

To catch up with

Definition:

Example:

To get rid of

Definition:

Example:

To talk (somebody) into (something)

Definition:

Example:

To cut down on

Definition:

Example:

To run into

Definition:

Example:

To catch up with

Definition:

Example:

To call off

Definition:

Example:

To rip (someone) off

Definition:

Example:

To freak out

Definition:

Example:

III. Fill in the blank spaces with phrasal verbs from the list. 5 of the phrasal verbs will not be used. Make sure you change the verb to fit the tense or grammar of the context.

<i>run out of</i>	<i>keep up with</i>	<i>hold up</i>	<i>call off</i>
<i>get rid of</i>	<i>cut down on</i>	<i>show up</i>	<i>drop off</i>
<i>catch up with</i>	<i>kick out</i>	<i>run into</i>	<i>turn out</i>
<i>take off</i>	<i>rip off</i>	<i>pass up</i>	<i>mess around</i>
<i>look into</i>	<i>stand for</i>	<i>freak out</i>	<i>talk into</i>

Because I was (1) _____ in traffic for a long time I wasn't able to (2) _____ my son at school on time.

The teenage workers in the warehouse just (3) _____ at work all day and don't do anything productive. They're always playing games, smoking, or chatting.

I feel like my mobile service provider (4) _____ me _____. Every time I get a new bill, there's charges on there I don't recognize.

She (5) _____ the chance to go to a university because she found a very good job.

We should try to (6) _____ our expenses and company spending. Our profit margins aren't high enough.

The boss was angry because all of the employees (7) _____ extremely late to the meeting.

My iPhone's battery is bad quality and it (8) _____ battery after only a few hours..

The only reason I hate the holiday break is because I usually have so much work to (9) _____ when I go back to the office.

I totally thought that the company Christmas party was on Thursday, but it (10) _____ that it's actually on a Friday.

Our online customer management system isn't efficient. We're (11) _____ the problems with it this week and then will fix it.

When my car wouldn't start this morning, I (12) _____ for a minute. I had to get to a very important meeting. Luckily my car started after a few tries.

I wish I hadn't (13) _____ my colleague in the coffee break room. She never stops talking!

The company laptops are too old. I hope the company decides to (14) _____ these ones and replace them with new ones.

I hope I can (15) _____ everyone _____ attending to the golf tournament on Saturday, even though it sounds like nobody wants to come.

IV. Rewrite each sentence below using a suitable phrasal verb.

(1) We **used all of the supply** of coffee in the break room. Please buy some more.

(2) I think that some phone companies **cheat you** because you always have to buy new chargers with new products.

(3) You have to stop **being so lazy** and start the project now!

(4) Can you please **investigate** the reason the computers aren't working? We need it solved today.

(5) We need to **stop using and throw away** all of the old furniture in the storage room.

(6) I completely **panicked** when I found out I had to submit my reports in one hour. I totally forgot to do them.

(7) Let's try to **persuade** our boss to let us leave early today.

(8) Our company is hoping **to reduce** the amount of paper and plastic products we use in the office by 20%.

(9) I'm sorry I'm late for dinner. I got **delayed** in the office with some extra work.

(10) My brother **denied** the position for a new job because the travel time was too long.