

Exercise 1

Decide if the following sentences are true (T) or false (F).

- 1 If workers are laid off, they are told they must leave their jobs. ☐
- 2 If you take time off, you remain in your place of work. ☐
- 3 If you step down, you leave an important job. ☐
- 4 If someone takes you on, they tell you to leave your job. ☐
- 5 If you fit in, you are happy and accepted by a group of people. ☐
- 6 If you settle in, you become used to a new job. ☐

Exercise 2

Match sentence halves 1–6 with A–F to make complete sentences.

- | | |
|---|---|
| 1 Cathy decided to stay on at the company | A my own business one day. |
| 2 I'm really keen to set up | B after her work experience ended. |
| 3 It's a very friendly office and I | C I've just had two weeks holiday this year. |
| 4 The head office has decided | D should step down after the scandal about his expenses claims. |
| 5 We all think the manager | E found it easy to settle in. |
| 6 I can't take off another day – | F to shut down three branches of the business. |

Exercise 3

Complete the sentences with the phrasal verbs in the box.

shut ... down | got ... out of | walked out | made up of | stick ... out | stay on | moving into | step down

- 1 He wasn't sure whether to _____ at school or leave and get a job.
- 2 Zack hated his job, but he decided to _____ it _____ until he found something better.
- 3 Angelique was thinking of leaving the accounts team and _____ marketing.
- 4 The seminar was extremely dull – I _____ very little _____ it.
- 5 The business isn't doing well. In fact, we may have to _____ it _____.
- 6 Our team is _____ five men and five women.
- 7 Peter offered to _____ from his position.
- 8 Hundreds of workers _____ in the dispute.

Exercise 4

Replace the underlined verbs with a phrasal verb from the box with the same meaning.

get out of | shut down | shut down | step down | stick out | make up | carry out | set up

- 1 We arranged a meeting between both departments for the next day.
- 2 Most of the work I do is of a technical nature.
- 3 I don't want to give this presentation, but I can't wriggle out of it.
- 4 I'm sorry to say that our production manager has decided to stand down.
- 5 International orders form over 50 per cent of our business.
- 6 Please remember to shut off your computer before you leave.
- 7 I like to wear bright colours to work so that I stand out.
- 8 Unfortunately we had to close down three of our stores last year.

Exercise 5

Complete the job adverts with the particles in the box.

OUT | IN | UP | ON | OUT OF | INTO

- 1 SET _____ YOUR OWN BUSINESS!
- 2 CAN YOU FIT _____ WITH OUR WAY OF THINKING?
- 3 TAKE _____ A BIGGER CHALLENGE!
- 4 MOVE _____ WEB-BASED MEDIA
- 5 GET MORE _____ YOUR CAREER
- 6 HELP US BY CARRYING _____ WORK SURVEYS

Exercise 6

Correct the phrasal verbs in these sentences.

- 1 Do you have everything you need in order to carry off the task?
- 2 We regret to announce that we have to lay down some members of staff.
- 3 We're taking in three new employees this month.
- 4 She's not happy in her work, but she's decided to stick it up until she finds something else.
- 5 She used to work in the public sector but she's moved up the private sector now.
- 6 Are you the kind of person who will be able to fit on with our way of doing things?

Exercise 7

Match questions 1–6 with the correct replies A–F.

- | | |
|--|--|
| 1 How is your new job going? | A Because the business was doing really badly. |
| 2 Why did they have to <u>lay off</u> so many workers? | B Good idea. I really need a rest. |
| 3 What made you decide to <u>move out</u> of teaching? | C I wanted to try something new. |
| 4 Do you mind <u>staying on</u> after work to help me with this? | D It's going great. I'm really <u>settling in</u> now. |
| 5 Why don't you <u>take some time off</u> ? | E No, not at all. I'm happy to help if I can. |
| 6 Do you think that you <u>fit in</u> at your work? | F Yes I do – I get on well with all my colleagues. |

Exercise 8

Read the job advert. Underline all the phrasal verbs, then in your own words, explain what each one means.

WANTED: WEB DESIGNER

Do you think you can fit in with a small, dynamic team? Does your CV stand out from the rest? Then we want to take you on! We have recently set up a small media company and need someone to design a new web-based application. Your duties will include carrying out regular tests and you must be willing to take on new challenges. Click below to apply now!

- 1 _____
- 2 _____
- 3 _____

- 4 _____
- 5 _____
- 6 _____

Your turn!

Think about the job you do now, or a job you would like to do. Use the phrasal verbs in this unit to talk about it. For example:

It took me a long time to settle in.

I'd like to take on a more challenging role.

