

# 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.