

Phrasal verbs – DO 3 - Reading

do away with do down do in	do out do out of do over	do over with do without
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Text 1: The Workplace Challenges

In any workplace, there are always challenges that employees need to tackle. One common issue is when colleagues try to ____ (1) others in front of the manager to gain a competitive edge. This kind of behavior can lead to tension and mistrust within the team. Another common problem is the tendency to hoard old files and documents. Many organizations have started to ____ (2) outdated paperwork and adopt digital systems.

At times, employees might feel they are being ____ (3) their well-deserved opportunities. For example, a worker might be unfairly ____ (4) a promotion due to office politics. Such situations can demotivate staff and lead to dissatisfaction. However, it's crucial to focus on productivity and ____ (5) negative conversations quickly to maintain harmony.

Moreover, many workplaces are opting to ____ (6) with unnecessary physical clutter. Decluttering the office not only improves productivity but also creates a better working environment. Some workers, however, find it hard to ____ (7) their personal items or habits that don't contribute to efficiency.

Finally, in some extreme cases, toxic behavior can escalate to threats, with people warning they might ____ (8) others who disagree with them. It's essential to resolve such conflicts professionally to maintain a safe and respectful workplace.

1. A. do away with B. do down C. do out D. do over
2. A. do out B. do without C. do away with D. do over
3. A. do in B. do out of C. do down D. do over
4. A. do away with B. do out of C. do over with D. do in
5. A. do over with B. do out C. do away with D. do without
6. A. do down B. do over with C. do away with D. do over
7. A. do without B. do over C. do in D. do out
8. A. do down B. do away with C. do in D. do over

Text 2: Home Renovations

Renovating a home can be both exciting and stressful. Homeowners often decide to ____ (1) outdated designs and replace them with modern decor. For instance, someone might hire a professional to ____ (2) the living room entirely.

However, the process isn't always smooth. Contractors can sometimes ____ (3) homeowners of money by overcharging or not completing the work properly. It's important to avoid hiring anyone who might try to ____ (4) your reputation if disagreements arise.

Renovations also involve difficult decisions. For example, you might struggle to ____ (5) your favorite old furniture, even if it no longer fits the new design. Yet, decluttering and ____ (6) with unnecessary items often makes the space more functional.

Additionally, you may need to ____ (7) chores like cleaning or organizing before the renovation begins. Once the process starts, it's best to ____ (8) the most challenging tasks quickly to avoid delays.

Finally, remember to celebrate the results! Whether you ____ (9) the guest room or completely transformed your home, enjoy the new space. It's worth the effort, even if you thought at some point you couldn't ____ (10) the stress of renovations.

1. A. do away with B. do down C. do out D. do over
2. A. do out B. do without C. do away with D. do over
3. A. do in B. do out of C. do down D. do over
4. A. do down B. do out of C. do over D. do away with
5. A. do without B. do in C. do over D. do out
6. A. do over with B. do away with C. do in D. do out

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| 7. A. do over | B. do out | C. do in | D. do without |
| 8. A. do over with | B. do in | C. do away with | D. do out |
| 9. A. do out | B. do over | C. do without | D. do in |
| 10. A. do over | B. do away with | C. do in | D. do without |

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