Phrasal verbs – DO 3 - Reading

do away with	**do out**	**do over with**
do down	**do out of**	**do without**
do in	**do over**	

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 Many organizations have started to ___ (2) outdated paperwork and adopt digital systems.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 Homeowners often decide to ___ (1) outdated designs and replace them with modern decor.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.

Ms Minh Ha - 0982194748 - Hai Bà Trưng - Ha Noi

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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
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

Ms. Minh Ha - 0982194748 - Hai Ba Trung - Ha Noi

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