Vocabulary

n Company 3.0 Intermediate CB

Business phrasal verbs

Complete each conversation with one of the five words in the box.
Then match the phrasal verbs in the conversation to the verbs similar in meaning.

down off on out up

a The project meeting

A Okay, that's item two. Let's move		to item three: new projects.
B Now, just hold		a minute, Sylvia.
A Kim, I'm counting		you to get us the Zurich contract.
B But this is not the time to be taking		more work.

continue = _____ accept = _____ rely = _____ wait = _____

b The troubleshooting meeting

A Right. Have you managed to sort		the problem with our computers?
B To be honest, we haven't really found		exactly what the problem is yet.
A Well, can I just point		that it's now affecting everyone on the first floor?
B Yes, I know. We're carrying		tests on the system now. Give us a couple of hours.

say = _____ discover = _____ do = _____ solve = _____

c The union negotiation

A The question is, will you agree to call		the strike?
B Not if you're still planning to lay		a quarter of the workforce, no.
A I'm afraid that's a decision we can't put		any longer.
B Then, I'm sorry, we shall have to break		these negotiations.

fire = _____ end = _____ cancel = _____ postpone = _____

d The marketing meeting

A We really must fix		a meeting to discuss our pricing strategy.
B Our prices are fine. We're trying to build		market share, Otto. Profits can wait.
A Yes, but our overheads have gone		nearly 20% over the last 18 months.
B I know, but that's no reason to put		prices. We'll just lose customers.

rise = _____ raise = _____ arrange = _____ develop = _____

e The budget meeting

A I'm afraid they've turned		our application for a bigger budget.
B That's because group turnover's gone		again. So where are we supposed to make cuts?
A We could start by cutting		the amount of time we waste in these meetings!
B Now, calm		everybody. We need to be practical.

reduce = _____ relax = _____ reject = _____ decrease = _____

LIVEWORKSHEETS

Chairman: So, let's move [on] to the main point of this meeting. We now have to talk about the takeover bid submitted by Megacorp earlier today.

Gentlemen, gentlemen, please calm [down], I can't understand a word! Sorry, Mr Kent, I didn't quite catch that. Could you speak [up] a bit, please?

Mr Kent: The union demands that you turn [down] Megacorp's hostile bid. We believe that they intend to lay [off] 25% of the employees by the end of the year.

Chairman:I have to point [out] that, with costs going [up] at the rate they are, we have no choice - we have to either sell or close.

Gentlemen, we can't put [off] making a decision any longer. I'm going to put Megacorp's offer to the vote. I trust I can count [on] you to vote with the good of the company and its employees in mind.

LIVEWORKSHEETS