

ACTIVITY 1:

Pick the phrasal verb that best fits each scenario.

- 1) We need to _____ the plan into weekly tasks so it's easier to manage.
- 2) Who is going to _____ and lead the new project?
- 3) They will _____ the new employee handbook next month.
- 4) Can you _____ with HR about the interview schedule?
- 5) Let's _____ this meeting by reviewing action points.
- 6) I'll _____ to make sure the vendor received the updated brief.
- 7) The company plans to _____ new safety protocols company-wide.



ACTIVITY 2:

Rewrite each sentence by replacing the formal phrase with phrasal verbs.

- 1) We need someone to take responsibility for the team.
- 2) They plan to launch the new policy next quarter.
- 3) Can you check on progress with the supplier?
- 4) Let's divide the tasks into simpler steps.
- 5) We should conclude the call with next steps.
- 6) The company will introduce the new software in June.
- 7) I'll ensure they received the information.

