

1 Word selection

Complete the sentences with the words from below.

brought put ~~handed~~ carry turned set
find called cut

1. I HANDED in my expense reports on Friday.
2. We need to _____ out more about the other company.
3. They _____ off the meeting because the president was sick. [cancelled]
4. During the meeting, she _____ up the topic of the delays in the process.
5. He _____ up half-an-hour late to the meeting.
6. We're trying to _____ back on unnecessary expenses.
7. She _____ up the stand at the business fair.
8. The team will _____ out the new marketing strategy next month.
9. We have to _____ off the business lunch until next week because the manager is on holiday. [delay]



2 Gap fill

Choose the correct verbs to complete the sentences.

1. I chased/ran into an old colleague at the conference.
2. She came/made up with a good solution to the problem.
3. I followed/walked up on the initial meeting with the client to see if she was interested in our services.
4. We bring/deal with people from all over the world.
5. We're looking/hearing forward to doing business with you.
6. She fell/set up her online retail business last year.
7. They wore/carried on working until it was time for lunch.
8. We need to set/make up a meeting with the client.
9. They turned/switched up late to the meeting.
10. They'll wear/carry out the market survey next week.



3 Preposition choice

Choose the correct prepositions to complete the sentences.

1. We've run into/away a few problems.
2. They set down/up the stand at the trade fair.
3. They need to find out/at what's going on.
4. The company set down/up offices in Liverpool.
5. We need to cut back/up on our use of energy.
6. She handed by/in her receipts from the business trip.
7. They carried at/on working all through the weekend.
8. They called off/into the meeting because no one could attend it. [cancelled]
9. They put onto/off the product launch date because it wasn't ready. [delayed]
10. We need to follow up/down on the reports that our e-scooters are exploding.
11. We need to deal with/at this issue as soon as possible as it's costing us time and money.