

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 find out more about the other company.
3. They cancelled off the meeting because the president was sick. [cancelled]
4. During the meeting, she turned up the topic of the delays in the process.
5. He turned up half-an-hour late to the meeting.
6. We're trying to cut back on unnecessary expenses.
7. She set up the stand at the business fair.
8. The team will bring out the new marketing strategy next month.
9. We have to postpone 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.