

## Exercise 1

Decide if the following sentences are true (T) or false (F).

- 1 If workers are laid off, they are told they must leave their jobs.
- 2 If you take time off, you remain in your place of work.
- 3 If you step down, you leave an important job.
- 4 If someone takes you on, they tell you to leave your job.
- 5 If you fit in, you are happy and accepted by a group of people.
- 6 If you settle in, you become used to a new job.

## Exercise 2

Match sentence halves 1–6 with A–F to make complete sentences.

1 Cathy decided to stay on at the company	A my own business one day.
2 I'm really keen to set up	B after her work experience ended.
3 It's a very friendly office and I	C I've just had two weeks holiday this year.
4 The head office has decided	D should step down after the scandal about his expenses claims.
5 We all think the manager	E found it easy to settle in.
6 I can't take off another day –	F to shut down three branches of the business.

## Exercise 3

Complete the sentences with the phrasal verbs in the box.

shut ... down | got ... out of | walked out | made up of | stick ... out | stay on | moving into | step down

- 1 He wasn't sure whether to \_\_\_\_\_ at school or leave and get a job.
- 2 Zack hated his job, but he decided to \_\_\_\_\_ it \_\_\_\_\_ until he found something better.
- 3 Angelique was thinking of leaving the accounts team and \_\_\_\_\_ marketing.
- 4 The seminar was extremely dull – I \_\_\_\_\_ very little \_\_\_\_\_ it.
- 5 The business isn't doing well. In fact, we may have to \_\_\_\_\_ it \_\_\_\_\_.
- 6 Our team is \_\_\_\_\_ five men and five women.
- 7 Peter offered to \_\_\_\_\_ from his position.
- 8 Hundreds of workers \_\_\_\_\_ in the dispute.

## Exercise 4

Replace the underlined verbs with a phrasal verb from the box with the same meaning.

get out of | shut down | shut down | step down | stick out | make up | carry out | set up

- 1 We arranged a meeting between both departments for the next day.
- 2 Most of the work I do is of a technical nature.
- 3 I don't want to give this presentation, but I can't wriggle out of it.
- 4 I'm sorry to say that our production manager has decided to stand down.
- 5 International orders form over 50 per cent of our business.
- 6 Please remember to shut off your computer before you leave.
- 7 I like to wear bright colours to work so that I stand out.
- 8 Unfortunately we had to close down three of our stores last year.

## Exercise 5

Complete the job adverts with the particles in the box.

OUT | IN | UP | ON | OUT OF | INTO

- 1 SET \_\_\_\_\_ YOUR OWN BUSINESS!
- 2 CAN YOU FIT \_\_\_\_\_ WITH OUR WAY OF THINKING?
- 3 TAKE \_\_\_\_\_ A BIGGER CHALLENGE!
- 4 MOVE \_\_\_\_\_ WEB-BASED MEDIA
- 5 GET MORE \_\_\_\_\_ YOUR CAREER
- 6 HELP US BY CARRYING \_\_\_\_\_ WORK SURVEYS

**Exercise 6****Correct the phrasal verbs in these sentences.**

- 1 Do you have everything you need in order to carry off the task?
- 2 We regret to announce that we have to lay down some members of staff.
- 3 We're taking in three new employees this month.
- 4 She's not happy in her work, but she's decided to stick it up until she finds something else.
- 5 She used to work in the public sector but she's moved up the private sector now.
- 6 Are you the kind of person who will be able to fit on with our way of doing things?

**Exercise 7****Match questions 1–6 with the correct replies A–F.**

1 How is your new job going?	A Because the business was doing really badly.
2 Why did they have to lay off so many workers?	B Good idea. I really need a rest.
3 What made you decide to move out of teaching?	C I wanted to try something new.
4 Do you mind staying on after work to help me with this?	D It's going great. I'm really settling in now.
5 Why don't you take some time off?	E No, not at all. I'm happy to help if I can.
6 Do you think that you fit in at your work?	F Yes I do – I get on well with all my colleagues.

**Exercise 8****Read the job advert. Underline all the phrasal verbs, then in your own words, explain what each one means.****WANTED: WEB DESIGNER**

Do you think you can fit in with a small, dynamic team? Does your CV stand out from the rest? Then we want to take you on! We have recently set up a small media company and need someone to design a new web-based application. Your duties will include carrying out regular tests and you must be willing to take on new challenges. Click below to apply now!

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

4 \_\_\_\_\_  
 5 \_\_\_\_\_  
 6 \_\_\_\_\_

**Your turn!**

Think about the job you do now, or a job you would like to do. Use the phrasal verbs in this unit to talk about it. For example:

*It took me a long time to settle in.*

*I'd like to take on a more challenging role.*

