

BUSINESS PHRASAL VERBS I

I Match the synonyms.

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|-----------------|---|
| 1. slack off | a) replace |
| 2. jot down | b) to give information |
| 3. cover for | c) work less hard |
| 4. reach out to | d) establish communication |
| 5. stay behind | e) write sth quickly |
| 6. fill sb in | f) do sth that should have been done before |
| 7. lay off | g) fire |
| 8. catch up on | h) to remain in place |
| 9. put off | i) postpone |
| 10. drag on | j) solve |
| 11. work out | k) continue for longer than expected |

II Choose the correct verb.

1. She still hasn't prepared that report. She's been slaying / slacking off lately.
2. I wasn't on yesterday's meeting - could you fill / bring me in?
3. We are expected to cover / change for each other if someone is absent.
4. You can just quickly make / jot that all down.
5. Can we take / put off the meeting until Monday?
6. A: How much do I owe you? B: I haven't worked /done it out yet.
7. If you have any questions or concerns, please reach / get out to us.
8. I need to catch / take up on my emails.
9. Unfortunately, 3000 car workers have been be laid / made off at the factory due to COVID-19.
10. They all left the office at five o'clock, but he kept / stayed behind to finish some work.
11. There's nothing worse than having a meeting that drags / stays on.