More words you need... 49.3

- **to call someone back** to phone someone who has phoned you earlier
- **to carry out something)/carry something out** to do something such as a piece of work
- **to close down something/close something down** to end a business
- **to deal with something/someone** to do what needs to be done with someone or something
- **to give something away/give away something** to give something to someone without asking for money
- **to run out of something** to have used all of something so that there is none left
- **to set up something/set something up** to start an organization or a business
- **to take on someone/take someone on** to give someone a job
- **to turn down something/turn something down** to refuse to accept something

Separating phrasal verbs

Some phrasal verbs can be used with the two parts separated. For instance, you can say:

- *She set up the business.* or *She set the business up.*

If you use a pronoun (a word like **it**, **her**, **us**) with a phrasal verb that can be separated, it must always go before the particle:

- *She set it up.* NOT ~~*She set up it.*~~

Other phrasal verbs are never separated:

- *I deal with all the email.* NOT ~~*I deal all the email with.*~~

The 'Words you need' boxes show you the patterns that are possible for each phrasal verb in this unit.

Exercise 3

Use phrasal verbs to complete the sentences. Remember to use the correct form of the verbs.

1 It was a difficult decision, but we are going to *close down* our factory in Ireland.
2 We're planning to _____ to celebrate Jim's birthday.
3 When I lost my job in the bank, I decided to _____ my own business.
4 We are _____ free tickets to a London show with every TV we sell.
5 The office printer has _____ paper – we need to order some more.

Exercise 4

Rewrite the sentences including the words in brackets in the correct places. For two of the sentences, there are two possible answers.

1 They offered me the job, but I turned down. [it]
_____
2 My sister set up in 2009. [her business]
_____
3 Amy called, so I said you'd call back later. [her]
_____
4 Could you deal with from a customer? [this letter]
_____
5 I'm planning to take on. [another sales person]
_____

Exercise 5 49.4

Use phrasal verbs in the box to complete this dialogue. Listen and check.

carry out ~~set up~~ turn down

Heidi: You have your own firm, don't you, Leah?
Leah: Yes, I [1] *set up* the business in 2008.
Heidi: And what does your firm do?
Leah: We [2] _____ research for drugs companies.
Heidi: And is your firm successful?
Leah: Oh, yes. In fact, we're so busy, we often have to [3] _____ work.

Use the words you've learned...

Find examples of phrasal verbs in other units of this book and put them into sentences.

LIVEWORKSHEETS