***Phrasal Verbs for Office, Business, Sales, Customer Service***

*(Intermediate - Advanced)*

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***I.*** *Choose the best answer for the following questions/statements.*

1. The delivery driver was caught stealing from the warehouse, so he was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the company permanently.

 **a.** kicked in

 **b.** kicked off

 **c.** kicked out

 **d.** kicked away

2. I'm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work next week because I have a family vacation planned.

 **a.** taking off

 **b.** taking out

 **c.** taking away

 **d.** taking down

3. We will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the issues immediately and find out what's wrong with your order.

 **a.** look up to

 **b.** look into

 **c.** look away

 **d.** look down on

4. The use of rebates will help our customers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ their total expenses, which will be incentive for them to buy from us again.

 **a.** cut into

 **b.** cut down on

 **c.** cut off

 **d.** cut through

5. It looks like the supplier added some extra products to our invoice. Do you think they were trying to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or do you think it was a mistake?

 **a.** rip us apart

 **b.** rip us up

 **c.** rip us off

 **d.** rip us away

6. We were able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ buying the discounted products even though it seemed like they didn't need them.

 **a.** talk our customers out of

 **b.** talk our customers about

 **c.** talk our customers up

 **d.** talk our customers into

7. I had an opportunity for a job interview with a different company, but I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because I'm already satisfied with my current position.

 **a.** passed it down

 **b.** passed it on

 **c.** passed it up

 **d.** passed it against

8. Unfortunately, I had to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the meeting and reschedule because I was too sick.

 **a.** call out

 **b.** call off

 **c.** call ahead

 **d.** call on

9. Our printer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ink so we had to order some more from Office Depot.

 **a.** ran through

 **b.** ran out of

 **c.** ran up to

 **d.** ran by

10. I was at the gas station this morning and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my colleague. What a coincidence!

 **a.** ran over

 **b.** ran into

 **c.** ran across

 **d.** ran by

11. Our office is packed with old supplies and junk. Let's\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it this week.

 **a.** get rid of

 **b.** get over

 **c.** get across to

 **d.** get onto

12. Sorry for the delay. Our delivery driver got \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in some traffic on the way .

 **a.** held up

 **b.** held on

 **c.** held over

 **d.** held of

13. After being sick all week, I have a lot of work to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

 **a.** catch up

 **b.** catch on

 **c.** catch over

 **d.** catch up with

14. We have some very lazy colleagues who just \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the office all day without getting any work done.

 **a.** mess up

 **b.** mess around

 **c.** mess over

 **d.** mess down

15. I really thought my colleague was lying about his car breaking down on the way to work. But, it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ he wasn't lying. I saw his car on the side of the street on the way home!

 **a.** turns up

 **b.** turns over

 **c.** turns away

 **d.** turns out

16. I was completely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before I had to give my big presentation.

 **a.** freaking out

 **b.** freaking up

 **c.** freaking about

 **d.** freaking down

17. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to work 15 minutes late today and my boss was pretty upset.

 **a.** showed around

 **b.** showed off

 **c.** showed up

 **d.** showed by

18. My boss always gives me so much work that I can never \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ all of it.

 **a.** keep with

 **b.** keep up

 **c.** keep up with

 **d.** keep with up

19. I know that 'CEO' \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Executive Officer but not CFO.

 **a.** stands up to

 **b.** stands about

 **c.** stands to

 **d.** stands for

20. Our family only has one car, so I have to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my children at school and then my wife at her office before I go to work.

 **a.** drop down

 **b.** drop over

 **c.** drop off

 **d.** drop to

***II.*** *For each of the following phrasal verbs, write a short definition and provide an example in context. Use a different context than the examples from the activity above.*

**To look into**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To catch up with**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To get rid of**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To talk (somebody) into (something)**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To cut down on**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To run into**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To catch up with**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To call off**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To rip (someone) off**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To freak out**

 Definition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***III.*** *Fill in the blank spaces with phrasal verbs from the list. 5 of the phrasal verbs will not be used. Make sure you change the verb to fit the tense or grammar of the context.*

***run out of keep up with hold up call off***

***get rid of cut down on show up drop off***

***catch up with kick out run into turn out***

***take off rip off pass up mess around***

***look into stand for freak out talk into***

Because I was **(1)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in traffic for a long time I wasn't able to

**(2)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my son at school on time.

The teenage workers in the warehouse just **(3)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at work all day and don't do anything productive. They're always playing games, smoking, or chatting.

I feel like my mobile service provider **(4)** \_\_\_\_\_\_\_\_\_\_\_ me \_\_\_\_\_\_\_\_\_\_\_\_ . Every time I get a new bill, there's charges on there I don't recognize.

She **(5)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the chance to go to a university because she found a very good job.

We should try to **(6)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ our expenses and company spending. Our profit margins aren't high enough.

The boss was angry because all of the employees **(7)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ extremely late to the meeting.

My iPhone's battery is bad quality and it **(8)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ battery after only a few hours..

The only reason I hate the holiday break is because I usually have so much work to

**(9)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when I go back to the office.

I totally thought that the company Christmas party was on Thursday, but it **(10)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that it's actually on a Friday.

Our online customer management system isn't efficient. We're **(11)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the problems with it this week and then will fix it.

When my car wouldn't start this morning, I **(12)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a minute. I had to get to a very important meeting. Luckily my car started after a few tries.

I wish I hadn't **(13)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my colleague in the coffee break room. She never stops talking!

The company laptops are too old. I hope the company decides to **(14)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ these ones and replace them with new ones.

I hope I can **(15)** \_\_\_\_\_\_\_\_\_\_\_ everyone \_\_\_\_\_\_\_\_\_\_\_\_ attending to the golf tournament on Saturday, even though it sounds like nobody wants to come.

***IV.*** *Rewrite each sentence below using a suitable phrasal verb.*

**(1)** We **used all of the supply** of coffee in the break room. Please buy some more.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(2)** I think that some phone companies **cheat you** because you always have to buy new chargers with new products.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(3)** You have to stop **being so lazy** and start the project now!

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(4)** Can you please **investigate** the reason the computers aren't working? We need it solved today.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(5)** We need to **stop using and throw away** all of the old furniture in the storage room.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(6)** I completely **panicked** when I found out I had to submit my reports in one hour. I totally forgot to do them.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(7)** Let's try to **persuade** our boss to let us leave early today.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(8)** Our company is hoping **to reduce** the amount of paper and plastic products we use in the office by 20%.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(9)** I'm sorry I'm late for dinner. I got **delayed** in the office with some extra work.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**(10)** My brother **denied** the position for a new job because the travel time was too long.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .