

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.

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

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

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

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

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