

Phrasal verbs 1

Phrasal verbs are very common in English, and should be learnt like any other item of English vocabulary. They may appear at any stage in the TOEIC®. The exercises on the next 3 pages give you practice in some of the most common and useful phrasal verbs.

Complete the sentences below with a phrasal verb comprising a *verb* and *one or two particles* from the box. The meaning of the phrasal verb is explained in parentheses at the end of each sentence. In some cases, you will need to change the form of the verb (eg, to past simple, present continuous, third-person 's', etc.). In each sentence, the phrasal verb has one more letter than the previous sentence (ie, the phrasal verb in number 1 has 4 letters, in number 2 it has 5 letters, in number 3 it has 6 letters, etc.).

against away call come cut fill do end forward get go (x2) look
of off (x2) out (x2) pull run subject through (x3) to (x3) up (x3) with (x2)

- Prices are expected to _____ by 20% next year. (to rise / increase)
- Unless we reduce the amount of energy we use, we'll _____ getting a huge bill at the end of the next quarter. (to finish in a certain situation without wanting or intending to)
- We were in the middle of negotiations on the phone when we were suddenly _____ (to have a phone call stopped before it is finished)
- When you _____ the application form, don't forget to include a daytime telephone number. (to write information in the empty spaces on an official document)
- Unless we act soon, we'll _____ options. (to have nothing left)
- When the chairman heard about the deal, he _____ it. (to decide not to do something)
- If the country decides to _____ customs inspections on goods from Canada, it may lead to the market being flooded with surplus goods. (to get rid of something / remove something)
- The company was _____ a lot of very difficult questions regarding its operating methods. (to make somebody or something experience something unpleasant)
- We had to _____ them the importance of keeping a proper filing system. (to make someone understand - usually with difficulty - something important)
- A lot of companies complain that they often _____ unnecessary bureaucracy and red tape when dealing with foreign companies. (to have to deal with something difficult, often without expecting it)
- The economic recession almost destroyed a lot of smaller businesses, but thanks to government funding, many are now _____. (to recover)
- After looking carefully at the potential advantages and disadvantages of a merger, the directors eventually _____ it. (to do something you have planned to do)
- We are very much _____ doing business with you. (to be happy about something that will happen in the future)

Phrasal verbs 2

Complete the phrasal verbs in **bold** below with appropriate particles (in, out, up, etc.). In each sentence, the particles you need are the same. Each of the phrasal verbs in number 10 needs 2 particles.

1. We are **counting** _____ you for your support, and we are also **relying** _____ you to keep us informed of the latest developments, otherwise we are not sure we will be able to **go** _____ working with you.
2. At the meeting, the manager **pointed** _____ that after he had **worked** _____ the overall cost of the project, he had **figured** _____ we would need to **pull** _____ of the deal.
3. While attempting to **set** _____ its Miami department and **build** _____ its customer base in the area, the company **ran** _____ debts of almost \$20 million.
4. Global Travel Ltd cannot afford to **put** _____ the issue of redundancy any longer: the international economic recession has **set** _____ a series of problems, and the travel industry has **come** _____ particularly badly.
5. Before AVC Motors **took** _____ the running of Varsie's Autos, it **went** _____ its list of assets very carefully, but it failed to **look** _____ the business premises.
6. When management-union talks **broke** _____ and the production lines had to be **shut** _____ as a result, the people who had worked so hard to make the negotiations a success felt they had been badly **let** _____.
7. During the union dispute, the management said that they would rather **hand** _____ their notice than **give** _____ to union demands, but in the end they decided to **call** _____ an independent arbitrator to deal with the unrest.
8. If enough people **show** up at tomorrow's meeting, I would like to **bring** _____ the subject of pay increases: business has **picked** _____ a lot recently, and I think it is only fair that our staff are rewarded.
9. The company **ran** _____ some unexpected financial difficulties, and when the accounts department **looked** _____ the problem carefully, they discovered that a computer hacker had **broken** _____ their files and stolen almost \$2 million.
10. In order to **catch** _____ our competitors and **keep** _____ market developments, we will need to **put** _____ increased production costs.

Now try using the phrasal verbs above in some of your own sentences.

Make sure you use the phrasal verb in its correct form, paying particular attention to the tense of your sentence (for example, present continuous, past simple, present perfect, etc.).

Don't forget to keep a written record of any new phrasal verbs you learn, and try to review and use them regularly so that they become an active part of your vocabulary.