**Business Resource Pack** 



They had to back out of the project because

We've held down our prices this year but

They took on 250 workers

It's true that he slipped up this time but

They hived off the retail operation and

They've called off the finance meeting because

I'll have to ask you to hang on for a moment:

They'll take 5% off the price if

If you're still standing by your original offer

The company was set up by my father and



you have to set that against his previous successes.

we put our order in before November 30th.

we've had to cut back on production costs.

to cope with the Christmas rush.

they ran out of money.

they didn't get the figures out in time.

someone's trying to get through on the other line.

I'll take you up on it.

he handed it down to me.

handed it over to a subcontractor.

## Suggested answers

They had to back out of the project because they ran out of money.

We've held down our prices this year but we've had to cut back on production costs.

They took on 250 workers to cope with the Christmas rush.

It's true that he slipped up this time but you have to set that against his previous successes.

They hived off the retail operation and handed it over to a subcontractor.

They've called off the finance meeting because they didn't get the figures out in time.

I'll have to ask you to hang on for a moment: someone's trying to get through on the other line.

They'll take 5% off the price if we put our order in before November 30th.

If you're still standing by your original offer I'll take you up on it.

The company was set up by my father and he handed it down to me.

# Solutions for English Teaching

# Phrasal verbs 2 Worksheet 16b

#### **ACTIVITY**

Groupwork and pairwork: reading, speaking, writing

To match up a set of sentences containing phrasal verbs and then write and act out a conversation including phrasal verbs.

#### GRAMMAR AND FUNCTIONS

Phrasal verbs

## **VOCABULARY**

rush, retail, subcontractor, finance

Phrasal verbs: to back out, to run out, to hold down, to cut back, to take on, to cope with, to slip up, to set against, to hive off, to hand over, to call off, to get out, to hang on, to get through, to take off, to put in, to stand by, to take up, to set up, to hand down

#### **PREPARATION**

Make one copy of the worksheet for each pair of students and cut it up as indicated. If possible, have some dictionaries in the class, about one for every four students should be enough.

#### TIME

25-35 minutes

## **PROCEDURE**

#### Part 1

- Tell the students they are going to practise phrasal verbs.
- 2 Divide the class into two equal groups: A and B.
- Give out the A and B sections of the worksheet to the appropriate groups. Give each group a dictionary.
- Tell the students they have either the first or second halves of a series of sentences containing phrasal verbs (each sentence contains two phrasal verbs: one in the first half and one in the second). Ask them to read the sentences, check they understand them and discuss what the other halves might contain. Allow 5 minutes.
- Ask the students to work in pairs, an A and a B in each, to match up their half sentences. Allow 5-10 minutes.
- Check the sentences with the whole class.
- If you wish to, give each pair a copy of the answers.

#### Part 2

- Ask each pair to write a dialogue, of a meeting or phone conversation, including at least ten of the phrasal verbs from the worksheet. The conversation should be as short as is consistent with using all the verbs sensibly. Allow 10 minutes.
- 2 Each pair in turn acts out their conversation for the rest of the class.