

Exercise 1. Match the verbs with the particles:

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|----------|--------------|
| 1. catch | a. up on |
| 2. look | b. around |
| 3. do | c. out |
| 4. pick | d. down on |
| 5. cut | e. after |
| 6. put | f. up |
| 7. get | g. away with |
| 8. work | h. off |
| 9. head | i. over to |
| 10. try | j. on |

Exercise 2. Complete the sentences with the words below:

put on *cut down* *get around* *catch up* *do away with*
pick up *try out* *work off* *look after* *head over*

1. I was off for two weeks. Now I have to on work. My desk is overloaded with pending papers.
2. One of our workers has second-degree burns on his hands. Since he has no family, we have to him until he recovers.
3. I'm to the supermarket. Would you like anything?
4. Whenever under stress or tension, I tend to it with a couple of chocolate bars.
5. I avoid going to restaurants with happy hours as I'm easily seduced by free food and consequently excess weight.
6. My husband has designed a new lie detector. He is currently it on his friends and our extended family.
7. Taking into account her age, Queen Elizabeth usually uses a chauffeur to
8. My neighbour's daughter and our son go to the same school. It's very convenient since we take it in turns to..... them from school.
9. Having seen black spots on the chest x-ray, my superintendent has made up his mind to on his daily intake of cigarettes.
10. We have a ridiculous clock-in and clock-out system at work which binds our hands. Hopefully, we'll it soon and get a bit of flexibility and freedom.

Exercise 3. Use the words below to complete the text:

as a result *obviously* *with the intention of*
with a view to *the reason for this*

Our management carried out a questionnaire finding out what kind of place our staff considers the perfect one. The preferences were very different. The female staff were vocal about crèches, a renovated canteen, and soft canvas swivel chairs. The males insisted there be a gym in the basement with a chute that would carry them down, a lounge zone with a variety of musical instruments or table games and a swimming pool with a few lanes. lies in their unfulfilled childhood dreams they have cherished over the years. satisfying everybody's desires it was decided to implement all preferences with a limit of 1 per year. We were pleased to find out that the questionnaire was seriously taken into consideration and the findings were applied efficiently. staff morale has been boosted over the last year. Our company has hit a sales record and is among top 10. I am more than certain that these success metamorphoses have been triggered by the bettered conditions of the workplace. staff turnover has dwindled and competitiveness has become far stiffer but robust. Is your workplace similar to ours?

Answers**Exercise 1.**

- | | | |
|------|------|-------|
| 1. A | 5. D | 9. I |
| 2. E | 6. J | 10. C |
| 3. G | 7. B | |
| 4. F | 8. H | |

Exercise 2.

1. catch up
2. look after
3. heading over
4. work off
5. put on
6. trying out
7. get around
8. pick up
9. cut down
10. do away with

Exercise 3.

Our management carried out a questionnaire **with the intention of** finding out what kind of place our staff considers the perfect one. The preferences were very different. The female staff were vocal about crèches, a renovated canteen, and soft canvas swivel chairs. The males insisted there be a gym in the basement with a chute that would carry them down, a lounge zone with a variety of musical instruments or table games and a swimming pool with a few lanes. **The reason for this** lies in their unfulfilled childhood dreams they have cherished over the years. **With a view to** satisfying everybody's desires it was decided to implement all preferences with a limit of 1 per year. We were pleased to find out that the questionnaire was seriously taken into consideration and the findings were applied efficiently. **As a result**, staff morale has been boosted over the last year. Our company has hit a sales record and is among top 10. I am more than certain that these success metamorphoses have been triggered by the bettered conditions of the workplace. **Obviously**, staff turnover has dwindled and competitiveness has become far stiffer but robust. Is your workplace similar to ours?

For further practice, go to:

<http://www.abaenglish.com/blog/25-most-useful-phrasal-verbs/>
<http://www.greatplacetowork.com/our-approach/what-is-a-great-workplace>
<http://www.commonenglishphrases.com/2011/09/english-phrases-and-expressions-for-explanations/>
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