

Phrasal Verbs for Work

Grammar Drill Pack

Focus: Choosing the correct particle for common work-related phrasal verbs. — five short drills to lock in **Phrasal Verbs for Work**.

Name _____ Class _____ Date _____ Score _____

1 · Rules

- ◆ A phrasal verb consists of a verb plus a particle (preposition or adverb).
- ◆ The particle often changes the meaning of the verb, so the whole phrase must be learned as a unit.
- ◆ In work contexts, common phrasal verbs include hand in, look over, follow up, take on, call off, and set up.

2 · Signal words

hand in look over follow up take on call off set up fill out turn down

Tip: These words often flag **Phrasal Verbs for Work** — spot them, then choose the form.

3 · Gap-fill drill

Write the correct form of **Phrasal Verbs for Work** in each gap.

- 1 Please _____ the report by Friday.
- 2 Can you _____ my presentation slides?
- 3 We need to _____ with the client after the meeting.
- 4 She decided to _____ more responsibilities this quarter.
- 5 The manager _____ the training session due to the weather.
- 6 They _____ a new project team last week.

4 · Error correction

Each sentence has one mistake in Phrasal Verbs for Work. Rewrite it correctly.

- 1 ~~I will hand my application tomorrow.~~
- 2 ~~She looked the contract carefully.~~
- 3 ~~We need to follow up the feedback we received.~~
- 4 ~~He will take the new project next month.~~
- 5 ~~The meeting was call off because of the power outage.~~
- 6 ~~They set the equipment before the demonstration.~~

5 · Mini-quiz

Choose the correct option (A-D).

- 1 The employee decided to ___ more tasks to improve his skills.
(A) take on (B) take off (C) take over (D) take out
- 2 After the interview, she had to ___ the form before submitting it.
(A) fill out (B) fill in (C) fill up (D) fill over
- 3 The conference was ___ due to a scheduling conflict.
(A) called off (B) called on (C) called up (D) called out
- 4 Please ___ the draft and let me know if any changes are needed.
(A) look over (B) look after (C) look into (D) look up
- 5 We will ___ the client next week to discuss the proposal.
(A) follow up (B) follow through (C) follow on (D) follow out
- 6 The team ___ a new workflow to increase efficiency.
(A) set up (B) set out (C) set in (D) set down