

**3** Fill in each space with two particles from the box. Each particle can be used more than once.

against away behind down for off on  
round to up with

- You'll have to cut \_\_\_\_\_ snacking if you're serious about losing weight.
- I guess we need to face \_\_\_\_\_ the fact that we're not market leader anymore.
- Since I've been ill I've really fallen \_\_\_\_\_ my work.
- We no longer need it – let's do \_\_\_\_\_ it!
- Don't be pessimistic – she'll come \_\_\_\_\_ my way of thinking soon enough.
- He's missed two weeks now, after coming \_\_\_\_\_ a mystery virus.
- Anyway, this headhunter came \_\_\_\_\_ me at the trade fair and made me an offer I can't refuse.
- The contract comes \_\_\_\_\_ review next year, and I say we should bid for it.
- Don't let him play you both \_\_\_\_\_ each other.
- You've got to stand \_\_\_\_\_ yourself – no one else will – it's a bullfight out there.

### Presentations

Prepositional verbs, such as *look into*, are quite frequent in academic writing. In presentational and many spoken texts, both prepositional and particularly phrasal verbs are typical.

Phrasal verbs are part of less formal language and are often associated with other style changes:

Just *put forward* any new strategy ideas to Marketing as and when you *come up with* them.

Any new strategy ideas should be *proposed* formally to the Marketing division as they are *developed*.

**4** Rewrite the following sentences by changing the verbs in *italics* into more appropriate, less formal, phrasal verbs.

- You know, I reckon we ought to *diversify* whatever areas which are going to *rise* the fastest.
- Not now, that discussion would *erode* our valuable time – we've got a lot of items to *finish* this afternoon.
- So many issues *arose* from that session – there's just too much for me to *absorb* right now.
- First, *assess* the issues, then *formulate* your plan.
- Don't *surrender* – *persevere* until the job's done.
- Time to *abandon* Plan A and *commence* with Plan B.

### Phrasal verb particles

Each of the 12 most common particles (*around, away, back, down, in, into, off, on, out, over, through, up*) can have several meanings, but often there is one overall essential meaning.

### Focus on out

**5** Match the different uses of *out* with a meaning a)–e).

- The results don't look so bad once we strip out the effects of inflation.
  - It's an ongoing question as to how long they can stay out of the euro.
  - Alex dropped out of his MBA after flunking his first essay.
  - I don't think we can keep them out much longer, as they fulfil all the criteria.
  - In my view, it's time we branched out into more exotic products and locations.
- a) leaving  
b) removing  
c) preventing  
d) outside, not inside  
e) moving outwards

### Focus on off

**6** Match the different uses of *off* with a meaning a)–f).

- That's fine, just drop me off here and I can walk the rest.
  - Time to head off. We should just make it.
  - His comments sparked off negative sentiment and a round of selling.
  - Why don't we round off the meal with a toast to our director and founder?
  - It's non-core – we should sell that division off.
  - Close off that whole area – we don't want anyone unauthorized getting in.
- a) leaving  
b) removing  
c) starting  
d) stopping, finishing  
e) preventing, keeping away  
f) getting out