

Workplace Phrasal Verbs Practice Worksheet

Focus: Business English: Common Phrasal Verbs in the Workplace

Level: Intermediate–Upper Intermediate

Goal: Improve your ability to recognise and use phrasal verbs naturally in professional contexts.

Answers are at the end. Good luck :)

Part 1: Multiple Choice

1. We should _____ the launch until the new assets are ready.
A) carry out B) put off C) cash in on D) sum up
2. The HR team will _____ a new training system next month.
A) roll out B) turn down C) brush up D) shut down
3. Let's _____ the marketing plan before presenting it to management.
A) go over B) hand over C) point out D) zero in on
4. Which phrasal verb means “plan in detail”?
A) map out B) break down C) follow up D) shut down
5. The company wants to _____ two new designers this quarter.
A) bring in B) sum up C) set aside D) look after

Part 2: True or False

6. “Bring in” can mean to involve an expert or hire someone.

→ **True / False**

7. “Shut down” means to open something new.

→ **True / False**

8. “Look into” means to investigate a problem or issue.

→ **True / False**

Part 3: Sentence Completion

9. The finance team will _____ the data before publishing the report.

(Answer: **go through / check over**)

10. Let's _____ the client's feedback to see what changes are needed.

(Answer: **look into / follow up on**)

Part 4: Choose the Most Natural Sentence

11.

A) I will get to back you by 5.

B) I will get back to you by 5.

C) I will back to get you by 5.

D) I will get you back by 5.

12.

- A) We'll follow through the report tomorrow.
- B) We'll follow the report through tomorrow.
- C) We'll follow through on the report tomorrow.
- D) We'll follow on through the report tomorrow.

Part 5: Short Answer / Production

13. Write your own sentence using **iron out** in a work context.

Example: We need to **iron out** the final issues before the product release.

14. Use **catch up** in a sentence about communication.

Example: Let's **catch up** next week to review the new campaign.

15. Use **tone down** in a sentence about workplace communication.

Example: We should **tone down** the email—it sounds too aggressive.

Part 6: Challenge Section

16. Fill in the blanks with the correct phrasal verb:

a) The CEO asked us to _____ the proposal by Monday.

(complete / execute)

b) We can _____ this opportunity to grow our brand.

(take advantage of)

c) It's time to _____ production to meet increasing demand.

(expand / increase capacity)

d) Please _____ the old data before uploading the new version.

(remove / delete)

e) The manager will _____ the issue personally if it continues.

(intervene)

Answers Below.

Answer Key

Part 1: Multiple Choice

1. **B** — put off
2. **A** — roll out
3. **A** — go over
4. **A** — map out
5. **A** — bring in

Part 2: True / False

6. **True**
7. **False**
8. **True**

Part 3: Sentence Completion

9. **go through (or check over)** — *The finance team will go through the data before publishing the report.*
10. **look into (or follow up on)** — *Let's look into the client's feedback to see what changes are needed.*

Part 4: Choose the Most Natural Sentence

11. **B** — I will get back to you by 5.
12. **C** — We'll follow through on the report tomorrow.

Part 5: Short Answer / Production (model answers)

13. **iron out** — *We need to iron out the final issues before the product release.*
14. **catch up** — *Let's catch up next week to review the new campaign.*

15. **tone down** — *We should tone down the email; it sounds too strong for the client.*

(Accept natural, grammatically correct variations with the same phrasal verbs.)

Part 6: Challenge Section (fill-in)

16a. **carry out** — The CEO asked us to carry out the proposal by Monday.

16b. **cash in on** — We can cash in on this opportunity to grow our brand.

16c. **scale up** — It's time to scale up production to meet demand.

16d. **clear out** — Please clear out the old data before uploading the new version.

16e. **step in** — The manager will step in personally if it continues.