

B2 Phrasal Verbs Worksheet 3

Work & Business

1. Take On (Separable)

Definition: to accept work or responsibility

Formal alternative: assume

Examples:

- She took on a new project.
 - She took the project on last month.
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2. Step Down (Inseparable)

Definition: to leave an important position

Formal alternative: resign

Example:

- The CEO stepped down after ten years.
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3. Phase Out (Separable)

Definition: to gradually discontinue something

Formal alternative: discontinue

Examples:

- The company is phasing out the old software.
 - The company is phasing the software out.
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4. Draw Up (Separable)

Definition: to prepare a document or plan

Formal alternative: prepare

Examples:

- They drew up a contract.
 - They drew the contract up yesterday.
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5. Bring In (Separable)

Definition: to introduce something new

Formal alternative: introduce

Examples:

- The company brought in new regulations.
 - The company brought the regulations in.
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6. Follow Up On (Inseparable)

Definition: to take further action regarding something

Formal alternative: pursue

Example:

- I'll follow up on your request tomorrow.
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7. Write Off (Separable)

Definition: to officially consider something a loss

Formal alternative: cancel

Examples:

- The company wrote off the debt.
 - The company wrote the debt off.
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8. Carry Through (Separable)

Definition: to complete something successfully

Formal alternative: accomplish

Examples:

- She carried through her plan.
 - She carried the plan through successfully.
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9. Branch Out (Inseparable)

Definition: to expand into new areas

Formal alternative: diversify

Example:

- The business branched out into online sales.
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10. Move Forward With (Inseparable)

Definition: to continue with a plan

Formal alternative: proceed with

Example:

- They decided to move forward with the proposal.
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11. Take Over (Separable)

Definition: to gain control of something

Formal alternative: assume control of

Examples:

- A larger company took over the business.
 - A larger company took the business over.
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12. Set Up (Separable)

Definition: to establish something

Formal alternative: establish

Examples:

- They set up a new department.

- They set the department up last year.
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13. Turn Around (Separable)

Definition: to improve a difficult situation

Formal alternative: improve

Examples:

- The new manager turned around the company.
 - The new manager turned the company around.
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14. Bring About (Separable)

Definition: to cause something to happen

Formal alternative: cause

Examples:

- The reforms brought about significant changes.
 - The reforms brought the changes about.
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15. Go Through With (Inseparable)

Definition: to do something that was planned

Formal alternative: execute

Example:

- They went through with the merger.