

Phrasal Verbs

Point 1: A phrasal verb is a verb plus a preposition or adverb.

1. I need to **pick up** my son from school.
2. Can you **drop** my clothes **off** at the dry cleaner.
3. I decided to **give up** coffee for a month.
4. We need to **look into** alternative choices.

Point 2: Some phrasal verbs are **separable**, which means the object **can** go between the verb and preposition.

1. I need to **pick up** the kids at school.
 1. I need to **pick** the kids **up** at school.
2. Can you **turn up** the volume on the TV?
 1. Can you **turn** the volume **up** on the TV?
3. Please **hand out** these gifts to all the guests.
 1. Please **hand** these gifts **out** to all the guests.
4. Always **take off** your shoes before you enter the house.
 1. Always **take** your shoes **off** before you enter the house.

Point 3: If the object for the separable phrasal verb is an object pronoun, then it must go before the preposition.

1. There is **trash** on the floor. Please pick it up.
2. I will see Jim tonight. He is taking me out to dinner.
3. I quit **eating sugar**. I gave it up last year.
4. The homework is not finished. Can I hand it in tomorrow?

Point 4: Some phrasal verbs are **inseparable**, which means the object **cannot** go between the verb and preposition.

1. I **look forward to** the meeting.
2. I have to **deal with** many rude customers.
3. I will **reach out to** you if I need help.
4. I need to **go over** the data one more time.

Point 5: There are many phrasal verbs that are intransitive, which means they do not have an object.

1. I do not have enough money to **get by**.
2. It **turns out** I am very healthy.
3. My car **broke down** on the highway.
4. Not many people **showed up** for the party.

Phrasal Verbs

Read and listen to four conversations using the grammar.

Conversation 1 | [PDF Worksheet](#)

Man: Did you **back up** the data?

Woman: Yes, I just **backed it up** on our remote server.

Man: Do you have the password for that server?

Woman: No, I don't. I'll have to **look it up**.

Man: OK, when you do, can you send it to me?

Woman: Will do. I'll **shoot it over** in just a second.

Conversation 2 | [PDF Worksheet](#)

Woman: I looked over your report, but I can't **figure it out**.

Man: Oh, really. I can **break it down** for you.

Woman: No, I need you to rewrite it, so everyone can understand it.

Man: OK, I'll rewrite it. What was confusing, though?

Woman: I couldn't **make out** how the numbers **added up**.

Man: OK, I'll **look it over** again and **spruce it up** a bit.

Woman: Thanks. I'm sure you won't **let me down**.

Conversation 3 | [PDF Worksheet](#)

Woman: So, did you get the home loan?

Man: No, they **turned me down**.

Woman: What? Why?

Man: They said I didn't earn enough money.

Woman: Does that mean you can't buy a new house?

Man: Yes. I'll have to **put it off** for now, I guess.

Conversation 4 | [PDF Worksheet](#)

Man: Hey, Joe is flying in tomorrow. Can you **pick him up** at the airport?

Woman: Sure, what are his flight details?

Man: I'm not sure. I **wrote them down** somewhere!

Woman: When you find it, can you email it to me?

Man: Will do. Oh, and when you **pick him up**, don't mention his divorce.

Woman: Got it. I won't **bring it up**.

Quiz

Answer these questions about the interview.

- 1) What does the man need to do?
 - a) Back up the data
 - b) Look up the password**
- 2) If the man spruces up the report, what do that mean?
 - a) He will improve it.
 - b) He will delete it.**
- 3) The man is going to ___ buying a new house.
 - a) put off
 - b) give up**
- 4) What will the woman pick up?
 - a) Flight details
 - b) Someone at the airport**

Corporate Vocabulary – Company Policies and Procedures

Internet and Email Policy

Company policies that rule the appropriate use of company internet and email.

“Using the company internet for gambling is a violation of our internet and email policies.”

“Engaging in gambling activities using the company internet is a breach of our corporate internet and email usage policies.”

Attendance Policy

Company policies related to employee hours of work, vacations, telecommuting, absences as well as sanctions in cases of non-compliance.

“You need to schedule your vacations per the company attendance policy.”

“Please ensure that your vacation requests are scheduled in accordance with the company's attendance policy.”

Practice Videos

<https://idiomo.ca/about-us/portal-estudiantes/video-library/>

Grammar [6] - Phrasal Verbs

Videos 1 and 2