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МЕТОДИЧНІ ВКАЗІВКИ
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UNIT 1 CAREER CHOICES

Ex. 1. Match the following career-related terms with their correct definitions.

1. Apprenticeship	a. Working independently, usually for multiple clients.
2. Freelance	b. A period of unpaid work experience to gain skills in a particular field.
3. Promotion	c. A job position that involves training and learning under a skilled professional.
4. Internship	d. Starting your own business and taking financial risks.
5. Resignation	e. A higher job position within the same company.
6. Entrepreneur	f. The act of formally quitting a job.

Discuss with a partner which career path you would choose and why. Use the vocabulary from the matching exercise.

Ex. 2. Below are some traits that describe an ideal manager. Discuss each trait and decide which three are the most important. Explain your choices.

Good communicator

Fair

Knowledgeable

Motivational

Supportive

Decisive

Ex. 3. Imagine you are the HR manager at a company. Write a job description for a new position (e.g., Marketing Assistant, IT Support Specialist). Include the following details: Job title, Key responsibilities, Required skills and qualifications, Working hours, Salary range

Present your job description to your partner. They will ask questions about the position, and you should provide additional details.

Ex. 4. Role-play a conversation where one person is a career counselor, and the other is a client looking for advice on their career path. Use the following phrases:

1. What are your strengths and weaknesses? 2. Have you considered...? 3. What are your career goals? 4. I would recommend... 5. It might be a good idea to...

Ex. 5. Complete each sentence with the correct modal verb (should, ought to, had better) to give advice.

1. You _____ take an umbrella; it looks like rain. 2. Sarah _____ apologize to her friend for the misunderstanding. 3. We _____ leave early to avoid the traffic. 4. You _____ see a doctor if you're feeling unwell. 5. They _____ spend more time studying for the exam. 6. He _____ talk to his boss about the problem. 7. You _____ eat more vegetables if you want to stay healthy. 8. We _____ try to save some money each month. 9. You _____ tell the truth to avoid complications later. 10. They _____ call ahead to reserve a table at the restaurant.

Ex. 6. Rewrite the following sentences using a modal verb of advice (should, ought to, had better).

1. It's a good idea to wear sunscreen in the summer. 2. I advise you to get some rest before the meeting. 3. It's important that you check the report for errors. 4. It's not a good idea to skip breakfast daily. 5. I recommend that you speak to a career counselor. 6. It's essential that you arrive on time for the interview. 7. It's advisable to back up your data regularly. 8. I suggest you take a break if you're feeling tired. 9. It's necessary to lock the door when you leave. 10. I think you should avoid fast food if possible.

Ex. 7. You have three job candidates with different qualifications and experience. Discuss the strengths and weaknesses of each candidate and decide who to hire.

Candidate A: 5 years of experience, strong technical skills, but poor communication.

Candidate B: 2 years of experience, great communication, but limited technical knowledge.

Candidate C: No formal experience, but highly motivated and a quick learner.

Present your decision and justify why you chose that candidate.

Ex. 7. Choose three career paths (e.g., sales manager, teacher, broker). Discuss with your partner the pros and cons of each career. Use the following phrases:

One advantage of being a... is...

However, a disadvantage might be...

In this career, you need to be...

Ex. 8. Complete each sentence with the correct adverb of degree (e.g., very, too, enough, quite, so).

1. The weather is _____ hot to go outside today.
2. She was _____ tired to continue working.
3. The movie was _____ interesting; I would watch it again.
4. He didn't study _____ to pass the exam.
5. The cake is _____ sweet, in my opinion.
6. The room wasn't _____ big for all the guests.
7. They were _____ happy with the results of the project.
8. The soup is _____ salty; you might want to add water.
9. She was _____ disappointed with the service at the restaurant.
10. This dress is _____ short for me to wear to the office.

Ex. 9. Each sentence contains an error using an adverb of degree. Identify and correct the error.

1. The coffee is enough hot for me to drink.
2. She was too much tired to go out.
3. The exam was very enough difficult for most students.
4. He didn't run fastly enough to win the race.
5. The dress is too long enough for me.
6. The music is very much loud; can you turn it down?
7. The soup was quite too salty for my taste.
8. The test was too easy enough; everyone passed.
9. This room is very much cold in winter.
10. He was quite so upset about the news.

Ex. 10. Use a modal verb of advice and an adverb of degree to complete each sentence.

1. You _____ be _____ careful when driving at night.
2. They _____ practice _____ more to improve their skills.
3. She _____ speak _____ clearly in the presentation.
4. You _____ arrive _____ early to get good seats.
5. He _____ work _____ harder if he wants to succeed.
6. We _____ be _____ cautious about making quick decisions.
7. You _____ dress _____ warmly; it's cold outside.
8. They _____ take _____ breaks during long study sessions.
9. She _____ pay _____ attention to the instructions.
10. You _____ eat _____ healthy foods to maintain your energy levels.

UNIT 2 BUSINESS SECTORS

Ex. 1. Match the following business sectors with their descriptions.

1. Retail	a. Production of goods using labor, machines, and tools.
2. Manufacturing	b. Selling goods directly to consumers.
3. Finance	c. Providing services related to money, banking, and investments.
4. Healthcare	d. Growing crops and raising animals for food.
5. Technology	e. Offering medical services and products to maintain health.
6. Agriculture	f. Developing and selling software, electronics, and IT services.

In pairs, discuss which business sector you would like to work in and why.

Ex. 2. Read the following statements about the energy industry and decide if they are true or false.

1. The energy industry includes the production and distribution of electricity.
2. Solar power is a non-renewable energy source.
3. Oil and gas are part of the energy sector.
4. The energy industry does not play a role in transportation.
5. Wind power is an example of renewable energy.
6. Nuclear energy is widely used in the energy industry.
7. The energy industry only deals with fossil fuels.
8. Hydroelectric power comes from water.
9. Coal is a clean energy source.
10. The energy industry is essential for the global economy.

Discuss with a partner how the energy industry impacts daily life and the environment.

Ex. 3. Work in groups of three. Imagine you are having a meeting about a new project

(Creating new bomb shelters. Public energy-saving initiative. Campaign to reduce youth unemployment). Each person has a role: the project manager, a team member, and a client. Use the following phrases to guide your discussion:

I think we should...

How about we...?

I agree/disagree because...

Can we clarify...?

Let's consider...

You must decide on the project timeline, budget, and key responsibilities. Summarize your meeting and share the main points with the rest of the class.

Ex. 4. Complete each sentence with the correct form of the verb in the Past Simple.

1. Last weekend, I _____ (visit) my grandparents. 2. She _____ (not go) to the party because she was sick. 3. They _____ (finish) the project on time. 4. We _____ (watch) a movie last night. 5. He _____ (buy) a new car last month? 6. The teacher _____ (give) us no test yesterday. 7. I _____ (lose) my keys and couldn't find them. 8. She _____ (arrive) at the airport early this morning. 9. We _____ (meet) our friends at the café yesterday. 10. He _____ (decide) to join the gym last week.

Ex. 5. Use the prompts to create sentences in the Past Progressive.

1. While I (read) _____, the phone (ring) _____. 2. They (play) _____ soccer when it (start) _____ to rain. 3. She (cook) _____ dinner when the doorbell (ring) _____. 4. We (watch) _____ TV when the power (go) _____ out. 5. He (study) _____ when his friend (call) _____ him. 6. I (drive) _____ to work when I (see) _____ an accident. 7. They (have) _____ a meeting when the fire alarm (go) _____ off. 8. She (walk) _____ to school when she (meet) _____ her friend. 9. He (not listen) _____ when the teacher (ask) _____ the question. 10. We (talk) _____ about the project when the manager (enter) _____ the room.

Ex. 6. Imagine you need to leave a voicemail message for a colleague. In pairs, take turns leaving and listening to voicemail messages. Include the following information:

Your name and contact information

The reason for the call

Any action required from the recipient

A polite closing

Example: Hi, this is John from the sales department. I'm calling to remind you about the meeting tomorrow at 10 AM. Please confirm if you can attend. You can reach me at 555-1234. Thanks, and have a great day!

Listen to your partner's voicemail and provide feedback on clarity and completeness.

Ex. 7. Complete each sentence with "will" and the correct verb to make a future prediction.

1. I _____ (be) late if I don't leave now. 2. She _____ (help) you with your homework later. 3. They _____ (win) the game tomorrow. 4. It _____ (rain) later today, so take an umbrella. 5. We _____ (meet) at the restaurant at 7 PM. 6. He _____ (pass) the exam if he studies hard. 7. The train _____ (arrive) at 8:30 AM. 8. I _____ (call) you as soon as I get home. 9. She _____ (be) a great leader in the future. 10. They _____ (not come) to the party because they are busy.

Ex.8. Complete each sentence with "be going to" and the correct verb to describe a plan or intention.

1. I _____ (visit) my friend this weekend. 2. She _____ (buy) a new laptop tomorrow. 3. We _____ (move) to a new apartment next month. 4. They _____ (start) a new project next week. 5. He _____ (learn) how to play the guitar. 6. I _____ (cook) dinner for my family tonight. 7. She _____ (apply) for a job at the new company. 8. We _____ (have) a meeting at 10 AM tomorrow. 9. They _____ (travel) to Spain this summer. 10. He _____ (not attend) the conference next week.

Ex. 9. You are part of an investment group deciding which company to invest in. You have three options: a technology startup, a well-established retail company, and a renewable energy firm. Discuss the pros and cons of each investment opportunity with your group.

Points to Consider: Potential for growth, Market stability, Ethical considerations, Financial performance. Present your group's decision and explain why you chose that particular company.

Ex. 10. Write an e-mail following a meeting, summarizing the key action points. Include: A greeting, Summary of the meeting discussion, Clear action points (e.g., You should follow up with the client by Friday), Deadlines for each action point, A polite closing.

Ex. 11. Choose the correct tense (Past Simple, Past Progressive, will, or be going to) to complete each sentence.

1. When I _____ (wake up) this morning, it _____ (rain). 2. They _____ (have) a picnic when it _____ (start) to rain. 3. She _____ (graduate) next year. 4. He _____ (finish) the report by the end of the day. 5. I _____ (watch) TV when I _____ (hear) a strange noise. 6. We _____ (go) to the beach this weekend. 7. They _____ (play) soccer when the accident _____ (happen). 8. She _____ (call) her friend later today. 9. We _____ (not go) to the party last night. 10. He _____ (plan) to travel to Japan next year.

UNIT 3 PROJECTS

Ex. 1. Match the project management terms with their correct definitions.

1. Milestone	a. A key point or event in a project that marks significant progress.
2. Deadline	b. The amount of money allocated for the project.
3. Stakeholder	c. The process of identifying and managing potential issues that could affect the project.
4. Budget	d. The detailed outline of what a project will deliver and what it will not include.
5. Risk management	e. The date by which a task or project must be completed.
6. Scope	f. A person or group with an interest in the project's success or failure.

In pairs, discuss a project you've been involved in (real or hypothetical) and describe the main challenges you faced.

Ex. 2. Work in pairs. One person plays the role of the project manager, and the other plays the role of a team member. The project schedule has been delayed, and the project manager needs to resolve the problem. Use the following phrases to help your discussion:

We need to...

Can we adjust the schedule by...?

What are the consequences if...?

Let's consider the options."

Scenario:

The project was delayed due to unforeseen circumstances. Discuss possible solutions and agree on a new schedule.

Summarize your discussion and share your new schedule with the class.

Ex. 3. Complete each sentence with the correct comparative form of the adjective in brackets.

1. This book is _____ (interesting) than the one I read last week.
2. My sister is _____ (tall) than me.
3. Today is _____ (cold) than yesterday.
4. This problem is _____ (difficult) than the last one.
5. The train is _____ (fast) than the bus.
6. His car is _____ (expensive) than mine.
7. English is _____ (easy) to learn than Chinese.
8. The new restaurant is _____ (good) than the old one.
9. She is _____ (young) than her brother.
10. My new job is _____ (challenging) than my previous job.

Ex. 4. Complete each sentence with the correct superlative form of the adjective in brackets.

1. Mount Everest is the _____ (high) mountain in the world.
2. This is the _____ (good) movie I have ever seen.
3. She is the _____ (smart) student in our class.
4. This is the _____ (expensive) restaurant in the city.
5. He is the _____ (tall) player on the team.
6. That was the _____ (bad) experience of my life.
7. This is the _____ (interesting) book in the library.
8. She has the _____ (beautiful) garden in the neighborhood.
9. He is the _____ (old) person in the family.
10. This is the _____ (fast) car I've ever driven.

Ex. 5. Complete the dialogues with appropriate phrases for asking for or giving updates.

Manager: Can you update me on the project's current status?

Team Member: Sure, _____.

Manager: How is the budget looking for this phase?

Team Member: _____, we are within budget so far.

Manager: _____ the team meeting yesterday?

Team Member: Yes, we discussed the new deadlines.

Manager: What's the latest on the client feedback?

Team Member: _____, we've received positive comments.

Manager: Do you have any updates on the software development.

Team Member: _____, the team is on track to complete it by next week.

In pairs, practice a short dialogue where one person asks for updates, and the other provides them.

Ex. 6. Write an email to a team member requesting an update on their part of the project. Include the following points:

A polite greeting

A request for specific information

A reason for the request

A deadline for the update

A polite closing

Example:

Dear [Team Member's Name],

I hope this message finds you well. I'm writing to request an update on your progress with the [specific task]...

Exchange emails with a partner and respond with the requested update.

Ex. 7. Imagine you are holding a project meeting. In groups of three, assign roles: a project manager, a team leader, and a team member. Discuss the following points:

Review the current status of the project.

Identify any potential risks or issues.

Discuss upcoming tasks and deadlines.

Assign responsibilities for the next phase of the project.

One person from each group will present a summary of their meeting to the class.

Ex. 8. Read the following case study about a project with several issues. In groups, discuss how you would resolve the problems.

Your team is working on a project that is over budget and behind schedule. Several stakeholders are unhappy with the progress, and there have been communication issues within the team. Additionally, a key team member has left the project unexpectedly.

Discussion Points:

How will you manage the budget and get the project back on track?

What steps can you take to improve communication?

How will you deal with the stakeholder concerns?

What is your plan to replace the team member who left?

Present your solutions to the class and discuss the most effective strategies.

Ex. 9. Complete each sentence using "enough" in the correct position.

1. She is ____ (old) to drive a car. 2. Do we have _____ (time) to finish the project? 3. This room isn't _____ (big) for all of us. 4. I don't have _____ (money) to buy a new phone. 5. Are there _____ (chairs) for everyone? 6. He didn't study ____ (hard) for the exam. 7. We have _____ (food) for the party. 8. The coffee is ____ (hot) to drink. 9. She isn't _____ (tall) to reach the shelf. 10. Is there _____ (space) in the car for one more person?

Ex. 10. Complete each sentence with many, much, or some.

1. How _____ books do you have? 2. There isn't _____ water left in the bottle. 3. Can I have _____ tea, please? 4. We don't have _____ time to waste. 5. There are _____ people at the concert. 6. She has _____ friends in the city. 7. How _____ money do you need? 8. I need _____ help with my homework. 9. There aren't _____ chairs in the room. 10. Do you have _____ questions for me?

Ex. 11. Complete each sentence with a few or a little.

1. I have _____ friends in this town. 2. There's only _____ milk left in the fridge. 3. She needs _____ time to finish the report. 4. We bought _____ apples at the market. 5. I need _____ more information about the job. 6. He only has _____ money in his wallet. 7. She added _____ salt to the soup. 8. I'll be ready in _____ minutes. 9. There are _____ books on the shelf. 10. We have _____ options to choose from.

UNIT 4

GLOBAL MARKETS

Ex. 1. Match the terms related to global and local markets with their correct definitions.

1. Globalization	a. The process of selling goods or services to another country.
2. Local market	b. The desire or need for products or services among consumers.
3. Export	c. A market within a specific region or country.
4. Import	d. The economic advantage gained by producing goods in large quantities.
5. Economy of scale	e. The process of bringing goods or services from another country.
6. Consumer demand	f. The process by which businesses or other organizations develop international influence or operate on an international scale.

Discuss with a partner how a company might approach entering a new local market versus a global market. What are the key differences?

Ex. 2. In pairs, role-play a scenario where one person is a product manager, and the other is a marketing strategist. Discuss how to adapt a product to a new market using the following phrases:

We should consider...

In this market, customers prefer...

How can we make the product more suitable for...?

Let's adjust the product by...

Your company is launching a product in a foreign market where consumer preferences differ from your home market. Discuss the necessary changes to the product and how to market it effectively.

Ex. 3. Complete the dialogues with appropriate phrases for negotiating agreements with suppliers or partners.

Supplier: We can offer a 10% discount if you order 500 units.

You: _____

Partner: We need to finalize the delivery schedule.

You: _____

Supplier: What payment terms are you looking for?

You: _____

Partner: How soon can you provide the necessary documents?

You: _____

Supplier: We usually deliver within 10 business days.

You: _____

In pairs, practice a short negotiation dialogue where one person is a supplier, and the other is a business partner. Focus on reaching a mutually beneficial agreement.

Ex. 4. Complete the sentences with the correct verb form in brackets.

Which of the sentences can be rewritten in the Passive voice form?

1. She _____ (go) to work by bus every day. 2. They _____ (live) in New York. 3. He _____ (play) the guitar in a band. 4. My mother _____ (cook) dinner every evening. 5. We _____ (study) English twice a week. 6. The sun _____ (rise) in the east. 7. The train _____ (leave) at 8:00 AM. 8. I _____ (not/like) coffee. 9. He _____ (work) at a bank. 10. She _____ (watch) TV every night.

Ex. 5. Rewrite the sentences in the Past Simple Passive voice.

The chef prepared a delicious meal. A delicious meal _____ (prepare) by the chef.

The company released a new product. A new product _____ (release) by the company.

The teacher graded the tests. The tests _____ (grade) by the teacher.

The workers built the bridge. The bridge _____ (build) by the workers.

The manager called the meeting. The meeting _____ (call) by the manager.

They delivered the package yesterday. The package _____ (deliver) yesterday.

She painted the room last weekend. The room _____ (paint) last weekend.

The author wrote the book in 2020. The book _____ (write) in 2020.

The technician repaired the computer. The computer _____ (repair) by the technician.

The police arrested the suspect. The suspect _____ (arrest) by the police.

Ex. 6. Write a letter to confirm an order with a supplier. Include the following elements:

A polite opening

Details of the order (quantity, product name, price)

A request for confirmation of delivery date

Payment terms

A polite closing

Extra: Exchange letters with a partner and provide feedback on each other's letters.

Ex. 7. Fill in the blanks with the appropriate market research steps. analyze, define, present, collect, make

1. The first step in market research is to _____ the problem you want to solve. 2. Next, you need to _____ relevant data from various sources. 3. After gathering data, you _____ and interpret the information. 4. Based on your analysis, you _____ recommendations for your business. 5. Finally, you _____ the results to stakeholders or decision-makers.

Extra: In groups, discuss why each step in market research is important. Share examples of how a company might use these steps when launching a new product.

Ex. 8. In groups, discuss the following questions and share your thoughts with the class:

1. What are the challenges a company might face when entering a global market?

2. How can businesses adapt their products or services to meet local market demands?

3. What strategies can companies use to reach an agreement with suppliers in different countries?

4. How important is market research when entering a new market? Why?

Extra: Each group presents their conclusions to the class, highlighting the most important points discussed.

Ex. 9. Complete the sentences with the correct preposition from the list: at, for, with, about

1. He arrived _____ the airport at 5:00 PM. 2. She is looking _____ her keys. 3. We agree _____ you on this point. 4. They applied _____ the job last week. 5. He laughed _____ the joke. 6. She complained _____ the service. 7. They are talking _____ the new project. 8. He paid _____ the meal at the restaurant. 9. She pointed _____ the map to show the location. 10. The company does business _____ several international clients.

Ex. 10. Use the verbs with prepositions provided in the list to complete each sentence

arrive at, look at, apply for, agree with, laugh at, talk about, complain about, look for, pay for, point at, do business with, disagree with, ask for, thank for

1. She always _____ her colleagues after they help her. 2. I _____ the job last week, and I hope to get an interview. 3. He _____ the painting for a long time, admiring its details. 4. They _____ the shopkeeper _____ a discount on the shoes. 5. He _____ the location on the map to show where we were. 6. She _____ the manager _____ the poor service. 7. We _____ the meeting topic for hours, but didn't reach a conclusion. 8. They _____ their friends _____ a recommendation for a good restaurant. 9. The company _____ several suppliers to ensure the best price. 10. We _____ your proposal because it makes sense.

Ex. 11. Choose the correct option to complete the sentences.

1. The book _____ by the famous author last year.

- a) was written;
- b) writes;
- c) is writing.

2. She _____ English fluently

- a) speaks;
- b) spoke;
- c) is speaking.

3. They _____ the park at 3:00 PM

- a) arrived to;
- b) arrived at;
- c) arrived in.

4. He _____ to the manager about the problem

- a) talked;
- b) talks;
- c) talk.

5. The project _____ by the team last week

- a) is completed;
- b) was completed;
- c) completes.

6. She _____ for her keys when I called her

- a) was looking;
- b) looks;

c) looked.

7. The customer _____ the waiter for the excellent service

a) thanks;

b) thanked;

c) thanking.

8. They _____ for the hotel room in advance

a) paid;

b) pay;

c) paying.

9. He _____ with his colleagues about the decision

a) agree;

b) agreeing;

c) agrees.

10. The report _____ by the assistant before the meeting

a) was finished;

b) finishes;

c) is finished.

PHRASAL VERBS PRACTICE

Ex. 1. Complete the sentences with the correct form of the phrasal verbs from the box.

*at odds with bolt down bomb along break away from
break down*

1. The train was _____ on the tracks, moving at an incredible speed.
2. Jack is always _____ his lunch in under five minutes. It's impressive, but also unhealthy!
3. When Sarah tried to fix the car, it _____ after a few minutes, so she had to call for help.
4. After hearing the bad news, she couldn't hold it in anymore and finally _____.
5. The new political party is planning to _____ the government and create their own movement.
6. His opinions are often _____ mine, which leads to some interesting debates.

Ex. 2. Fill in the blanks with the correct form of the phrasal verbs from the box.

*at odds with bolt down bomb along break away from
break down*

1. The CEO and the board of directors seem to be _____ on the company's future strategy, which is causing delays in decision-making.
2. Due to time pressure, the team had to _____ their lunch and get back to work on the project proposal.
3. The company car _____ on the way to the client meeting, forcing the team to call for roadside assistance.
4. After months of stress and overtime, John finally _____ during a team meeting and had to take a few days off to recover.
5. A group of senior executives is planning to _____ the main company and start a new consulting firm focused on digital transformation.
6. Our delivery driver was _____ to make sure the packages arrived before the deadline.

Ex. 3. Fill in the blanks with the correct form of the phrasal verbs from the box.

break off break up bear out bring about bring along bring back

1. The manager had to _____ the meeting when the argument between departments got out of hand.

2. The data collected over the last quarter _____ our initial predictions of a drop in sales.

3. The couple decided to _____ after realizing they had different goals in life.

4. Could you _____ the reports when you come to the office tomorrow? We'll need them for the meeting.

5. The new CEO's strategy has helped _____ significant changes in the company's structure.

6. Seeing old photos can _____ memories from my early career days.

Ex. 4. Choose the correct phrasal verb from the box to complete each definition.

break off	a) To cause a discussion or negotiation to end suddenly.
break up	b) To recall something or someone from the past.
bear out	c) To support a claim with evidence.
bring about	d) To bring someone or something with you.
bring along	e) To cause a major change or event.
bring back	f) To end a romantic relationship.

Ex. 5. Complete the sentences with the correct phrasal verb from the box.

*browse through booked up book in bring round butt in
call off catch up chalk up*

1. The hotel is completely _____ during the conference season, so we'll need to find another place to stay.

2. I'll _____ all the meeting notes tomorrow so everyone has a copy of the agenda.

3. The client asked to _____ their reservation at the last minute due to an unexpected conflict.

4. Let me quickly _____ this report to see if there's anything important before the meeting.

5. Please don't _____ when your colleagues are discussing important topics. Wait for your turn to speak.

6. We'll _____ the conference at the Hilton. Please remember to check in by 6 p.m.

7. Despite starting behind, our sales team managed to _____ with the competition and close the deal.

8. Our company has _____ several major contracts this quarter, boosting our overall sales.

Ex. 6. Choose the correct phrasal verb from the box to complete each definition.

To register or check in at a hotel or conference venue.	a) browse through
To achieve something that increases your overall total, such as a victory or contract.	b) booked up
To cancel an event or meeting.	c) book in
To look over a document or list quickly, without paying close attention to details.	d) bring round
To reach someone ahead of you by hurrying or improving.	e) butt in
To distribute information, papers, or documents to a group of people.	f) call off
To interrupt someone while they are speaking.	g) catch up
To be full, with no more available spaces or vacancies.	h) chalk up

Ex. 7. Fill in the blanks with the correct form of the phrasal verbs from the box.

clam up clear away come about come across as come across
come along come up

1. The manager _____ as a little harsh during the meeting, but she's actually very supportive of her team.

2. After the presentation, we had to quickly _____ all the materials from the conference room to prepare for the next session.

3. When asked about the reasons for the budget cuts, the CFO _____ and refused to provide any further explanation.

4. The delay _____ due to a system error that we didn't anticipate.

5. We _____ an old business proposal from last year while searching through the filing cabinet.

6. Could you _____ with your work on this project? We're running behind schedule.

7. The topic of employee retention _____ during our discussion on improving company culture.

8. The success of the product launch _____ after months of hard work and careful planning.

Ex. 8. Choose the correct phrasal verb from the box to complete each definition.

clam up	a) to refuse to speak or answer questions, usually due to feeling uncomfortable or unwilling.
clear away	b) To hurry or make progress, especially when time is limited.
come about	c) To find something accidentally or unexpectedly.
come across as	d) To give the impression of being a certain way, whether or not it's accurate.
come across	e) To arise as an issue or be mentioned in conversation.
come along	f) To happen as a result, often by chance or unplanned.
come up	g) To put things back in their proper place after using them.
clam up	h) For an unexpected problem or issue to occur suddenly.

Ex. 9. Fill in the blanks with the correct form of the phrasal verbs from the box.

cut back on cut down cut down on cut off cut off from cut out cheer on

1. The company decided to _____ marketing expenses this quarter to save money.

2. During the storm, our office was _____ from the internet, which delayed our project completion.

3. We need to _____ the non-essential features from the proposal to make it more concise.

4. The tree in front of the office was blocking the entrance, so the maintenance team had to _____.

5. After receiving some feedback, I'm trying to _____ my coffee consumption during work hours.

6. The manager was _____ in the middle of her presentation when the power suddenly went out.

7. To improve employee morale, the leadership team decided to _____ the sales department during their annual competition.

8. The power company _____ the electricity supply to our building for a few hours due to maintenance work.

Ex. 10. Choose the correct phrasal verb from the box to complete each definition.

a) To encourage someone loudly, especially in a competitive situation.	cut back on
b) To reduce the amount of money or resources spent on something.	cut down
c) To remove something unnecessary or non-essential from a document or plan.	cut down on
d) To be separated from a connection, service, or communication line.	cut off
e) To reduce the amount of something you consume, such as food or drinks.	cut off from
f) To chop or remove a tree or large object.	cut out
g) To interrupt someone while they are speaking or to stop a service suddenly.	cheer on
h) To physically or metaphorically separate someone from something.	cut back on

Ex. 11. Fill in the blanks with the correct form of the phrasal verbs from the box.

decide on dispose of do up drink up do research into
draw aside draw back draw from

1. The company needs to _____ a strategy for entering the new international market by next month.

2. The old office building was _____ and redecorated to create a more modern workspace for employees.

3. The marketing team _____ consumer behavior trends to better understand their target audience.

4. Please _____ your coffee quickly so we can begin the next part of the meeting.

5. The manager _____ her assistant _____ during the meeting to discuss an urgent matter in private.

6. You must properly _____ confidential documents to comply with the company's data protection policy.

7. As the deadline approached, we had to _____ additional resources _____ other departments to complete the project on time.

8. When asked for feedback, the new intern seemed to _____ and avoid answering directly.

Ex. 12. Choose the correct phrasal verb from the box to complete each definition.

decide on	a) To make a decision or choice about something.
dispose of	b) To throw something away or get rid of it properly.
do up	c) To finish something you are drinking, especially quickly.
drink up	d) To restore or redecorate something, especially a building or room.
do research into	e) To move back or away from someone or something.
draw aside	f) To take someone aside from a group for a private conversation.
draw back	g) To obtain or use something from a source or supply.
draw from	h) To study or experiment to discover information about a subject.

Ex. 13. Fill in the blanks with the correct form of the phrasal verbs from the box.

draw up eat out face up to fall out with fit in gain on get away

1. After a long day of meetings, the team decided to _____ at a nearby restaurant.

2. The car finally _____ in front of the office after being stuck in traffic for hours.

3. We need to _____ a contract before finalizing the deal with the client.

4. It's important for the company to _____ the fact that their current strategy is not working.

5. I'm sorry, I'm fully booked today, but I'll try to _____ a quick meeting tomorrow.

6. The manager _____ her colleague over how to handle a difficult client, and now they hardly speak.

7. The competitor is starting to _____ us in market share; we need to act fast to stay ahead.

8. After a challenging project, the team finally managed to _____ for a well-deserved vacation.

Ex. 14. Choose the correct phrasal verb from the box to complete each definition.

draw up	a) To accept or confront something unpleasant, such as a difficult truth.
eat out	b) To prepare or write an official document like a report or contract.
face up to	c) To find time in a busy schedule to meet with someone.
fall out with	d) To gradually get closer to someone or something you are chasing or competing with.
fit in	e) To have a meal in a restaurant instead of at home.
gain on	f) To stop and arrive at a destination, usually referring to a vehicle.
get away	g) To quarrel with someone, leading to a breakdown in the relationship.
draw up	h) To escape from a difficult or dangerous situation, or to leave after delays.

Ex. 15. Fill in the blanks with the correct form of the phrasal verbs from the box.

*get by get down to get down get *down get into get in*

1. Despite the recent economic downturn, our company has managed to _____ by cutting unnecessary expenses.

2. Let's _____ the details of the proposal now that we've discussed the general framework.

3. After a long day of back-to-back meetings, the constant criticism from the client started to _____ the team.

4. It took a while, but we finally managed to _____ the heavy traffic and reach the office on time.

5. The CEO asked everyone to _____ from the rooftop terrace for the group photo.

6. It's already late, so we should _____ the important points before we run out of time.

7. The train will _____ the station at 6:30 PM, so we need to leave soon.

8. Can you help me _____ this cab? I'm running late for my next meeting.

Ex. 16. Choose the correct phrasal verb from the box to complete each definition.

get by	a) To start focusing on the task at hand or give attention to something important.
get by	b) To cope or manage in difficult circumstances or with limited resources.
get down to	c) To move past an obstacle or challenge.
get down	d) To make someone feel unhappy or discouraged.
get down	e) To move to a lower position, such as from a high place.
get into	f) To enter a place or vehicle, such as a car or bus.
get in	g) To arrive at a location, such as a station or office.
get by	h) To start working on something after delays or distractions.

Ex. 17. Fill in the blanks with the correct form of the phrasal verbs from the box.

*give off give out give * out give up give * up*
go along go along with

1. During the product launch, the marketing team _____ promotional materials to all attendees.

2. After several failed attempts to secure a deal, the company decided to _____ the idea of entering that market.

3. The air conditioning in the office started to _____ a strange smell, so maintenance was called.

4. When the generator _____ during the presentation, we had to move to another room to continue.

5. As we _____ with the project, we'll need to reassess our budget and resources.

6. The client was initially hesitant, but they eventually agreed to _____ our proposal after some negotiation.

7. I won't _____ on this strategy until I'm sure there's no chance of success.

8. We need to _____ to the conference tomorrow to ensure we network with potential partners.

Ex. 18. Choose the correct phrasal verb from the box to complete each definition.

give off	a) To distribute or supply something to a group of people.
give out	b) To emit something, such as a smell, light, or heat.
give out	c) To stop or quit something, especially after repeated failures.
give up	d) To stop functioning or come to an end.
give up	e) To progress or develop, often related to a project or task.
go along	f) To attend or visit a place or event.
go along with	g) To agree with or accept an idea, suggestion, or proposal.
give off	h) To stop making an effort after deciding it's no longer worth continuing.

Ex. 19. Fill in the blanks with the correct form of the phrasal verbs from the box.

go off go off go on grind away at go off

1. During the meeting, the power suddenly _____ and we had to finish the presentation without the projector.

2. The manager tends to _____ the same topic during every meeting, which can be quite repetitive.

3. I used to love working in marketing, but I've _____ it since the company changed its strategy.

4. He _____ his appearance when choosing a candidate for the position, which can sometimes be misleading.

5. After the event, we realized a large part of the budget had _____ catering and travel expenses.

6. The fire alarm _____ during the conference, causing everyone to evacuate the building.

7. We have to _____ this complex financial report before the deadline tomorrow.

Ex. 20. Choose the correct phrasal verb from the box to complete each definition.

go off	a) To stop liking someone or something that you previously enjoyed.
go off	b) To repeatedly discuss the same topic or subject, usually excessively.
go on	c) To stop working, usually referring to electrical equipment or devices.
go on	d) To work hard at something that is difficult or unpleasant.
grind away at	e) To explode or make a loud noise suddenly, such as an alarm.
go off	f) To base your judgment on appearances or surface information.
go on	g) To use or spend time or money on something.

Ex. 21. Fill in the blanks with the correct form of the phrasal verbs from the box.

*head for hold * up judge from * jump to conclusions line up
leave * alone leave * aside leave * behind leave off leave * out*

1. After analyzing the data, it's clear that we're _____ a very successful quarter.

2. The shipment was _____ at customs for over a week, causing delays in production.

3. Don't _____ based on one meeting with the client; we need more information before making a decision.

4. Please _____ this task _____ for now and focus on the more urgent issues.

5. Can you _____ the contract on my desk for review when you're done? I'll get to it later.

6. We will _____ the section on future projections for now and only discuss the current financial situation.

7. The candidates _____ in the reception area before the interviews began.

8. We should _____ where we _____ in our strategy meeting once the CEO returns.

9. If we _____ the competitors' recent activity, we can conclude they are planning to enter a new market.

10. The intern was upset because they felt their contributions were _____ from the final report.

Ex. 22. Choose the correct phrasal verb from the box to complete each definition.

head for	a) To stop doing something.
hold up	b) To go in the direction of something or a place.
jump to conclusions	c) To delay something from progressing as planned.
line up	d) To make a decision without having all the necessary information.
leave alone	e) To omit or exclude something.
leave aside	f) To not disturb or interfere with something or someone.
leave behind	g) To depart without taking something or someone with you.
leave off	h) To form a queue or arrange people/things in a line.
leave out	i) To base a conclusion or decision on available evidence or details.
head for	j) To disregard something temporarily, not considering it for the time being.

Ex. 23. Fill in the blanks with the correct form of the phrasal verbs from the box.

let up log on look after look ahead look back look beyond look down on look for

1. When managing a project, it's important to _____ potential challenges and set long-term goals.

2. The sales team needs to _____ opportunities to increase revenue in the next quarter.

3. After a busy month of negotiations, the workload has finally started to _____, allowing us to focus on other tasks.

4. In your performance review, you should _____ over the past year to evaluate what worked and what didn't.

5. Make sure you _____ to the system before starting your presentation to avoid any last-minute issues.

6. Good leaders never _____ their team members, but instead, they empower them to succeed.

7. As we _____ to next year, it's essential to consider how the market trends might change.

8. Who will _____ the client accounts while Sarah is on leave?

Ex. 24. Choose the correct phrasal verb from the box to complete each definition.

let up	a) To be responsible for someone or something, ensuring their care or well-being.
log on	b) To gain access to a computer system or program.
look after	c) To reduce in intensity or force, especially regarding work pressure or a situation.
look ahead	d) To hope for or try to get something, such as an opportunity or success.
look back	e) To have a negative opinion of someone or something, feeling superior.
look beyond	f) To focus on future plans or expectations.
look down on	g) To reflect on past events, decisions, or actions.
look for	h) To consider long-term results and not get distracted by immediate problems.

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APPENDIX A

PHRASAL VERBS LIST

- apply to * = be relevant to sb/sth
- at odds with = be very different to sth
- bolt * down = eat sth very quickly
- bomb along = travel very fast
- break away from * = stop being part of sth
- break down
- 1 (machinery) stop working;
- 2 lose control of one's emotions
- break * down = 1 destroy/dismantle sth;
- 2 divide sth into small parts for analysis/etc
- break in(to *) = enter by force (usu. illegally)
- break * off
- 1 separate part of sth from the rest;
- 2 end sth (e.g. discussion) abruptly
- break up = end a relationship
- bear * out = support/prove a prediction/claim/etc with evidence
- bring * about = cause sth to happen
- bring * along = bring sb/sth with one
- bring * (a)round
- 1 persuade sb to change their opinion;
- 2 cause/help sb regain consciousness;
- 3 bring sb/sth to sb's home/office;
- 4 change the direction of sth
- bring * back
- 1 recall sb/sth;
- 2 cause sth to exist again
- bring sth home to sb = make sb fully aware of sth
- bring in * = earn/produce money/profit
- bring * on * = cause sb sth (usu. unpleasant)
- bring * out = produce/release sth (e.g. new book)
- bring * up
- 1 raise a child;
- 2 introduce a subject for discussion

bring * within * = cause sth to fall within limits

bring * down

1 cause sb/sth to fall;

2 reduce price/level of sth

bring * forward = arrange for sth to take place earlier than originally

planned bring * on = cause sth (e.g. illness) to begin

browse through * = look at a book/list/etc without reading carefully

booked up = be full (i.e. have no more vacancies)

book in = register at a hotel

bring * round = distribute sth to each person

butt in = interrupt sb

call * off = cancel/suspend sth

catch up = reach sb ahead of one, by hurrying

chalk * up = achieve sth (victory/etc), increasing one's total

chase after * = pursue sb/sth

check out = pay the bill when leaving a hotel

clam up = refuse to say anything

clear * away = put sth away after using it

come about = happen as a result (usu. by chance)

come across (as) = give the impression of being/be seen as sth one is

not

come across * = find/encounter sth by chance

come along = hurry up

come up

1 be mentioned in discussion/etc;

2 (usu. unexpected problem) arise/occur

come up (to *)

1 approach sb/sth;

2 reach a level

come back (to *)

1 be remembered again;

2 return to sth/sw

come on = hurry up/make more effort crack up = have a nervous

breakdown

cut back (on) * = reduce (amount spent on sth)

cut * down

1 make sth fall by chopping;

2 reduce the size of sth

cut down on * = do sth (e.g. eat/drink/smoke) less

cut * off

1 remove part of sth with a knife/etc;

2 interrupt sb/sth;

3 stop a supply/service (e.g. electricity)

cut * off (from) = separate sb/sth from sth

cut * out = remove sth from inside sth

cut out = (usu. engine/appliance) stop working

cheer * on = give sb loud encouragement

congregate around = gather round (sb/sth) in a large group

decide on * = make up one's mind about sth

dispose of * = throw sth away

do * up = restore/redecorate sth

drink up = finish what one is drinking

do research into * = study/experiment/etc to discover facts about sth

draw * aside = take sb away from a group for a private conversation

draw back = move back a short distance from sb/sth

draw * from * = obtain sth from a source/supply of

draw on * = make use of sth (e.g. experience)

draw * out = lengthen

draw * (to *) = attract/interest sb strongly

draw (sb's) attention to* = make sb aware of sth

draw up = (vehicle) arrive and stop

draw * up = prepare/write sth (e.g. plan/report/etc)

eat out = have a meal in a restaurant

face up to * = accept sth (e.g. an unpleasant truth)

fail out with = quarrel with sb (e.g. a former friend)

fit * in = find time in one's schedule to see/meet sb

gain on * = get nearer to sb/sth one is chasing

get away

1 depart, after difficulties/delay;

2 escape from danger/capture

get away with = do sth wrong and escape punishment

get by = manage/cope, despite difficulty

get by * = move past an obstacle

get down to * = start concentrating on sth

get down = move to a lower position (t get up)

get * down = make sb feel depressed

get down to * = start giving one's attention to sth

get in(to *)

1 enter a place/vehicle (≠ get out [of]);

2 arrive at a destination (e.g. station)

get * in(to) = gain (sb's) admission to place/event

get out = leave a vehicle/room/building/etc

get out (of) = leave/escape from (a place)

get out of * = avoid punishment/unpleasant duty

get * out of = gain sth from sb/sth

get up = move to a higher position

get up to *

1 reach as far as;

2 do sth (usu. bad or amusing)

give * away

1 accidentally give sb an advantage;

2 give sth free of charge;

3 reveal a secret (usu. accidentally)

give off * = emit sth (e.g. smell)

give out = (e.g. power) come to an end, stop/fail

give * out = distribute/supply sth

give up = stop an unsuccessful attempt to do sth

give * up

1 stop doing/having sth (e.g. smoking);

2 allow someone else to have sth

3 (reflexive) surrender (e.g. to police)

give * up = stop doing, trying to do sth

go along

1 (e.g. work) progress or develop;

2 visit/attend a place/meeting/etc

go along with * = agree with/accept sth (e.g. suggestion)

go off

1 (usu. electrical) stop, fail;

2 explode/make a sudden noise;

3 (e.g. food) start to decay;

4 run away (with sb/sth)

go off * = stop liking sth/sb

go on

1 talk repeatedly about sth;

2 (usu. electrical) start;
 3 (time, money) be spent on sth
 go on * = judge according to (e.g. appearance)
 grind away at * = work hard at sth difficult/unpleasant
 gulp * down = drink sth very quickly in large swallows
 in the interests of = for the sake of sb/sth
 head for * = go towards
 hold * up = delay sth
 judge from * = base one's conclusion on the evidence of sth
 jump to conclusions = decide quickly without knowing all the facts
 line up = stand in line, one behind/next to the other
 leave * alone = not touch/disturb sb/sth
 leave * aside = not take sth into consideration
 leave * behind = depart whilst sth remains
 leave off = stop doing sth
 leave * out = omit sth/not include sth
 be left over = remain after the rest has been used
 leave * to *
 1 allow sth to be dealt with by sb else;
 2 give sth to sb after one's death
 let * down
 1 lower sth/sb;
 2 cause sb to be disappointed
 let * in = allow/enable sb/sth to enter
 let * off
 1 excuse sb from punishment/duty;
 2 allow sb to leave a vehicle;
 3 cause sth (e.g. firework) to explode
 let * out
 1 allow sb/sth to leave a room/building;
 2 make sth (usu. clothing) wider;
 3 offer sth (e.g. house) for rent/hire
 let up = stop, become less in intensity /force
 log on = gain access to a computer system/program
 look after * = be responsible for sb/sth
 look ahead = consider the future (= look towards)
 look back = think about the past

look beyond * = consider long-term results rather than the immediate situation/problems

look down on * = have a poor opinion of sb/sth

look for * = hope to get sth

look forward to * = expect to enjoy sth

look on = watch sth, without doing anything

look into * = investigate a situation

look * up = search for information about sth

look up to * = admire/respect sb/sth

make out = claim/pretend

make * out

1 understand/see sth with difficulty;

2 write/complete sth (e.g. cheque, report)

make up = become friends again after a quarrel

make * up

1 invent sth (a story);

2 repay sth (e.g. time/money) lost/owed

make up * = complete sth, be part of a whole

make up for * = compensate for sth

nibble at * = eat sth in several small, quick bites

on the run from * = try to avoid being captured by sb

pick at * = eat small amounts in an uninterested way

polish * off = finish (a large portion of) food completely

pass * on = receive sth from sb and give/send it to sb else

pick up on * = notice/discover sth (usu a mistake)

print * off = make a printed copy of sth

pull away = move away from sb/sth

pull in = (bus/train) arrive

pull off = (vehicle) leave the road

pull * off = manage to achieve sth difficult

pull out = move away from the side of the road

pull out (of *) = withdraw from sth (e.g. competition)

pull through = survive danger/illness/etc and recover

pull up = (usu. vehicle) come to a stop

pull over = stop a vehicle at the side of the road

put * by = save sth for later use

put * down

1 record sth in writing;

2 kill an animal which is injured/suffering;

3 criticise sb cruelly

put * up

1 erect/construct sth (e.g. tent);

2 supply/provide sth (e.g. money);

3 increase the level/price of sth;

4 provide sb with accommodation

put up with * = tolerate sth unpleasant/inconvenient

queue up = stand in line, waiting for sth

ring * up = telephone sb

run away = leave quickly to avoid trouble/danger

run down = (e.g. battery) lose power

run * down = criticise/belittle sb/sth

run into *

1 meet sb by chance (= run across);

2 meet with (unexpected) difficulty;

3 (cost/etc) reach a (usu. high) total of

run low = be in short supply (= run short)

run out

1 (e.g. annual licence) no longer be valid;

2 cease to be available/in supply

run out of * = no longer have a supply of sth necessary

run * over = collide with a pedestrian/dog/etc while driving

sail through * = pass/go through sth easily

set * aside

1 keep sth for a future purpose;

2 discontinue sth for a period of time

set off = begin a journey

set * off

1 cause sth (e.g. series of events) to start;

2 cause sth (e.g. bomb) to explode

set * out = arrange or display sth

set out for = leave one place to go to another

set out on = leave at the start of a journey

set out to = intend to do sth

set * up = start sth (e.g. organisation)

settle up = pay what one owes

sit about = be idle, do nothing (= sit around)

sit back = relax and take no part in sth, offer no help

sit for * = pose for an artist/photographer

sit in for * = act as a temporary replacement for sb

sit in (on *) = attend a meeting/etc as an observer

sit on *

1 delay dealing with sth;

2 be a member of a committee/etc

sit up

1 pull oneself up into a sitting position;

2 suddenly begin to pay attention

sort * out = resolve confusion/a problem

stop over = stay somewhere briefly during one's journey

take * down = make a note of sth (e.g. what sb says)

take * in

1 fully understand sth;

2 (usu. passive) deceive sb;

3 make clothing narrower (≠ let out)

take * out

1 arrange to get sth (e.g. from a bank);

2 remove sth from a fixed position

take * up

1 use/occupy (time/space/attention);

2 shorten clothing (≠ let down);

3 begin a new duty/job/hobby/etc;

4 accept an offer/invitation

take off = (airplane) leave the ground

take part in * = participate in sth, be one of those doing sth

track * down = find sth by following series of clues/references

tot * up = add figures to find the total

turn * down = 1 reduce level of (sound/heat/etc);

2 refuse an offer/invitation/request/etc

turn into *

1 change direction to enter sth;

2 change form, becoming sth new

turn out = (unexpected result) happen/be revealed

turn * out

1 switch off (e.g. a light);

2 make sb leave

turn to * = ask sb for help/advice/etc

turn up = arrive/occur/be found unexpectedly

turn * up = increase level of sth (≠ turn down)

type * up = make a typed copy of sth (e.g. handwritten notes)

wake up to * = become aware of sth (usu. problem/danger)

warm up = take gentle exercise to prepare for sth