|  |  |  |
| --- | --- | --- |
|  | **INFO Semestre 3**  **Anglais de Specialité** | Communication  TP Phrasal Verbs |

Phrasal Verbs in Business

Part 1

**Reading**

**In pairs, read the two meeting extracts below.**

**Conversation A**

**Jack:** If we are all here, let’s get started. First of all, I’d like you to join me in welcoming Ravi Nawaz, from our London office.

**Ravi:** Thank you for having me, I’m **eagerly waiting for** today’s meeting.

**Jack:** We’re here today to discuss ways of **reducing** spending. First, let’s **examine** the report from the last meeting which was held on April 4th. Right, Tom, over to you.

**Tom:** Thank you, Jack. Let me just **summarise** the main points. We began the meeting by approving the changes in our accounts department **proposed** on May 30th. After briefly revising the changes that will take place, we moved on to a brainstorming session. You’ll find a copy of the different ideas discussed in the photocopies that I’ve **distributed**.

**Jack:** Thank you, Tom. So now I’d like to get some ideas from all of you.

**Anne:** I definitely think we need to **dismiss** a few staff members. I don’t think we have a choice.

**Jenny:** Anne, I think we need all our employees. What about negotiating a lower price with our suppliers?

**Jack:** Yes, that might be a good idea. We should **make contact with** our suppliers right away.

**Conversation B**

**Jack:** If we are all here, let’s get started. First of all, I’d like you to join me in welcoming Ravi Nawaz, from our London office.

**Ravi:** Thank you for having me, I’m **looking forward to** today’s meeting.

**Jack:** We’re here today to discuss ways of **cutting down on** spending. First, let’s **go over** the report from the last meeting which was held on April 4th. Right, Tom, over to you.

**Tom:** Thank you, Jack. Let me just **sum up** the main points. We began the meeting by approving the changes in our accounts department **put forward** on May 30th. After briefly revising the changes that will take place, we moved on to a brainstorming session. You’ll find a copy of the different ideas discussed in the photocopies that I’ve **handed out**.

**Jack:** Thank you, Tom. So now I’d like to get some ideas from all of you.

**Anne:** I definitely think we need to **lay off** a few staff members. I don’t think we have a choice.

**Jenny:** Anne, I think we need all our employees. What about negotiating a lower price with our

suppliers?

**Jack:** Yes, that might be a good idea. We should **get on to** our suppliers right away.

***Which conversation sounds more formal? Which sounds more natural?***

Part 2

**Practice**

**Now complete the questions below with the phrasal verbs from Conversation B in the correct form.**

1. Do you look forward to meetings? *(eagerly wait for)*

2. How could a company cut down spending? *(reduce)*

3. Is somebody responsible for summing up your project meetings? *(summarising)*

4. Does your project team always accept ideas that are put forward ? *(suggested)*

5. When is it a good idea to lay off workers? *(dismiss)*

6. Have you ever or when did you last get on to a customer or supplier? What was it about? *(make contact with)*

Part 3

**Common phrasal verbs in business**

**Match the phrasal verbs to their meaning without using a dictionary.**

1. I’ve been stuck in the office all day. I wish I could get out for 30 minutes. f

2. I’ve got lots of work to do. I need to get down to it. a

3. Jackie never seems to do much work. I don’t know how she gets away with it. c

4. Joanne always tries to come up with great ideas at meetings. Unfortunately, nobody likes them. h

5. In the end, they decided to pull out of the deal. It wasn’t a favourable agreement. i

6. There isn’t much work to do. I think I’ll knock off early. g

7. Our new product will really make us stand out in the market. b

8. Karl tends to slack off in the afternoon. He doesn’t have much energy late in the day. j

9. If we can’t survive the financial crisis, we are likely to go under. d

10. Bad news. It looks like the deal is going to fall through. e

a. begin to do something

b. be noticeable

c. escape blame or punishment

d. fail

e. go bankrupt

f. leave, escape

g. leave work to go home

h. think of or produce (an idea, solution, etc.)

i. withdraw from

j. work less hard than usual