

## # vocabulary

# Phrasal Verbs

verb + particle (adverb / preposition)

Why use phrasal verbs?

- describes actions in a more detailed way
- gives a natural and conversational tone
- provides a varied vocabulary

For example,

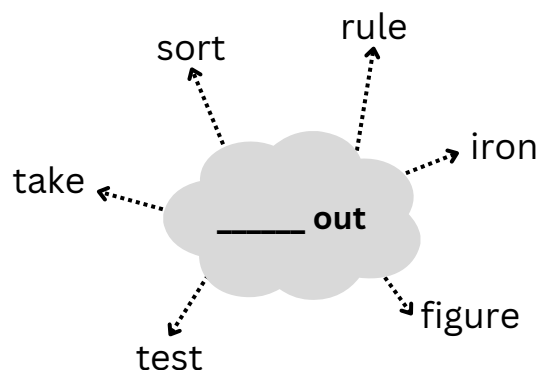
**phase out**

“I think we should ~~gradually stop using~~ this feature.”

Phrasal verbs are commonly used in discussions related to bugs, such as in Scrum meetings or other progress updates, to accurately explain the status of the issue.

Let's look at some examples that you can use in communication at work.

Specifically, phrasal verbs ending with the particle 'out'.



## THINGS TO CONSIDER

**1**

All of the above phrasal verbs are **separable**  
i.e. the object can be placed between the verb and the particle  
OR after the particle

Did you **test** the software  
**out**?

Did you **test out** the software?

**2**

Phrasal verbs can have multiple meanings depending on the context

**rejected**  
He **turned down** the new job opportunity.

The music was too loud, so he **turned it down**.

**decreased the volume**

**3**

Phrasal verbs are most commonly used in spoken English and informal writing

In official or academic writing, it's best to use their formal equivalent

We will **look into** the issue  
**investigate**

## # vocabulary

# Phrasal Verbs

**Exercise 4A**

Read the phrasal verbs

- i) Match each one with its definition
- ii) Find the example sentence that can be rewritten using the phrasal verb

	<u>Phrasal Verb</u>	<u>Definition</u>	<u>Example</u>
1	sort out	find the answer to something	We still have a few problems that need to be resolved
2	rule out	reorganise	Try removing the function and running it again
3	iron out	resolve issues	I'm trying to determine why the output is incorrect
4	take out	check if something is working	Can you rearrange the code? It's a bit messy
5	test out	decide something isn't an option	We can eliminate network issues as the cause of this bug
6	figure out	remove something	Did you try the new feature?

## # grammar

# Passive Voice

object + be verb + past participle

There is a popular expression in English, "it's not what you say, it's how you say it."

Passive voice can be used to soften feedback or place emphasis on a task that needs to be performed.

## STEPS:

1. Identify the subject, verb and object in the original sentence
2. Move the object to become the subject
3. Use the appropriate form of 'to be'
4. Follow this by the past participle of the main verb

Original: "You need to fix this bug"  
 Passive: "This bug needs to be fixed"

(2) (3) (4)



### USE PASSIVE VOICE TO...

shift the focus from who is doing the action to the action itself

### Example 1: Active Voice

Today

**Tom** 09:01 AM

Morning All,  
We had a meeting yesterday to investigate the recent system crash.

Here are the notes:

- Joe found a critical bug in the login module
- I deleted a function from the shared library and this caused something to fail
- I fixed the alignment issue

### Example 2: Passive Voice

Today

**Tom** 09:01 AM

Morning All,  
We had a meeting yesterday to investigate the recent system crash.

Here are the notes:

- A critical bug was found in the login module
- A function was deleted from the shared library and this caused something to fail
- The alignment issue was fixed

the focus is on the actions

### Benefits of Passive Voice:

- avoids direct blame
- encourages a constructive, problem solving approach
- maintains a professional tone

## # grammar

# Passive Voice

**Exercise 4B**

As a Tech Team Lead, you often need to provide guidance and instructions to your team, as well as stay up to date with progress

i) Adjust the given sentences to passive voice and remove direct blame

**Example:**

The issue occurred because she didn't update the settings on the server.

The issue occurred because the settings on the server weren't updated

1. You should implement the new feature according to the specifications.

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2. Did Michael inform the team about the upcoming fixes to the codebase?

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3. You need to show the devs how to tackle those security issues we found.

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4. Did you not detect this issue before it went into production?

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5. Why didn't anyone catch this bug during testing?

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**NEED SOME HELP...**

Check the hints and steps on the previous page for help with the structure