

American English

Business

Phrasal Verbs

and collocations

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To the Student

The CorpusLAB series of books are based on computer-aided analysis of spoken and written American English. By studying the exercises in this book, you will be learning the most frequent phrasal verbs and associated phrases (collocations) in Business English and you will be working with sentences based on real American English.

All the phrasal verbs in this book are very frequent in English.

Meaning. We give several common meanings for each phrasal verb. These meanings are often extensions from the core meaning and they may be abstract. You should study the sentences carefully to see how each phrasal verb is used. Some hints on the meaning are given next to each sentence.

Collocations. Each meaning of a phrasal verb is usually associated with a set of particular words (collocates) within the sentence. For example, *complaints* is a collocate of *deal with*, as in the sentence *we had to deal with a lot of complaints*. Studying the sentences will help you learn these very important word associations. Also the collocate *complaints* provides a clue to the appropriate meaning of *deal with*.

Idioms. Phrasal verbs are often used in idioms such as the expression *look at the big picture*. We include a number of idiomatic uses in this book

Each unit concentrates on one phrasal verb (e.g., *go out*). The phrasal verb is introduced in a table format that (a) highlights the grammar of the phrasal verb, (b) defines its most common meanings, and (c) provides examples of how the phrasal verb is used in everyday English. The information in the table is brief, easy-to-follow, and can be consulted at any time for quick reference. Studying these tables will help you to learn American English as it is used in everyday situations.

Each table is followed by a series of exercises intended to check your understanding of the meaning and uses of the phrasal verb presented in the unit. The exercises generally progress from controlled practice to more open-ended exercises. A wide variety of question types are used; including, fill-in-the-blanks, multiple choice, crossword puzzles, sentence matching, and re-writing, as well as pattern identification, concordance-based research, error correction, and discussion.

Following every four units, you will find a short set of comprehensive review exercises dealing with the phrasal verbs from the previous four chapters. You will also find a key to all of the exercises at the end of the book, which you can use to check your answers. The index contains a list of a list of the phrasal verbs and collocations used in the book.

Every 10 units is a CorpusLab section which allows you further practice with American Business English.

CONTENTS

Unit 1	DEAL WITH	7
Unit 2	LOOK AT	9
Unit 3	SET UP	11
Unit 4	CALL FOR	13
Unit 5	REVIEW: deal with, look at, set up, call for	15
Unit 6	GO ON	17
Unit 7	COME FROM	20
Unit 8	WORK ON	22
Unit 9	COME IN	24
Unit 10	REVIEW: go on, come from, work on, come in	26
CORPUSLAB EXERCISES 1		27
Unit 11	LOOK FOR	27
Unit 12	DEPEND ON	29
Unit 13	PICK UP	31
Unit 14	MEET WITH	33
Unit 15	REVIEW: look for, depend on, pick up, meet with	35
Unit 16	MAKE UP	37
Unit 17	DO WITH	39
Unit 18	ACCOUNT FOR	41
Unit 19	RELY ON	43
Unit 20	REVIEW: make up, do with, account for, rely on	45
CORPUSLAB EXERCISES 2		46
Unit 21	TAKE OVER	47
Unit 22	POINT OUT	49
Unit 23	GIVE UP	50
Unit 24	END UP	51
Unit 25	REVIEW: take over, point out, give up, end up	52
Unit 26	SPIN OFF	53
Unit 27	ENTER INTO	55
Unit 28	COME UP	57
Unit 29	SPECIALIZE IN	59
Unit 30	REVIEW: spin off, enter into, come up, specialize in	61
CORPUSLAB EXERCISES 3		62
Unit 31	SHUT DOWN	63
Unit 32	COMPETE WITH	65
Unit 33	FIND OUT	67
Unit 34	PUT IN	69
Unit 35	REVIEW: shut down, compete with, find out, put in	71
Unit 36	TAKE ON	72
Unit 37	FILE FOR	73
Unit 38	PUT ON	74
Unit 39	GO THROUGH	76
Unit 40	REVIEW: take on, file for, put on, go through	78
CORPUSLAB EXERCISES 4		79
Unit 41	GO INTO	80
Unit 42	FIGURE OUT	82
Unit 43	FOCUS ON	84

Unit 44	GET OUT	86
Unit 45	REVIEW: go into, figure out, focus on, get out	89
Unit 46	GET INTO	90
Unit 47	TURN OUT	91
Unit 48	GO BACK	93
Unit 49	COMPLY WITH	94
Unit 50	REVIEW: get into, turn out, go back, comply with	95
CORPUSLAB EXERCISES 5		96
Unit 51	KEEP UP	98
Unit 52	PAY OFF	99
Unit 53	LAY OFF	103
Unit 54	BRING OUT	104
Unit 55	REVIEW: get at, get on, believe in, put up	105
Unit 56	GET IN	106
Unit 57	BRING IN	107
Unit 58	ROLL OUT	108
Unit 59	GET BACK	109
Unit 60	REVIEW: get in, bring in, roll out, get back	110
CORPUSLAB EXERCISES 6		111
Unit 61	CONTRACT OUT	113
Unit 62	COME OUT	114
Unit 63	DRAW UP	115
Unit 64	LOOK FORWARD	116
Unit 65	REVIEW: contract out, come out, draw up, look forward	117
Unit 66	CUT BACK	118
Unit 67	WORK AT	119
Unit 68	BUILD UP	120
Unit 69	HEAD UP	121
Unit 70	REVIEW: cut back, work at, bring about, head up	122
CORPUSLAB EXERCISES 7		123
Unit 71	SETTING UP A COMPANY	125
Unit 72	HIRING PEOPLE	126
Unit 73	SALES AND MARKETING	127
Unit 74	MANUFACTURING	128
Unit 75	NEGOTIATING	129
Unit 76	TAKEOVERS	130
ANSWER KEY		131
INDEX of Business Phrasal Verbs and Idioms		141

Unit 1: DEAL WITH someone/something

STUDY THESE SENTENCES

The management failed to deal with widespread problems within the company. <i>I told him I deal with all foreign sales.</i> <i>I'd rather deal with you guys</i>	1	handle
We'll continue to deal with the Russian government.	2	do business with
The guidelines deal with topics such as sales and marketing.	3	cover, be concerned with
Her newspaper articles often dealt with problems at work.		

EXERCISES

A. Using the information above, decide which use of *deal with* is illustrated in each of the following examples. Write the number on the line:

1. We'd prefer to deal with a single supplier. _____
2. Her advice column usually deals with interoffice problems and how to solve them. _____
3. The company will have to deal with several contaminated sites. _____

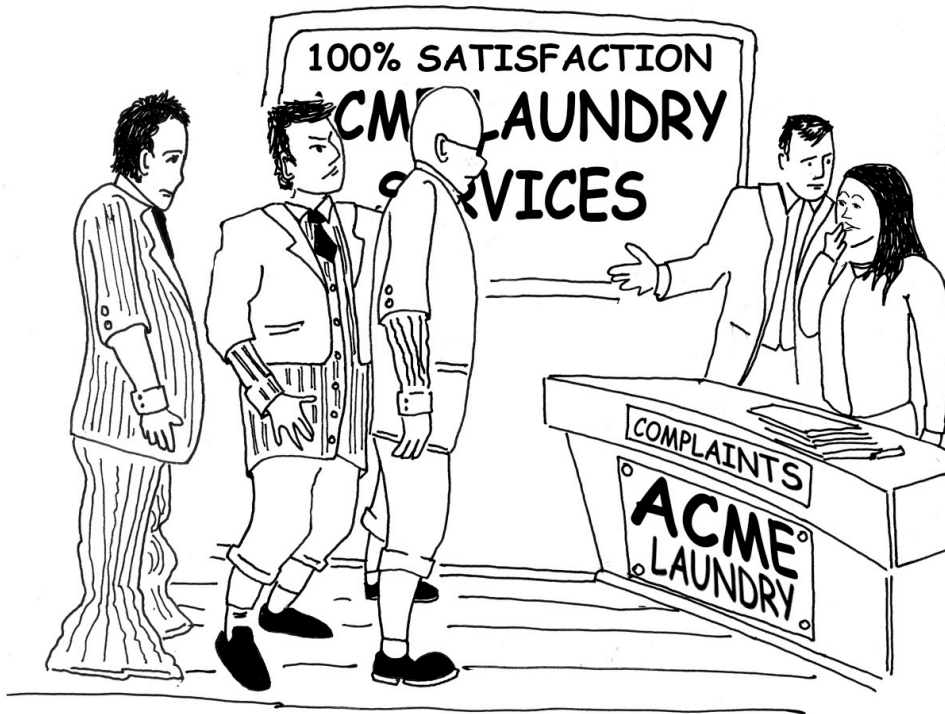
B. Rewrite the sentences by replacing the underlined word or phrase with the correct form of *deal with* (e.g. *is dealing with*).

1. The bank services a number of US corporations.
2. He likes his job and meeting people.
3. In my field of work, you handle a wide variety of issues.
4. Some companies only offer services to very wealthy people.
5. The translators have processed thousands of pages of documents.

- C. Complete the sentences with a suitable form of *deal with* (e.g., *is dealing with*) and one of the words from the box. Be sure to use the correct article (e.g. *a/the*) with the noun where required:

lawsuit manufacturers companies corruption sales

1. We plan to _____ in China.
2. There was a recognition that _____ is a problem and that it has to be _____.
3. The lawyer said we may have to _____.
4. The company has to find ways to _____ the drop in _____.
5. All _____ now have to _____ environmental concerns.



I think you may have to deal with some complaints here

Unit 3: SET UP something

STUDY THESE SENTENCES

The Red Cross set up a temporary shelter for the homeless.	1	build/put up a structure
He set up a meeting with his boss to discuss his ideas.	2	make plans/establish something
GDI set up a website linked to a database of consumer products		

IDIOMS

The company wanted to set up shop in London and New York	3	start or establish a new office or business
---	---	--

EXERCISES

A. Complete the sentences with the correct form of the verb *set*. If there are two blank spaces in the sentence, write *up* in the second space:

1. I hope he's not _____ (set) himself _____ for failure.
2. The state is aiming _____ (set) a job-training program for high school dropouts.
3. Aviana is _____ (set) a low-cost airline called Egg.
4. They contacted the creditors and _____ (set) a payment plan.
5. He has already made enough money _____ (set) himself _____ for life.

B. Match the beginning of each sentence with the most suitable ending:

- | | |
|-----------------------------------|--|
| 1. The insurance companies | set up a computer network in the offices. |
| 2. The IT people | set up a conference call for Wednesday at 10a.m. |
| 3. Judy is going to | setting up a telephone hotline. |
| 4. The city is | set up a payment plan. |
| 5. They contact the creditors and | set up mobile offices in Florida. |

C. Correct the errors in these sentences. There is one error in each sentence:

1. The Internet Connection Wizard **setted up** my Internet connection.
2. Please **setting up** a meeting with Larry for Thursday at 9 a.m.
3. Using loans from the SBA, they **set up** shopping in Northern California.
4. The trick is to **sets up** an excellent marketing and distribution system.
5. Rockwell is in the process of **set up** a trade center.

Unit 8: WORK ON something/someone

STUDY THESE SENTENCES

NASA is **working on** a new rocket.
The drug company is **working on** a new generation of Prozac-style drugs.
The company will **work on** reducing debt.

1 spend time on something

She has been **working on** me to join her volunteer group

2 try to persuade someone to do something

EXERCISES

A. Match the beginning of each sentence with the most suitable ending:

- | | |
|--|---|
| 1. The architect is working | on them to change their policy. |
| 2. The pharmaceutical company has been working | on the idea that we'd reach an agreement this week. |
| 3. The construction firm is working | on drugs to reduce blood pressure. |
| 4. We had been working | on a second condominium project. |
| 5. The chairperson was working | on a new design for a skyscraper. |

B. Create full sentences using the words provided in the brackets and an appropriate form of *work on*. Add articles (a/the) to the nouns where required. The first one has been done for you:

- (industry researchers/ ways of reducing the size of batteries) Industry researchers are working on ways of reducing the size of batteries.
- (company/ correcting the problem)

- (biotech company/ cancer drug)

- (last fall/ ad company/ pro-smoking campaign/ for Philip Morris)

- (I/ assumption/ meeting will take place very soon)

- (company/ said/ it/ software improvements)

C. Discussion Question

What kind of tasks or projects do you work on that require a lot of time and effort?

Unit 9: COME IN

STUDY THESE SENTENCES

<p>We need to prevent drugs from coming in at the border.</p> <p>I come in every week for my paycheck</p> <p>Results came in one cent a share above predictions.</p> <p>The new data coming in looks good</p> <p>The quarterly net income is likely to come in below expectations</p> <p>A call from head office came in for you while you were out</p> <p>He came in as the new head of department.</p> <p>He was disappointed to come in second in the competition.</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>enter</p> <p>come in to work/the office enter, arrive, be introduced (data/results come in)</p> <p>Email/calls/faxes come in</p> <p>join an organization/situation =finish a race etc. in first/last/... position</p>
IDIOMS		
<p>Lou's international experience will come in handy in his new job.</p> <p>The plans have come in for a lot of criticism..</p>	<p>5</p> <p>6</p>	<p>come in handy; come in useful =be useful</p> <p>come in for criticism/blame/abuse =be criticized/blamed/ abused, etc.</p>

EXERCISES

A. Using the information above, decide which use of *come in* is illustrated in each of the following examples:

1. Some calls came in from places like Hungary. _____
2. Thank you all for coming in this morning. _____
3. In the May ratings period, the television network came in third
4. Judith Bridges will come in as president and CEO of the software company.

B. Complete the sentences with a suitable form of *come in* (e.g., *is coming in*) and one of the words from the box. Be sure to use the correct article (e.g. a/the) with the noun where required:

criticism airports checks loan management

1. More than 3000 flights _____ and out of New York _____ every day.
2. The accounting firm _____ for a lot of _____.
3. If the money doesn't _____, we'll have to take out _____.
4. _____ team _____ with a new plan during the last quarter.
5. We are waiting for _____ to _____.

C. Match the beginning of each sentence with the most suitable ending:

- | | |
|--|------------------------------------|
| 1. The US unemployment rate came | in, we can build up a better case. |
| 2. The new models are coming | in late today. |
| 3. As the evidence comes | in second in elections last fall. |
| 4. I called and said I would be coming | in at 6%. |
| 5. The Independence Party came | in any day now. |

D. Discussion Question

What item(s) would come in handy for the following situations?

- (a) You become lost on your way to a business lunch.
- (b) You have a headache.
- (c) You are on a long flight overseas.
- (d) You need to receive a fax, but you are away from the office.

Unit 10: REVIEW

GO ON, COME FROM, WORK ON, COME IN

A. Select the phrasal verb that best completes the sentence:

1. A fax from X _____ this morning.
(a) come in (b) came in (c) comes in
2. The false accounting _____ for nearly two years.
(a) went on (b) go on (c) goes on
3. We're _____ a couple of deals right now.
(a) worked on (b) working on (c) works on
4. Computers will have more power than regular game machines until next winter, when new systems _____ Nintendo, Sega and Sony.
(a) came from (b) coming from (c) come from
5. There are discussions _____ with Enron about the use of the money.
(a) coming from (b) going on (c) working on

B. Match the beginning of each sentence with the most appropriate ending:

- | | |
|--|-------------------------------|
| 1. US consumer data came in | to second careers |
| 2. The fight has been going on | on target. |
| 3. These days many people go on | for a number of years. |
| 4. The computer retailer has been working on | everything is economics. |
| 5. The world I come from, | a Hispanic marketing strategy |

C. Rewrite the sentences by replacing the underlined word or phrase with the correct form of the appropriate phrasal verb:

1. After the hurricane, a large number of insurance claims are expected to be filed.
2. Hey, what's happening?
3. He is writing a book about globalization.
4. She proceeded to become one of the richest and most powerful women in the Arab world.
5. He said we should only accept funds that originate from federal taxes on products made here.

Corpus Lab Exercises 1

1. DEAL WITH

a.	The new leader will have to deal with the company's financial problems.
a.	All complaints are dealt with by a special committee.
b.	Anyone who deals with corrupt companies will be prosecuted.
c.	Have you seen the film dealing with the fall of Enron?
b.	We regularly deal with overseas companies.
a.	The toughest problem to deal with is the operating deficit.
c.	At the conference, half the presentations dealt with globalization

Give a synonym for the three meanings of *deal with* in the above sentences?

Meaning a. _____

Meaning b. _____

Meaning c. _____

2. One phrasal verb fits all the sentences. Which is it?

(Note: The form of the verb changes)

Industry researchers have been _____ ways of reducing the size of batteries.

What are you _____ these days?

The construction firm is _____ a second condominium project for Ashby Properties.

The biotech company is _____ a cancer drug.

I _____ an important deal over the weekend.

They sent in a team of engineers to _____ on the problem.

Phrasal verb _____

3. CALL FOR

1.	Johnson is calling for Copper prices to be as high as \$4.
2.	He has called for advertisers to boycott the magazine.
3.	The new contract calls for worker to defer their wage increase for a year.
4.	A number of economists are calling for moderate GNP growth of about 2%.
5.	The Act calls for banks to make loans in low-income areas.
6.	MacDonald's expansion plans call for 2.500 to 3000 new restaurants worldwide

Assign each sentence to the appropriate meaning:

A. **predict:** Sentences _____

B. **ask for:** Sentences _____

C. **require:** Sentences _____

4. Concordance for SET UP

Look at the following concordance lines.

a. Four foreign manufacturers have **set up** shop here in the past ...
... members, the senate voted to **set up** a committee to study gambling. ...
takeover targets. The company has **set up** a committee to coordinate its ...
... more and more stores are **setting up** shop on the web. Some ...
... hiring decisions, the president is **setting up** a committee to look into ...
went bankrupt. The accounting firm **set up** a fund to cover legal ...
... expansion plans, Nokia plans to **set up** a manufacturing facility in India. ...
concerning export licences, Mr. Haynes **set up** a meeting between executives and ...
... expansion program and wants to **set up** shop in Texas. It is ...
... contact with customers, P&G **set up** a toll-free hotline. Operators will ...
... our campaign, We need to **set up** a meeting with the marketing ...
The restaurant chain has traditionally **set up** shop in smaller towns, but ...
... damage, the company hopes to **set up** a meeting with FDA officials ...
... the Indian government is to **set up** a committee to review the ...
... more than \$2 million to **set up** commercial websites over the last ...

15 matches Original text order Strings matching: set* up

Examine the phrasal verb *set up* in the center of each line and note which nouns follow the verb more than two times. The first one has been done for you.

 shop _____
set up a _____
 a _____

5. One phrasal verb fits all the sentences. Which is it?

(Note: The form of the verb changes)

If more money doesn't _____ soon we'll have to take out a loan

The sales _____ about 50% ahead of last year's total

The faxed purchase order from E&Y _____ this morning

When the sales data _____, we can see if we are on target.

I'll be _____ late today.

The accounting firm for Enron _____ for a lot of criticism.

Tony Chen will _____ as CEO of the software company.

Phrasal verb _____

