

# Common Business English Phrasal Verbs B2



I. Complete each sentence with the word from the box.

Use the correct form of the verb.

get back      run into      reach out      back out      take off

1. – Did you send the invoice?

– No, not yet. I actually \_\_\_\_\_ a problem. The file won't open. It keeps saying it's damaged. Do you think you could help?

2. – Any news on the contract – are we good for tomorrow?

– I thought we were, but they \_\_\_\_\_ last night. Their team said they want to rethink the deal, so we're back to square one.

3. – Do we know when the shipment is arriving?

– Not yet. Let me check with them, and I'll \_\_\_\_\_ to you by 2.


4. – Why is there an extra fee on this invoice?

– I'm not sure. I'll \_\_\_\_\_ to Jeff and ask what it's for.

5. – Are you going to be around on Friday?

– I'm actually \_\_\_\_\_ Friday \_\_\_\_\_ for an appointment, but I'll send the file before I'm out today.

In [Pro Vocabulary Lab](#), you'll find **audio recordings** of these sentences – plus workplace situations with more phrases used in real meetings and emails.

Go to [Pro Vocabulary Lab](#) for the full practice set 

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I.

1. ran into
2. backed out
3. get back to
4. reach out
5. taking (Friday) off

*Thank you for learning with us!*

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