

Everyday Phrasal Verbs for Real Workplace Conversations

Part II. B2/ C1



I. Complete each sentence with the phrasal verb from the box. Use the correct form of the verb.

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Conversation 1: Final cost

- Can you send me the exact total with tax and shipping included?
- Yeah, let me run the numbers, and I'll _____ you.

Conversation 2: Before we send it

- Can we send this out now?
- Give me a minute, I want to _____ Jack first.

Conversation 3: Net 60 or no deal

- Look, we've gone back and forth on this all morning. Do we take net 60 and keep the deal, or tell them we can't do that?
- Yeah, well... it _____ how badly we want this client.

Conversation 4: Quick look at the edits

- Did you get a chance to look at the edits yet?
- Not yet—let me _____ them real quick.

Members can practice these mini conversations with audio in the [Members' Library](#).

More activities included. 

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For more practice, check out the links below:

[10 Essential Business English Phrases for Handling Uncertainty at Work \(Meetings, Updates, Negotiations\)](#)

[Business English Negotiation Phrases: Essential Phrasal Verbs You Need to Know](#)

[Business English for Meetings: How Professionals Evaluate Ideas \(15 Real Phrases\)](#)

Thank you for learning with us!

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