

Essential Business English

Phrasal Verbs for Work

REAL
Business
English

I. For each sentence, choose the phrasal verb from the box above that sounds most natural in this situation. Use the correct form.

hand in call off lay off

1. They _____ the meeting at the last minute because the director was sick.

turn in push back map out

2. We're so behind, so let's sit down after lunch and _____ exactly what has to get done this week. I don't want any surprises on Friday.

make up set up put off

3. We're getting a lot of questions from Finance about this budget, and I don't want to send them wrong numbers. Let's _____ a quick call tomorrow to go over the numbers.

not show up not push back not wrap up

4. We were all waiting on her because she had the update we needed, and the client was already on the call. She _____ until 15 minutes late.

call off bring up turn in

5. I have to _____ this report by the end of the day or my manager will start asking questions.

put off lay off set up

6. I keep _____ my dentist appointment because I'm so busy.

make up bring up hand in

7. Everyone was pretending the project was fine, but we're already over budget. In the middle of the meeting, he _____ the money problem and asked how we're going to pay for the next phase.

carry out call off push back

8. The manager asked us to _____ the changes by Friday. That means we actually need to make the updates, not just talk about them.

lay off bring up show up

9. Sales are down this quarter, so the company might have to _____ some people in January. Everyone in the office is nervous right now.

call off turn in wrap up

10. It's almost 6, so I'm going to _____ here and head home. We can continue tomorrow.





- I.
1. called off
 2. map out
 3. set up
 4. didn't show up
 5. turn in
 6. putting off
 7. brought up
 8. carry out
 9. lay off
 10. wrap up

For more practice, check out the links below:

[Business English Phrasal Verbs for Work: Show Up, Set Up, Kick Off, Push Back, Look Into, Turn In \(with Quiz\)](#)

[6 Common Business English Collocations for Risks and Challenges](#)

[Working from Home? Learn These Everyday Business English Phrasal Verbs \(B1/B2\)](#)

[Essential Business English Vocabulary for Work: Backlog, Inventory, Bottleneck & More](#)

[Business English Phrasal Verbs for Work \(with Examples + Free PDF Worksheet\)](#)

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