

Workplace Phrasal Verbs

Eight common phrasal verbs used in professional English, with practice.

Learn each phrasal verb and its meaning, then write your own sentence using it.

carry out — to do or complete a task

Example: We need to carry out a full review of the budget.

Your sentence: _____

follow up — to check on progress after a first contact

Example: I'll follow up with the client next week.

Your sentence: _____

run out of — to have no more of something

Example: We've run out of printer paper again.

Your sentence: _____

set up — to arrange or organise something

Example: Can you set up a meeting for Thursday?

Your sentence: _____

deal with — to handle a problem or situation

Example: She's very good at dealing with difficult customers.

Your sentence: _____

point out — to mention or draw attention to something

Example: He pointed out a mistake in the report.

Your sentence: _____

catch up on — to do something you didn't have time for earlier

Example: I need to catch up on my emails.

Your sentence: _____

put off — to postpone or delay

Example: Let's not put off this decision any longer.

Your sentence: _____