

## Business phrasal verbs

- Aim:** introducing and practising some key phrasal verbs used in the workplace
- Sub-aims:** talking about the recruitment process, listening for specific information
- Key skills:** speaking, listening
- Level:** intermediate
- Students:** adults, originally designed for one-to-one but can be used with groups
- Time:** approx 60 minutes depending on level of the students
- Materials:**
1. Cut up phrasal verbs cards
  2. Text
  3. Scrambled sentences

### Procedure

#### Stage one: warm up and test

1. Describe the recruitment process in your language school to your students. Ask students to work in pairs, and describe to each other the recruitment process at their companies.
2. Ask the students to position the phrasal verbs cards on the desk in random order, and try to match up the pairs.
3. Ask students to confirm their pairs. NB: there will be more than one possible answer for each pair.
4. Read students the text, and ask them to listen to the correct answers.

#### Stage two: feedback

1. Go over the correct pairs and their meanings, giving examples of different business contexts in which they are used. Elicit/identify separable and inseparable phrasal verbs.

Separable	Inseparable	Separable and inseparable
take on	run out of	take off
draw up	look into	turn up
take up		look over
turn down		
bring in		
call back		

NB:

#### Separable phrasal verbs:

1. If the object is a noun or noun phrase it can go between the verb and the preposition or at the end e.g. **We took a new accountant on / We took on a new accountant.**
2. If the object is a pronoun it must separate the verb and preposition e.g. we took him on, but NOT we took on him.

#### Inseparable phrasal verbs:

1. The object, whether noun or pronoun must come at the end. Phrasal verbs without objects are obviously also inseparable, e.g. **The plane took off / The police looked into the case / The police looked into it, but NOT The police looked it into.**

### **Stage three: controlled practice**

Ask the students to work in pairs and put the scrambled sentences in the correct order. When the students have finished, check their answers as a whole class.

### **Stage four: revision**

Play Pictionary with the phrasal verbs!

1. Ask the students to take it in turns to choose a phrasal verb, and represent it in picture form on the board (or on paper).
2. The other students guess which phrasal verb the student is representing.
3. Ask the other students to put the phrasal verb into a sentence according to the picture.

This exercise sounds difficult, but possible. The visual nature of the activity and the creativity required helps the students to remember the phrasal verbs. If you have non-visual students you can ask them to put the phrasal verbs into a 'story' instead.

### **Follow-up**

In the next lesson, ask the students to match up the two parts of the phrasal verbs on the cards again and make example sentences.