

## Phrasal verb cards

<b>take</b>	<b>off</b>
<b>take</b>	<b>on</b>
<b>draw</b>	<b>up</b>
<b>take</b>	<b>up</b>
<b>turn</b>	<b>down</b>
<b>turn</b>	<b>up</b>
<b>bring</b>	<b>in</b>
<b>look</b>	<b>over</b>
<b>run</b>	<b>out of</b>
<b>look</b>	<b>into</b>
<b>call</b>	<b>back</b>

## Text

Recruitment is one of my responsibilities. Business has really **taken off** at our company so we need to **take on** more staff. We advertise internally and externally and wait for CVs. Then we **look over** all the CVs and **draw up** a shortlist of candidates for interview. Sometimes we **bring in** a workplace consultant/psychologist to help us choose the best candidate. At the interview we ask a lot of questions, but we have to be careful not to **run out of** time. When we have selected the right candidate we **look into** their background and check their references. If no problems **turn up** we offer them the job. If they would like to **take up** the offer we negotiate pay and conditions and **draw up** a contract. If they **turn down** the offer, we **call** our second choice candidate **back**.

## Scrambled sentences

1. off/business/last/took/year
2. She seems like a good candidate. Why/take/don't/on/we/her ?
3. In the meeting/up/we/action plan/drew/an
4. The offer was good/took/so/I/up/it
5. Turned/the chairman/down/proposal/my
6. Up/for work/she/almost/turns/late/every day
7. Changes to the tax system/in/be/brought/next year/will
8. I've finished the report. It/could/look/you/before the meeting/over ?
9. Always/run/time/of/we/out
10. Of increasing absenteeism/need/into/the issue/they/to look