The class
You can find this class and all our other English classes on our Facebook page.

Language quiz
Now let’s practise what you learned in this lesson!

Rewrite each sentence so they include a phrasal verb from the box below. Pay attention to the word forms you use as in some cases you will need to change the original.

<table>
<thead>
<tr>
<th>hand out</th>
<th>look forward to</th>
<th>run out of</th>
<th>bring forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>take on</td>
<td>deal with</td>
<td>set up</td>
<td>get back to</td>
</tr>
</tbody>
</table>

Example
We don’t have any time left to present our ideas to the clients.

Answer
We have run out of time to present our ideas to the clients.

1. I am going to organise a meeting for next Wednesday at 10.
2. We need to move our presentation to an earlier time.
3. I am going to give a copy of my presentation to every person.
4. Are you going to employ any new staff this quarter?
5. I hope to hear from you soon.
6. How are we going to take action to solve the problem of bullying in the workplace?
7. I will reply to you with an answer by the end of the day.

Well done! Now you can check your answers at the bottom of the next page.
Speaking and writing practice

Imagine you are writing an email to your colleagues at your workplace. In your email you need to:

- Talk about a problem you are currently experiencing and suggest ideas of how to solve it.
- Arrange a meeting to discuss the possible solutions.
- Talk about what will happen in the meeting.
- Discuss ways you will follow up on the meeting.
- Talk about plans for the future.
- Sign off.

Try to use business phrasal verbs appropriate for the context.

Here's an example:

Dear colleagues

I am writing to follow up on the conversation we had about staff shortages. In order to deal with this issue, I suggest....

Answers to exercise on page 1

1. I am going to set up a meeting for next Wednesday at 10.
2. We need to bring forward our presentation.
3. I am going to hand out a copy of my presentation.
4. Are you going to take on any new staff this quarter?
5. I look forward to hearing from you soon.
6. How are we going to take action to deal with the problem of bullying in the workplace?
7. I will get back to you with an answer by the end of the day.