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B1 · IDIOMS & COLLOCATIONS · ≈ 27 MIN

Phrasal Verbs at the Office — *lock in the pairs*

You have built the sixteen pairs — now lock them in on paper. New office situations, the same rule for the object.

> With a separable pair the **pronoun sits in the middle** — "fill it in", never "fill in it"; an **inseparable** pair stays together: "go over it".

NAME _____ DATE _____

YOUR BUILD — 1 · SORTING ○ — 2 · FILL-IN ○ — 3 · CORRECT ○ — 4 · WRITE ○

BRICK 1 · SORT: SEPARABLE OR INSEPARABLE · APPROX. 4 MIN ●○○

For each pair, imagine a pronoun as the object. May it stand in the middle? Then the pair goes in the left column. Does the pair stay together with the object behind it? Then it goes in the right column.

set up the interview · go over the safety rules · hand in the timesheet · deal with the supplier · call off the training day · follow up on the order · print out the handouts · catch up with the new colleague · take on the tender · get back to the auditor

SEPARABLE – PRONOUN IN THE MIDDLE	INSEPARABLE – OBJECT BEHIND

BRICK 2 · FILL IN THE RIGHT PHRASAL VERB · APPROX. 6 MIN ●●○

Fill in a pair from the lesson. The rest of the sentence shows you the meaning — and watch where a pronoun is allowed to stand.

01 Two of the speakers are ill, so we have to _____ the conference and refund the tickets.

02 The launch moved a week earlier, so we need to _____ the rehearsal from Friday to Tuesday.

03 The expenses form is attached — please _____ and email it to accounts today.

04 She is in a workshop until three, so I will _____ her after that.

05 Nobody has answered my email about the quote, so I will _____ it on Monday.

06 The auditor wants the year-end numbers — could you _____ them before Thursday?

07 Ravi has been on parental leave since March, so I want to _____ him on his first day back.

08 Our team is already at capacity, so we cannot _____ any more work this quarter.

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each sentence hides exactly one phrasal-verb mistake — either the object is in the wrong place, or the pair itself is wrong. Underline it and write the whole sentence correctly.

01 The registration form is attached, so please fill in it today.

02 Let's go the contract over before the board meeting.

03 I will get you back to once the invoice is approved.

04 She will deal the return with personally.

05 There will be no new date at all, so we put off the summer party.

06 The client cannot make Tuesday, so we will bring the call forward to Thursday.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN

Write one sentence for each prompt, taken from your own working week. For every pair, check where the object is allowed to stand.

01 An appointment is wobbling: write a sentence with "put off" or "bring forward" and a new date.

02 A document is on your desk: write a sentence with a separable pair and a pronoun object, such as "print it out".

03 Something needs checking: write a sentence with "go over" or "deal with" and the object behind it.

04 You need more time: write a client a sentence with "get back to" or "follow up on".

MINI-CHECK — CAN I DO THIS YET?

- ☐ I learn each pair as one unit and note it down with a pronoun straight away.
- ☐ With a separable pair, a noun object may stand on either side of the particle.
- ☐ With a separable pair I put a pronoun in the middle: "fill it in", never "fill in it".
- ☐ I never split an inseparable pair like "go over" or "deal with"; with "get back to" the object follows both particles.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **Separable** — set up the interview
Separable: "set it up", pronoun in the middle.

02 **Inseparable** — go over the safety rules
Inseparable: "go over them", never "go them over".

03 **Separable** — hand in the timesheet
Separable: "hand it in".

04 **Inseparable** — deal with the supplier
Inseparable: the object follows "with".

05 **Separable** — call off the training day
Separable: "call it off".

06 **Inseparable** — follow up on the order
Three-part: the object stands after both particles.

07 **Separable** — print out the handouts
Separable: "print them out".

08 **Inseparable** — catch up with the new colleague
Three-part: "catch up with him".

09 **Separable** — take on the tender
Separable: "take it on".

10 **Inseparable** — get back to the auditor
Three-part: "get back to her".

BRICK 2 · FILL-IN

01 **call off**
Cancel with no replacement date.

02 **bring forward**
Move to an earlier date.

03 **fill it in**
Separable, so the pronoun goes in the middle.

04 **get back to**
Reply later; object after both particles.

05 **follow up on**
Chase it up; "it" stands after "on".

06 **go over**
Review; inseparable, object behind.

07 **catch up with**
Exchange news after a gap.

08 **take on**
Accept or take over work.

BRICK 3 · CORRECT

01 The registration form is attached, so please **fill it in** today.
A pronoun has only the middle slot with "fill in".

02 Let's **go over the contract** before the board meeting.
"Go over" is inseparable and does not split around a noun either.

03 I will **get back to you** once the invoice is approved.
Three-part: the object stands after both particles.

04 She will **deal with the return** personally.
"Deal with" stays together.

05 There will be no new date at all, so we **called off** the summer party.
With no new date it is "call off", not "put off".

06 The client cannot make Tuesday, so we will **put the call off** until Thursday.
Later is "put off"; "bring forward" means earlier.

BRICK 4 · WRITE

Your sentences may differ — just check the object stands in an allowed slot.

01 "We will put the budget review off until the 12th."
"Put off" with "until" and a new date.

02 "Could you print it out and leave a copy with reception?"
Separable, pronoun in the middle.

03 "I will go over the tender documents with the finance team."
Inseparable: the object follows "over".

04 "I can follow up on the shipment tomorrow and let you know."
Three-part: object after both particles.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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