

Phrasal Verbs - Lesson Two

**For Work

Vocabulary to Learn

1. Put a pin in something
2. Look into
3. Knuckle down
4. Get back to someone
5. Run something by someone
6. Go over
7. Follow up
8. Call off
9. Reach out to
10. Think it over

Instructions:

- Each page has its phrasal verb, a photo, and a few example sentences.
- Look at the images, read the examples, and guess your own meanings.

Note:

Being able to determine the meaning of a new word or phrase based on its context is an important skill. This activity will both improve your vocabulary range and help you to develop the skill of deducing meaning (guessing or understanding the meaning without being told).

- Good luck



content:

Page	2-11	phrasal verbs with examples
Page	12	activity one and activity answer sheet
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Put a pin in something



Example Sentences:

1. That's a really interesting idea, but we're running out of time – let's put a pin in it and come back to it next week.
2. The manager asked us to put a pin in the budget discussion until the new financial data arrived.
3. I know you want to talk about the new project, but can we put a pin in that for now? We have a client call in five minutes.

My Definition :

Look into



To Knuckle Down

Example Sentences:

1. The deadline is on Friday, so the whole team needs to knuckle down and stop wasting time.
2. I really need to knuckle down this week – I've been putting off my studying for too long.
3. Once he knuckled down and started taking his job seriously, his manager noticed immediately.

My Definition :

Knuckle down



Example Sentences:

1. The deadline is on Friday, so the whole team needs to knuckle down and stop wasting time.
2. I really need to knuckle down this week — I've been putting off my studying for too long.
3. Once he knuckled down and started taking his job seriously, his manager noticed immediately.

My Definition :

Get back to someone



Example Sentences:

1. I don't have the answer right now, but I'll look into it and get back to you by the end of the day.
2. She gets back to her clients very quickly – that's why everyone loves working with her.
3. I texted him three days ago and he still hasn't gotten back to me. I'm starting to think he's ignoring me.

My Definition :

Run something by someone

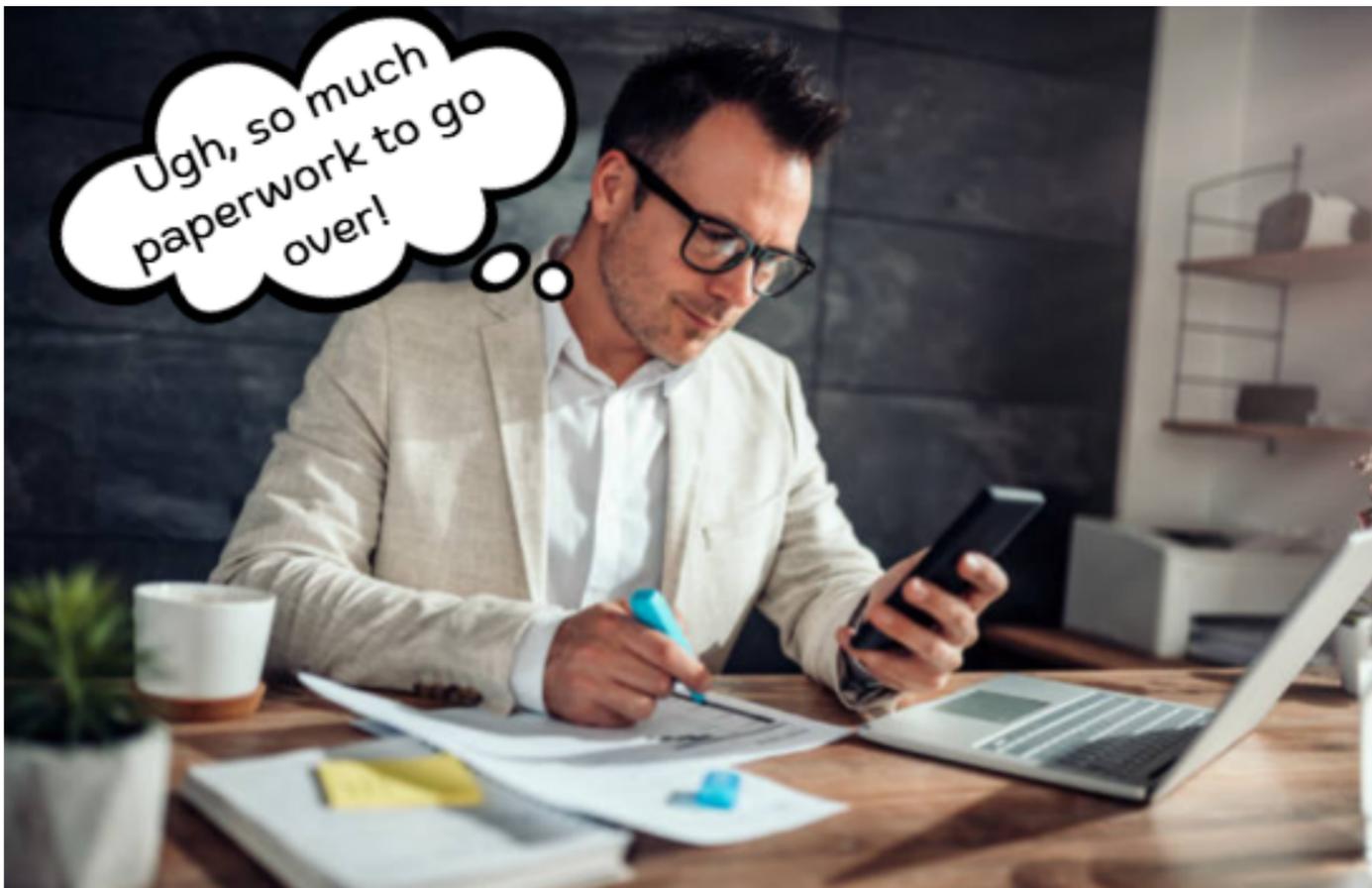


Example Sentences:

1. Before we send the contract, I want to run it by the legal team just to be safe.
2. I have a new idea for the campaign – can I run it by you after the meeting?
3. He always runs big decisions by his wife before agreeing to anything.

My Definition :

Go over

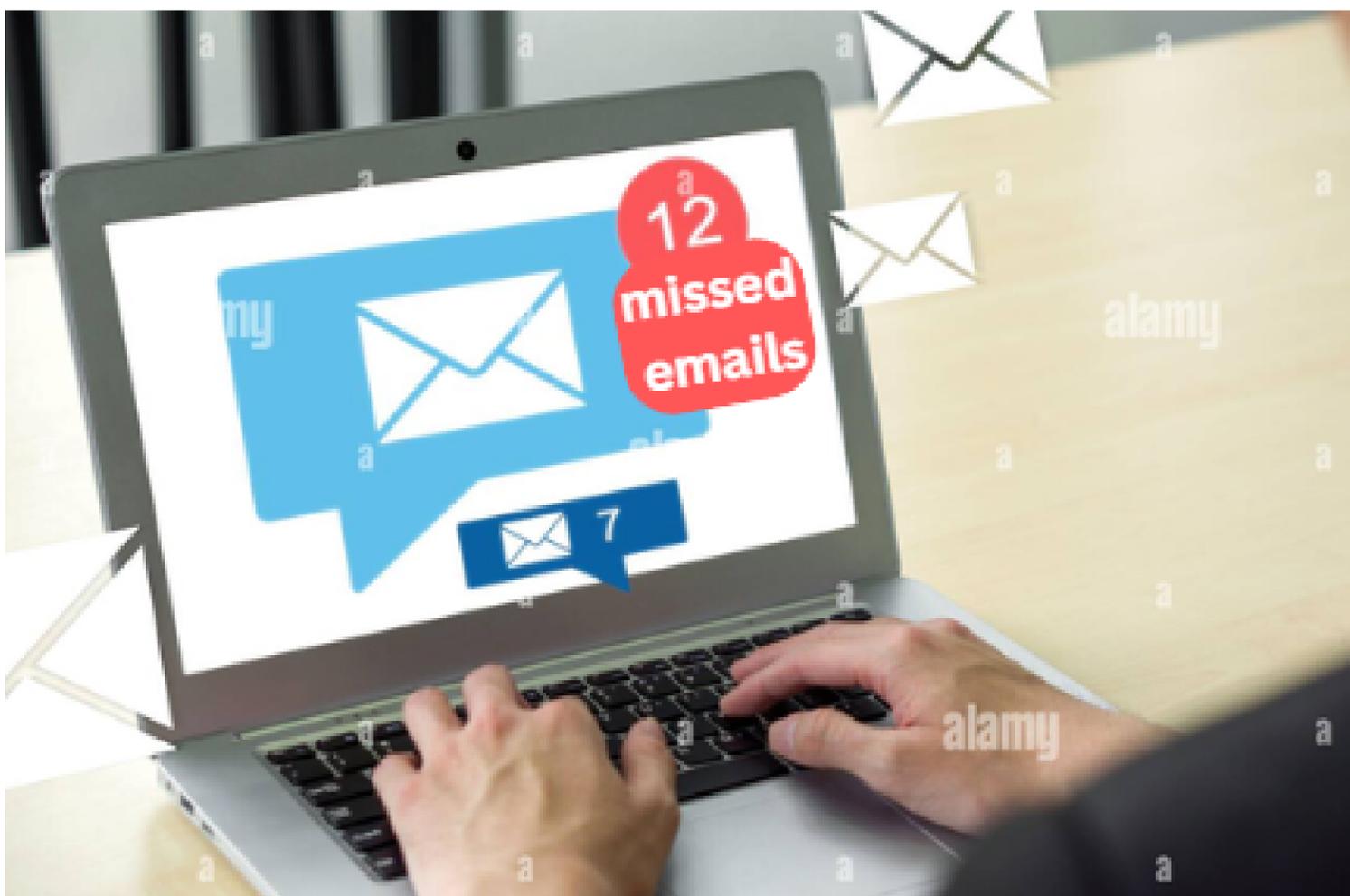


Example Sentences:

1. Let's go over the presentation one more time before the client arrives — I want to make sure everything is correct.
2. The teacher went over the exam questions at the end of class so students could check their answers.
3. My boss always goes over my reports very carefully before they are sent to senior management.

My Definition :

Follow up



Example Sentences:

1. I sent my application two weeks ago and never heard back – I think I should follow up with an email.
2. After the meeting, she followed up with everyone by sending a summary of what was discussed.
3. It's important to follow up with new clients within 24 hours – otherwise they might go somewhere else.

My Definition :

Call off



Example Sentences:

1. The outdoor conference had to be called off because of the storm – everyone was disappointed.
2. They called off the product launch after discovering a serious problem with the software.
3. The meeting was called off at the last minute, so I suddenly had two free hours in my afternoon.

My Definition :

Reach out to



Example Sentences:

1. If you have any questions about your contract, don't hesitate to reach out to HR – they're very helpful.
2. I reached out to three potential clients last week, and two of them responded.
3. After losing his job, he reached out to some old colleagues to ask if they knew of any opportunities.

My Definition :

Think (it/something) over



Example Sentences:

1. That's a generous offer — I just need a couple of days to think it over before I give you an answer.
2. She thought the job offer over carefully and decided to turn it down because the salary wasn't enough.
3. Don't pressure me into deciding right now — let me think it over and I'll call you tomorrow.

My Definition :

Match the Meanings

Phrase	Meaning
a. To put a pin in something	1. To cancel something that was planned.
b. To look into something	2. To respond to someone later, after finding more information.
c. To knuckle down	3. To contact someone to ask for help or start a conversation.
d. To get back to someone	4. To share an idea with someone to get their opinion or approval.
e. To run something by someone	5. To investigate or research something.
f. To go over something	6. To postpone a topic to discuss it at a later time.
g. To follow up	7. To consider a decision carefully before giving an answer.
h. To call off	8. To review or check something carefully.
i. To reach out to someone	9. To contact someone after a previous conversation to check on progress.
j. To think something over	10. To start working seriously and with full effort.

Answer Key

Phrase	Answer
a. To put a pin in something	6. To postpone a topic to discuss it at a later time.
b. To look into something	5. To investigate or research something.
c. To knuckle down	10. To start working seriously and with full effort.
d. To get back to someone	2. To respond to someone later, after finding more information.
e. To run something by someone	4. To share an idea with someone to get their opinion or approval.
f. To go over something	8. To review or check something carefully.
g. To follow up	9. To contact someone after a previous conversation to check on progress.
h. To call off	1. To cancel something that was planned.
i. To reach out to someone	3. To contact someone to ask for help or start a conversation.
j. To think something over	7. To consider a decision carefully before giving an answer.

Teacher's writing sample

"A couple of months ago, I wanted to quit my job, but I was scared, so I **reached out** to my friend, Jack, for advice. After I **ran everything by him**, he said that quitting was a bad idea since the job market is rather bleak at the moment. He said that I should just **knuckle down** instead. We agreed that I should **put a pin in** the whole idea of quitting for at least a couple of months.

In the meantime, I decided that I would at least send out my resumé and see if anyone **gets back to me**, but I didn't expect much. However, after only a few days, a woman from a company I really wanted to work for called me and said she was **going over** my application and that she thought I would be a great fit for the company.

We met very soon after the call for an interview, and she immediately gave me an offer. She told me **to look into** the details of the position and the benefits and see if it was for me. I spent a few days **thinking it over**, and when she gave me a call to **follow up**, I told her I would accept the offer and start immediately.

I am very glad I did not **call off** my search for a new job!"