

## Phrasal Verbs R-S

Fill in each blank by putting the correct verb into the gaps. Remember to use the right tense or verb form where necessary.

- 1 I had to book you on the early flight because the usual one was full. You'll need to \_\_\_\_\_  
\_\_\_\_\_ really early
- 2 I'll \_\_\_\_\_ the arrangements for next week's meeting if you do the work  
outstanding for today.
- 3 This company has always \_\_\_\_\_ quality and reliability, and that's not going to  
change.
- 4 Sorry, I've got a meeting now. I'll \_\_\_\_\_ you \_\_\_\_\_ as soon as it's finished.
- 5 If we lower the prices of our products, we can't \_\_\_\_\_ the possibility that our  
competitors will do exactly the same.
- 6 I'm sorry. I can't help you. I'm just \_\_\_\_\_ for her until she comes back to  
work tomorrow. Could you ring back then?
- 7 So, to \_\_\_\_\_, the main points to remember are that we need to find new  
markets, invest in new technology...
- 8 I want to \_\_\_\_\_ the presentation just once more to make sure I've got it  
right.
- 9 The new equipment we bought for the R&D Department \_\_\_\_\_ us \_\_\_\_\_ over  
£500,000.
- 10 He's decided to resign from his job? Well, I hadn't \_\_\_\_\_ that happening.
- 11 I was speaking to him earlier, but his boss called him into the office so he \_\_\_\_\_  
\_\_\_\_\_ without telling me the news.
- 12 I can't print any more copies. The ink's \_\_\_\_\_.
- 13 Let's not \_\_\_\_\_ a decision on this. Think about it over the weekend, and we'll  
meet back here at 10 o'clock on Monday morning.
- 14 We're going to have to \_\_\_\_\_ the plans for expansion until there's an upturn  
in the economy.
- 15 We can \_\_\_\_\_ a committee to look at the possibility of changing the  
company's pension scheme.
- 16 The number of accidents in the factory has \_\_\_\_\_ recently. We'll have to  
check our safety measures because something's clearly going wrong.
- 17 How long is it going to take to \_\_\_\_\_? The company's in trouble and  
something needs to be done about it now!
- 18 If we get any more orders we'll need to \_\_\_\_\_ production.
- 19 Can you \_\_\_\_\_? I can't hear you.
- 20 I'll speak to you as soon as I've \_\_\_\_\_ this problem with the Inland Revenue.
- 21 \_\_\_\_\_ the screen and the camera in front of the table so we can see them  
and they'll be able to see us.