

# LESSONS

## Phrasal Verbs

- Some phrasal verbs are easy to understand if you know the meaning of each word:  
Ex: You will have to **turn round** here and **go back**.  
Jeremy stopped and **put down** both his suitcases.

But often the phrasal verb has an idiomatic meaning:

- Ex: I have **given up** smoking. (=stopped)  
The idea has **caught on** in a big way. (become popular)

- Sometimes there is a one-word verb with the same meaning as the phrasal verb:  
Ex: a new company has been **set up** / **established**  
We must **fix up** / **arrange** an urgent meeting.

- Some verbs can take a number of different adverbs.  
Ex: The child took two steps and **fell down**.  
Enthusiasm for the project has **fallen down** (= become less)  
Kevin and Diana have **fallen out** (= quarrelled)  
I am afraid the deal **fell through** (= didn't happen)

And the most common adverbs go with many different verbs:

- Ex: The cat got up a tree and couldn't **climb down**.  
That old building is dangerous. It will have to be **pulled down**.  
Although the car is very old, it never **breaks down**.

- A phrasal verb can have more than one meaning, often a concrete and an abstract meaning:  
Ex: He **made out** a cheque for 2000 DH (**write out a cheque, a list**)  
She **made out** she was ill so as not to do gym. (**to pretend**)

**NB:** for more details herewith is a list of phrasal verbs definitions with examples.

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'to be away' means to have gone to another place.

- Sandra won't be back until next month, she is away in China at the moment.
- I'm sorry but Martin is away on holiday this week. Can I help you?

'to be down' means to be unhappy or depressed.

- Until I found a new job, I was down for a long time.
- Sue has been down since she turned 50.

'to be down' can also mean the opposite of 'to be up', to have fallen or got smaller.

- The dollar is down one cent against the euro.
- Profits are down this quarter due to bad sales in Europe.

'to be in' means to be at home.

- I tried to phone Donna last night but she wasn't in so I couldn't speak to her.
- I'll be in this afternoon if you'd like to come for tea.

'to be off' means to leave or to start on a journey.

- I'll see you tomorrow morning, I'm off now. Have a nice evening.
- We're off to Florida on Tuesday. The flight leaves at ten o'clock.

'to be off' can also mean that food is old and has gone bad.

- Don't eat that yoghurt, I think it's off. It's been in the fridge for ages.
- Smell the milk, I think it's off.

'to be on' means that something is taking place

- That documentary is on TV tonight but I don't know which channel it is on.
- Let's go shopping on Saturday. The sales are on at the moment.

'to be on' can also mean to be working or switched on.

- I think he must be deaf, the TV was on very loud.
- When I arrived, the lights were on but nobody was at home.

'to be out' is the opposite of 'to be in' so means to not be at home or to be absent.

# LESSONS

- I'm sorry but Jack's out. Can I take a message?
- Marie is out until lunchtime. She's got an appointment at the dentist this morning.

'to be up' means to have risen, got higher.

- Prices are up more than ten per cent.
- Unfortunately our costs are up more than twenty per cent because of the increase in the cost of petrol.

'to come across' means to find something by chance.

- Here is an old photo of me. I came across it when I was looking for my passport.
- I love this painting. I came across it in the attic when I was cleaning up.

'to come apart' means to break into separate pieces.

- It broke when I picked it up. Everything just came apart.
- It's quite big but you can pack it into a small box. It comes apart very easily.

'to come down' means to fall, to decrease.

- The price of petrol has come down since the beginning of the year. It's much cheaper now.
- She has taken some aspirin so her temperature has come down.

'to come from' = to have as your country or place of origin.

- You know by his accent that he comes from South Africa.
- I come from York, a beautiful city in the north of England.

'to come out' = to be released, to be available to the public

- His new book comes out next month. I'm sure it will be a bestseller.
- Their new CD came out only a few weeks ago and has already sold millions.

'to come out' can also mean to leave a room or a building

- He stayed in his office until he had finished the report. He didn't come out all day.
- He was waiting for me when I came out of work.

'to come up' = to arise unexpectedly

- I'm sorry but I'll be late. Something has come up.
- A great opportunity has just come up for a job in the marketing department.

'to come up' = to be mentioned, talked about

# LESSONS

- We were talking about different people we knew and his name came up in the conversation.
- I don't want to talk about it so I hope it doesn't come up.

'to come up with' = to think of, imagine a solution or idea

- I asked Larry for some suggestions and he came up with a lot of very good ideas.
- I'm sorry but I haven't come up with any solution yet. I don't know what we can do.

'to come off' = to become unstuck

- I don't know what is in the box, the label has come off.
- When I tried to open the door, the handle came off in my hand!

'to get across' means to communicate, make people understand.

- I'm not sure I got that across very well. I don't think they really understood.
- He's an excellent speaker. He can get across even the most complicated ideas.

'to get away' means to go on holiday.

- We had a lovely holiday. We got away for a few days on the beach.
- I don't think we can get away until the end of the month. We're too busy.

'to get back' means to return from a trip or a journey.

- She's still in Taiwan. She doesn't get back until next week.
- I get back on Friday afternoon. I'll call you then.

'to get back' can also mean to have returned something you lent to someone.

- I lent him some money last year and I never got it back.
- We have only got back fifty percent of the questionnaires we gave out.

'to get back to' = to speak again with someone or to return a phone call

- When I have more information, I'll get back to you.
- He got back to me yesterday afternoon with his answer.

'to get by' means to just have enough money or to just manage financially

- At the end of the month, I have no money left. It is difficult to get by on my salary.
- If we are careful, we can get by on less than \$20 a day.

'to get down to' means to start some work or a task

- If everybody is here, let's get down to business.

# LESSONS

- I didn't start it until the last moment. I just couldn't get down to it.

'to get in' means to arrive home or at the office

- I'm really tired this morning. I didn't get in until after midnight last night.
- He's always the last to arrive. He never gets in before 9.30.

'to get in' can also mean to enter

- He opened the door so I could get in the car.
- You need to have some photo id to get in the company.

'to get off' means to leave a bus, train or plane

- Take the 23 bus and get off at the last stop. I live very near there.
- To go to the National Gallery, take the underground and get off at Trafalgar Square.

'to give away' means to give something for free, for no payment.

- In this issue of the magazine, they are giving away a free CD
- I gave away all my old clothes that were too small for me.

'to give back' means to return something borrowed.

- I still have your book at home. I must remember to give you it back.
- Every time he borrows money from me, he never gives it back.

'to give in' means to stop making an effort.

- You're doing really well. Don't give in now. Keep going.
- He has refused again and again. He's not going to give in and change his mind.

'to give out' means to distribute.

- As people arrive, can you give out these questionnaires for them to fill in.
- He was giving out leaflets on the street.

'to give out' means to break down or stop working from tiredness or overuse

- It was a very old machine. It's not surprising it has given out.
- My car finally gave out last week. I will have to buy a new one.

'to give up' means to stop doing something permanently.

- I haven't had a cigarette for over a month. I have given up smoking.
- I have given up playing football. I'm too old for it.

# LESSONS

'to give up' means to abandon or end, a search for example.

- The key is nowhere to be found. We have given up looking for it.
- I've given up waiting for him. He is not going to come so I'm going home.

'to go about' means to deal with or tackle a task or job.

- Do you know how to enrol on the course? I don't know how to go about it.
- How can I go about getting a copy of my birth certificate?

'to go after' means to try to get.

- I sent in my application today. I'm going after that job.
- He went after a very well paid job but didn't get it.

'to go after' can also mean to follow or chase.

- Michelle left suddenly then Pierre went after her.
- I didn't go after her when she left. I think she needed to be on her own.

'to go ahead' means to begin or proceed with something.

- Even though the risks were high, we decided to go ahead with the project.
- It went ahead without any problems. We're very happy.

'to go along with' means to agree with a person or idea.

- I said it wouldn't work. I didn't go along with it from the beginning.
- In the end, he went along with Jack even though he had said he agreed with me.

'to go away' means to leave a place or a person's company.

- Did you stay at home or did you go away over the holidays?
- Please go away. I'd like to be alone for a while.

'to go back' means to return to a place.

- We had a great holiday in Spain last year. We are going back this year.
- I had forgotten my passport and had to go back to get it.

'to go back on' means to change your position on a promise or agreement.

- I said I would do it. I can't go back on it now.
- He went back on his promise and didn't help me out.

'to go by' for time means to pass

# LESSONS

- A couple of hours went by before he phoned me back.
- Twenty years went by before I saw him again.

'to go by' can also mean to go past or pass

- I love sitting at a street café watching the world go by.
- He didn't see me. He just went by without saying a word.

'to hold back' means to restrain or stop something working.

- High rates of tax are holding back economic growth.
- He could easily get promotion if he were more a team player. His attitude is holding him back.

'to hold back' can also mean to not say or do something.

- I wanted to tell him but something held me back.
- Although she didn't agree, she held back and didn't say anything.

'to hold down' means to stop something increasing.

- Government is trying to hold down public spending.
- We have to hold down costs if we want to increase our margins.

'to hold down' also means to keep a job even if it is difficult.

- There are lots of women who hold down high powered jobs and have children.
- She was holding down a very responsible position when she was only twenty-three.

'to hold off' means to delay doing something or delay making a decision about it.

- That house won't be on the market very long. Don't hold off making an offer.
- You can't hold off much longer, you have to give him an answer.

'to hold on' means to wait for a short time.

- Let's see if he arrives. We can hold on a couple of minutes.
- We can't hold on much longer, we're going to miss the train. We'll have to go without him.

'to hold on' is used frequently on the phone to ask people to wait a few moments.

- I'll just check that for you if you'd like to hold on.
- Could you hold on please while I see if he's available?

'to hold out' means to put something in front of you.

- He was very formal. He held out his hand for me to shake it.

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- She held out her glass so that I could refill it.

'to hold out for' means to wait for what you want and not accept less.

- They were on strike for a long time. Holding out for a 10% increase in salary.
- I think we should hold out for a better price. House prices are beginning to rise again.

'to hold up' means to delay something.

- The construction was held up by bad weather.
- Jim was late again. He got held up in heavy traffic on the motorway.

'to keep at' something means to continue doing something even if it is hard or unpleasant.

- Learning phrasal verbs is hard so you have to keep at it every day.
- I had to finish so I kept at it for an hour before I took a break.

'to keep back' means to not use or give away all of something.

- Keep back some of the cream to put on top of the dessert.
- We kept back some of the money for emergencies.

'to keep down' means to stop the number or level of something from rising.

- If we want to make a profit this year, we have to keep costs down as much as possible.
- I try to eat well and exercise regularly to keep my weight down.

'to keep off' = means to not go onto an area.

- Please keep off the grass.
- Keep off the motorway in the morning, there are always traffic jams at that time.

'to keep off' can also mean to not talk about a particular subject.

- He started talking about it. I tried to keep off the subject.
- He can't keep off the question of climate change, he never stops talking about.

'to keep on' means to continue with something.

- All night long he kept on asking me questions about it.
- I asked him to stop but he just kept on.

'to keep out of' means to not get involved in something.

- It's not my business. I keep out of their arguments.
- It's got nothing to do with me. I'm keeping out of it.



# LESSONS

'to keep to' means stay on a subject when talking.

- We don't have much time so can we keep to the agenda, please?
- Can you keep to the point, please?

'to keep up' means to go at the same speed as someone or something.

- She was walking so fast that I couldn't keep up with her.
- I've got too much to do at the moment. I can't keep up with my work.

'to let down' means to disappoint someone.

- I promised to do it, I can't let her down.
- They let us down badly by not completing the work on time.

'to let in' means to allow someone to enter.

- I have a front door key. I can let myself in.
- They're at the door. Can you let them in?

'to let in' can also mean to allow water, light or air into something which is normally sealed.

- I opened the curtains to let in the sunshine.
- I need some new boots for winter. These let water in.

'to let in for' means to be involved in something difficult or unpleasant.

- This job is very hard. I didn't realise what I was letting myself in for.
- She didn't realise how much work she was letting herself in for doing this course.

'to let in on' means to tell someone about something which is secret.

- I don't know what they're doing. They wouldn't let me in on their plans.
- She let me in on her secret. She's getting married!

'to let off' means to not punish someone when they have done something wrong.

- He was caught smoking in the office but they let him off because it was the first time.
- I'll let you off this time but if you do it again, you'll be severely punished.

'to let off' can also mean to allow someone to not do something they should do.

- I owed him some money but he let me off. I didn't have to pay him back.
- I was supposed to work until 10 pm but my boss let me off at 9.

'to let out' means to allow someone to leave a place, usually by opening a door.

# LESSONS

- He stopped at the traffic lights to let me out.
- Let me out at the end of the road. I can walk the rest of the way.

'to let out' means to make a particular sound.

- When she heard the news, she let out a huge sigh of relief.
- They all let out a groan when they heard the bad news.

'to let up' means to cease or to decrease in intensity.

- We'll go out for a walk if the rain lets up.
- The pressure at work is non-stop. It never lets up.

'to look after' means to take care of someone or something.

- When I have to travel on business, my parents usually look after my children.
- I look after the office when my colleagues are away on business.

'to look ahead' means to think about and plan the future.

- We have to look ahead and try to estimate our needs for the next few years.
- In this business, it's very difficult to look ahead and predict what will happen.

'to look at' means to read something quickly and not very thoroughly.

- Could you look at my report and tell me if you think it's OK?
- I looked at your figures and they seem fine to me.

'to look at' can also mean to investigate or think carefully about a problem or situation.

- Costs are getting out of control. We need to look at them closely.
- John looked at renting cars but it would be too expensive.

'to look back' means to think about something that happened in the past.

- I realise I was very naive when I look back.
- If we look back over the last three years, we can see many times when we were very successful.

'to look down on' means to think something or someone is inferior.

- The people who work in Headquarters always look down on the people in the branches.
- Don't look down on him just because he left school at 16. He has been very successful.

'to look for' means to try to find something lost or that you need.

- My assistant is leaving at the end of the month. I'm looking for a new one.

# LESSONS

- He has been looking for a job for ages now.

'to look forward to' means to feel excited and happy about something that is going to happen.

- I'm seeing him on Tuesday. I'm really looking forward to it.
- We're looking forward to our holidays. It will be wonderful to get away.

'to look in' means to visit someone for a short time.

- I'll look in on my way home and we can have a cup of tea.
- Look in on Jenny and check that she is still working.

'to look into' means to examine a problem or situation.

- My boss asked me to look into ways to do it more efficiently.
- We have set up a working group to look into the problem.

'to look on' means to watch something happen.

- The Police just looked on as the demonstrators marched peacefully through the streets.
- Nobody helped me. They just looked on as I struggled to get up off the street.

'to look on' also means to consider someone or something in a special way.

- We are very close. I look on him as my brother.
- Don't look on not getting the job as a failure. It's not.

'to look out' means be careful. It is always an order.

- Look out! The boss is coming.
- Look out! You're going to fall.

'to look out for' means to watch carefully around you so you will notice something or someone in particular.

- When you go to the conference, look out for Anna. She will be there.
- Janet is twenty next week. Can you look out for a present when you are in the shops?

'to look out for' can also mean to take care of someone.

- Will is a great brother. He always looks out for his sisters.
- She's very selfish. She just looks out for herself.

'to look over' means to quickly examine something.

- At the end of the exam, I only had a few minutes to look over what I had written.
- The doctor quickly looked him over before sending him for an x-ray.

# LESSONS

'to look round' means to walk through a building or place to have a look at it.

- When you travel on business, you don't have time to look round the places you visit.
- The first time we looked round the house, we knew it was the house for us.

'to look through' means to quickly examine a text or some things.

- I decided to give half my clothes away when I had looked through them.
- We looked through the list of applicants and made a shortlist of the six best qualified.

'to look up' means to find a piece of information in a book or other source of information.

- I didn't know the word so I looked it up in the dictionary.
- I looked their address up in the Yellow Pages.

'to look up to' means to respect and admire someone.

- My father's wonderful. He's the person I most look up to.
- All his employees look up to him and admire him.

'to make for' means to go in the direction of.

- He got up and made for the exit.
- When he came into the room, he made straight for me.

'to make of' means think of, have an opinion about.

- He's a complete mystery to me. I don't know what to make of him.
- What do you make of his new girlfriend?

'to make off' means to leave somewhere very quickly, often to escape.

- The car didn't stop after the accident but made off at speed towards the town centre.
- He snatched her bag and made off down the street through the crowd.

'to make off with' means to steal and escape with something.

- The thieves made off with over one million dollars in cash.
- They broke into the house and made off with jewellery and silver.

'to make out' means to manage to be able to see or hear something.

- He was speaking very quietly. I couldn't make out what he was saying.
- It was too dark to see. I couldn't make him out clearly.

'to make out' can also mean to pretend that something is true.

# LESSONS

- He made out he was very rich when, in fact, he wasn't.
- She often makes out she is the boss when, really, she is only an assistant.

'to make up your mind' means to decide.

- I bought them both because I couldn't make up my mind which one to buy.
- Make your mind up! Which one do you want?

'to make up' means to say or write something that is not true, to invent a story.

- It wasn't true at all. They just made it up.
- I told him I couldn't go and made up an excuse.

'to make up' can also mean to forgive someone and become friendly with again after an argument.

- We had a huge argument and but made up later.
- Half the fun of arguing is making up afterwards!

'to make up for' means to compensate for something bad that they have done or that has happened.

- He bought me some flowers to make up for being late.
- What can I do to make up for forgetting your birthday?

'to put across' means to explain or to express something.

- We have to put the message across a little bit more clearly.
- Not a very good presentation. He didn't put his ideas across very well at all.

'to put aside' means to save money

- He's got enough money. He has put some aside.
- I've put aside £100 a month for over a year.

'to put at' means to roughly calculate a cost or figure.

- The first estimate put the damage at about £10 000.
- I think he's the same age as my father. I would put him at 50.

'to put away' means to replace something in the place it is normally kept.

- Can you put all your toys away please, darling?
- I've put the clean clothes away except your shirts. I don't know where to put them.

'to put back' means to return something to its original place.

# LESSONS

- I put the books back on the shelf after I had looked at them.
- When you have finished, can you put everything back, please?

'to put back' can also mean to change the time of an event until a later time.

- I can't make it on Thursday. Can we put it back until Friday?
- My appointment has been put back until next month.

'to put behind' means to try to forget about something unpleasant.

- I've forgotten all about it. I've put it behind me.
- You have to put everything behind you and move on with your life.

'to put down' means to stop carrying or holding something.

- My bag was heavy so I put it down on the floor.
- Don't put your cup down there. It will leave a mark on the table.

'to put down' can also mean to criticize someone or their ideas.

- He's always criticizing, always putting people down.
- You never support me. You are always putting me down.

'to put down' the phone means to end a phone call.

- I was so angry, I just put the phone down on him.
- After I put the phone down, I remembered why I'd called you.

'to run across someone' means to meet them by accident.

- I hadn't seen Gloria for ages when I ran across her in the supermarket.
- I ran across an old friend in town today. I hadn't seen him for ages.

'to run around' means to be very busy doing lots of things.

- I'm always running around trying to get everything done on time.
- I spent all morning running around trying to find the things you needed.

'to run away' means to leave, often secretly, because you're unhappy.

- He was very unhappy in boarding school and ran away twice.
- She ran away from home at sixteen and went to live with a friend in London.

'to run down' means to move quickly to a place in a lower position.

- When I called her, she ran down so fast she nearly fell.
- When I heard the news I ran down the street to tell Lily who lives at the bottom.

# LESSONS

'to run down' also means to deliberately reduce the size of something, for example stock.

- Stock is very expensive. We're trying to run it down to a minimum.
- They are running the company down by not replacing people who leave.

'to run someone down' means to hit a person when driving your car.

- I was crossing the road when a car nearly ran me down.
- She's in hospital after being run down by a car on Market Street.

'to run into' problems means to meet or encounter difficulties.

- We ran into huge financial difficulties when the construction went over budget.
- The company has run into difficulties since the introduction of the euro.

'to run into' something when you're driving means to hit something.

- When I was parking, I ran into a post.
- I didn't brake quickly enough and ran into the car in front.

'to run off' means to escape or leave a place quickly.

- The boys took some sweets from the shop and ran off laughing.
- She waved goodbye and ran off to play with her friends.

'to run off with' something is to steal it.

- They hit the man and ran off with his wallet and mobile phone.
- The financial manager ran off with half a million of the company's money.

'to sit around' means to spend time doing very little.

- They just sit around and do nothing all day.
- We sat around in the hotel until it stopped raining.

'to sit back' means to wait for something to happen while deliberately not being involved.

- She just sat back and waited for us to do everything.
- You can't just sit back and expect me to do everything.

'to sit down' means to lower your body into a sitting position.

- We looked for somewhere to sit down.
- She sat down beside me on the sofa and started talking.

'to sit in on' something means to be present during a meeting or event but not participate.

# LESSONS

- He asked me to sit in on the discussion and report back to him.
- When I was new to the department, I sat in on meetings to learn the procedures.

'to sit on' a committee or panel means to be a member.

- As the representative of the personnel, I sat on the board of directors.
- He sat on many committees dealing with education.

'to sit out' means to be outside rather than inside.

- While the weather was good, we sat out and had lunch.
- We went to the pub and sat out at the tables in the garden.

'to sit out' something means to wait for it to finish.

- His injury meant that he had to sit out the rest of the competition.
- When it started raining, we decided to sit out the storm in the café.

'to sit over' someone is to watch them very carefully to check up on them.

- I sat over him and made sure he took his medicine.
- She sat over me until I had finished everything.

'to sit through' means to remain until something is finished, especially if it is unpleasant.

- They sat through a very long meeting.
- We had to sit through a very boring lecture before we could go for a drink.

'to sit up' means to not go to bed until it very late.

- I sat up and waited for him to come home.
- She sat up all night to finish her project before the deadline.

'to take after' means to resemble a parent or family member.

- She's blond with blue eyes. She takes after her father.
- He is good at maths. He doesn't take after me!

'to take along' means you take someone or something with you when you go somewhere.

- I took Sue along to the party. She really enjoyed it.
- Shall we take a bottle along? That is always appreciated.

'to take apart' means to separate something into the parts it is made up of.

- He took the machine apart and couldn't reassemble it.
- The machine needs taking apart and cleaning and oiling then it'll work.



# LESSONS

'to take aside' means to isolate a person from the rest of a group to talk to them privately.

- After the meeting, he took me aside and asked me what I really thought.
- She took Danny aside and explained what she wanted him to do.

'to take away' means to remove something from its place and put it elsewhere.

- Someone had cleaned the room and taken away all the dirty dishes.
- Take that away! I don't want it in here.

'to take away' also means to remove something and stop them having it again.

- His passport was taken away so he can't leave the country.
- Security was very strict in the airport, they even took away my bottle of water!

'to take back' means to return something you have bought or borrowed.

- When I got home I discovered it didn't work so I took it back to the shop.
- When you've finished using it, can you take it back to the kitchen and put it away, please?

'to take down' means to go to a lower level or place with something.

- I took them down to the beach for the day as the weather was beautiful.
- Can you take that down, please? It shouldn't be up here in your bedroom.

'to take down' also means to remove something that is attached to a wall or other object.

- When I went into the sitting room, I noticed that he had taken down all the pictures.
- Now the election is over, all the posters have been taken down.

'to take after' means to resemble a parent or family member.

- She's blond with blue eyes. She takes after her father.
- He is good at maths. He doesn't take after me!

'to take along' means you take someone or something with you when you go somewhere.

- I took Sue along to the party. She really enjoyed it.
- Shall we take a bottle along? That is always appreciated.

'to take apart' means to separate something into the parts it is made up of.

- He took the machine apart and couldn't reassemble it.
- The machine needs taking apart and cleaning and oiling then it'll work.

'to take aside' means to isolate a person from the rest of a group to talk to them privately.

# LESSONS

- After the meeting, he took me aside and asked me what I really thought.
- She took Danny aside and explained what she wanted him to do.

'to take away' means to remove something from its place and put it elsewhere.

- Someone had cleaned the room and taken away all the dirty dishes.
- Take that away! I don't want it in here.

'to take away' also means to remove something and stop them having it again.

- His passport was taken away so he can't leave the country.
- Security was very strict in the airport, they even took away my bottle of water!

'to take back' means to return something you have bought or borrowed.

- When I got home I discovered it didn't work so I took it back to the shop.
- When you've finished using it, can you take it back to the kitchen and put it away, please?

'to take down' means to go to a lower level or place with something.

- I took them down to the beach for the day as the weather was beautiful.
- Can you take that down, please? It shouldn't be up here in your bedroom.

'to take down' also means to remove something that is attached to a wall or other object.

- When I went into the sitting room, I noticed that he had taken down all the pictures.
- Now the election is over, all the posters have been taken down.

'to take in' means to let someone stay in your house as a guest.

- She is taking in paying guests to help pay for her house.
- She took in a lodger to help pay the mortgage.

'to take in' also means to deceive someone, to make someone believe something that is not true.

- I was completely taken in by him. I believed everything he said.
- Don't be taken in by all the publicity. It's a very expensive product.

'to take in' also means to understand, comprehend a situation.

- I just couldn't take in what he was saying. It didn't make sense.
- He was in shock and couldn't take in what people were saying to him.

'to take in' also means to take something for repair.

- I took my car in this morning for a service.
- I'll take it in and get it cleaned.

# LESSONS

'to take off' means to remove something, especially clothes.

- I had to take my coat off when the sun came out, it was so warm.
- I wish he would take off his sunglasses so we can see his eyes.

'to take off' is also to be away from work for holidays or illness.

- He has never taken a day off in twenty years. He's our best employee.
- I'm going to take a couple of days off to visit my parents.

'to take off' is also when a plane leaves the ground.

- The plane was over half an hour late taking off but we arrived on time.
- I hate taking off. I can't see how the plane can get off the ground.

'to take on' means to begin to employ someone.

- Sophie has just been taken on with a permanent contract.
- We need to take on a couple of extra sales people as business is growing very fast.

'to take on' also means to accept a responsibility or a work.

- We've taken on too much work. We just don't have enough staff to do it.
- We can't take on any more new clients. We have too many already.

'to take out' means to remove something from a particular place.

- He took the picture out of the frame and gave it to me.
- She had to take everything out of her handbag before she found her papers.

'to think ahead' means to make plans or arrangements for the future.

- Just concentrate on today and try not to think too far ahead.
- We're already thinking ahead to what will happen after the elections.

'to think back' means to look back over things that have happened.

- When I think back on what I did, I feel embarrassed.
- Think back to when I first lived here and what the house was like then.

'to think of' a fact or something that exists means you know it and can suggest it to someone else.

- I can't think of any examples of something he has done well.
- Can you think of any reason I should do it? I'm not going to get paid.

'to think of' also means to consider the possibility of doing something.

# LESSONS

- I'm thinking of going to Portugal for the holidays.
- He's thinking of starting his own business.

'to think out' means to prepare or plan something fully before you start doing it.

- He obviously hadn't thought it out properly before starting.
- It was very well thought out. He had obviously spent a lot of time on it.

'to think over' means to consider something carefully before deciding.

- We've got all the information we need. We'd like to think it over.
- I just needed a bit of time to think it over before I told him what I had decided.

'to think through' means to consider something carefully with all the possible consequences.

- It sounds like a good idea but we need to think it through to see if it will work.
- I haven't had time to think it through at all. I don't know what will happen.

'to think up' means to create something using your imagination.

- I don't want to go to their party but I can't think up an excuse.
- We'll have to think up a very good reason why we didn't make the deadline.

'to turn against' means to change opinion to not liking or agreeing with someone or something.

- Since they declared war, the country has turned against the government.
- He is always spreading nasty stories in an attempt to turn everyone against me.

'to turn around' means to turn so that you are facing the opposite direction.

- When I'm speaking to you, turn around and look at me.
- I recognised him even from behind. He didn't need to turn around so I could see his face.

'to turn someone away' means to refuse them entry to a place.

- We only have fifty places so we have to turn people away every day.
- The restaurant has a strict dress code. It turns away anyone in shorts and T-shirt.

'to turn away' also means to refuse to help someone.

- Nobody is turned away. We help everyone who comes to us.
- He's my nephew, I can't turn him away without giving him some money.

'to turn back' means to fold a part of something so that it covers another part.

- She marked her place in the book by turning back the page.
- When we arrived in the room, the maid had turned back the bedcovers.

# LESSONS

'to turn back' also means to return to the place you came from.

- The road was impassable after the snow so we had to turn back.
- I forgot to pick up the street map and guide book so we had to turn back and go get them.

'to turn back' also means to change your plans.

- There was no turning back once she had said she was going to do it.
- We have invested a lot of time and money in this project, there's no turning back now.

'to turn down' means to refuse something.

- He was offered a job there but he turned it down as it was too far from home.
- I turned down an invitation to dinner to come and spend the evening with you.

'to turn down' also means to reduce the amount of heat or sound produced.

- Turn the TV down. It is far too loud.
- It's rather hot in here. Shall I turn the heating down now?

'to turn in' means to give something to someone in authority to deal with it.

- To get a new driver's licence, I had to turn in my old one.
- There was an amnesty and you could turn in guns and knives without any consequence.

'to throw away' means to get rid of something because you don't need or want it any more.

- I'm going to throw away these old shoes. I can't wear them any more.
- Throw away those old magazines. Everybody has read them.

'to throw in' means to add something extra when you are selling something.

- When I bought my car, they threw in free insurance.
- When you buy fruit and vegetables on the market, they often throw in a few extra.

'to throw in' a remark in a conversation means to suddenly say something without thinking about it.

- In the middle of dinner, he just threw in that he was leaving his job to travel the world.
- She just threw in some comment about how terrible a manager Nick was.

'to throw yourself into' means to do something with a lot of enthusiasm and energy.

- The children threw themselves into the project and got it finished very quickly.
- He loves his new job and has thrown himself into it with great enthusiasm.

# LESSONS

'to throw off' means to free yourself from something.

- I've had this cold for ages now. I just can't throw it off.
- He has never been able to throw off that young boy image.

'to throw on' means put on a piece of clothing quickly without much thought.

- I was in a hurry so I just threw on an old dress and coat.
- I'll just throw on my coat and be with you in a moment.

'to throw out' means to reject a proposal or idea.

- The court didn't have enough evidence so they threw the case out.
- After all the demonstrations and protests, parliament threw out the bill.

'to throw someone out of' means to force someone to leave a place.

- His bad behaviour was the reason he was thrown out of school.
- They were thrown out of the club because they had had too much to drink.

'to throw together' means to quickly make something without a lot of preparation.

- It was a very simple dinner. I just threw together a salad with things from the fridge.
- She's very good at sewing. She just throws together a dress in an evening.

'to throw up' means to generate or produce new problems or ideas.

- It was a very good meeting. It threw up loads of new ideas.
- Our discussion has thrown up some very serious concerns about safety.

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