

9 Essential Phrasal Verbs for Work



About the Worksheet

This worksheet will help you boost your professional vocabulary with phrasal verbs you can use at work. In it, you'll learn nine different phrasal verbs, and you'll have plenty of practice exercises to help you use and retain them. This worksheet covers the phrasal verbs *reach out*, *fit in*, *get into*, *follow through*, *run into*, *keep up with*, *point out*, *look after*, and *take on*.



1. Reach out

We reach out to someone when we try to communicate with them in some way. When you reach out to someone in the context of work or job-seeking, you try to contact them by phone, email, or some other form. But reaching out doesn't mean you'll always get an answer on the other end.

EXAMPLES

She saw our job posting, so she thought she would **reach out** to us.

They finally **reached out** after a few months.

COMMON STRUCTURES

Reach out + to → Don't hesitate to **reach out to** us at any time.

Reach out + by → The hiring manager **reached out** to me **by** email.

2. Fit in

When you fit in somewhere, you belong there, and you feel that it works well with your personality. When you fit in at work, that means you get along with your coworkers and managers, and you probably enjoy the company culture.

EXAMPLES

I think that I could see myself **fitting in** here.

She's looking for a place where she **can fit in**.

COMMON STRUCTURES

Fit in + with → She didn't really **fit in with** her coworkers in her previous job.



3. *Get into*

Your interviewer might ask, “How did you get into this kind of work?” To get into means to start to become interested in something. You can use the phrasal verb ‘get into’ to describe your introduction to your current profession.

EXAMPLES

I **got into** writing when I was a kid, and I just never stopped loving it.

My dad actually **got me into** teaching; he made teaching look fun.

4. *Follow through*

When you follow through with something, you start it and you finish it in a satisfactory way. The ability to follow through with something is a highly attractive quality in any employee or job candidate.

EXAMPLES

It’s time for us to **follow through** on our plans to open a new branch in Hong Kong.

We’ve been talking about this project for awhile, and it’s time to **follow it through**.

COMMON STRUCTURES

Follow through + with → I always **follow through with** long-term goals.

Follow through + on → We need to **follow through on** those ideas.

5. *Run into*

You’ve probably heard the phrasal verb ‘run into’ before; it means that you meet someone you know unexpectedly. But we can also say that we run into trouble when we encounter



problems or difficulties unexpectedly. If you run into an issue, you had no way to predict it or plan for it before.

EXAMPLES

They **ran into** an issue with their funding, so now they're behind schedule.

If you **run into** any trouble, just give me a call.

6. *Keep up with*

We can say that we keep up with something when we want to stay updated and informed about it. If you work in IT, media, marketing, or any industry that's constantly evolving, you know about keeping up with the newest trends and developments.

EXAMPLES

A big part of my job is **keeping up with** the latest research in medical technology.

We need someone who can **keep up with** the recent trends.

7. *Point out*

To point something out is to make someone aware of something. When you point something out, you notice something, and you call attention to it. In a work meeting, for example, you might point out that it's almost tax season, and it's time to start planning. Someone might respond, "Thanks for pointing that out."

EXAMPLES

She **pointed out** that we haven't had a performance review in a few months.

I hate to **point this out**, but we're almost out of money for this project.



COMMON STRUCTURES

Point out + to → He **pointed out to** us that we need to make that change.

Point out + that → My coworker **pointed out that** I probably need a vacation.

8. *Look after*

Looking after someone in a professional setting means taking care of them and addressing their needs and wants, often for the long-term. Job-seekers who work in sales, customer service, or any other client-facing profession should know how to look after their customers.

EXAMPLES

The way she **looks after** her customers shows that she really cares.

They didn't just connect with their instagram followers; they **looked after** their needs.

9. *Take on*

In the context of work, when you take on something, you agree to do it or be responsible for. You can take on a project, task, or even a new role in a company. A company can also take on a new employee. And sometimes, we can take on more work than we can handle.

EXAMPLES

I'm ready to **take on** more responsibilities at work.

They just don't have the time to **take on** another project at the moment.



Vocabulary

1. WORDS IN CONTEXT

Match the words or phrases in bold to their synonyms or meanings.

became interested in bring it to a finish belongs taking care of contact

1. I have a passion for **looking after** my clients and building relationships with them.
2. He **got into** marketing after he quit his job as a science teacher.
3. We started this project six months ago, and it's time to **follow through**.
4. She really **fits in** with her new team.
5. You can **reach out to** us by email or on social media.

2. FILL IN THE BLANKS

Complete the sentences with the correct words.

You might have to change verb forms (talk – talking or talked).

look after follow through get into reach out fit in

1. She _____ to us last month, so we need to call her back.
2. If you _____ your customers' needs, they will always be loyal.
3. I don't think we'll be able to _____ with all of our goals this year.
4. My old coworkers didn't make it easy for me to _____ with them.
5. It took him a long time to _____ the field of economic research.



3. DEFINITIONS

Match the words or phrases to their definitions.

take on point out run into keep up with

1. _____: make something your responsibility or part of your job
2. _____: stay updated and informed about something
3. _____: encounter an issue or a problem unexpectedly
4. _____: indicate; make someone aware of something

4. WHAT'S ANOTHER WAY TO SAY...?

Rewrite the sentences with one of the words above.

You might have to make some changes to the sentences, or add/change a preposition.

1. If you **encounter** any issues with the presentation, just let me know.

2. He **indicated** that there were some errors in our last article.

3. Should you really be **accepting** more work right now?

4. I read the latest industry research to **stay informed about** any recent changes.



5. CLOZE

Read the text and complete the sentences with the correct words.

reach fit get follow look
take point run keep

Do you need some advice about how to be happier at work? Here are seven tips that can help you:

1. Don't be afraid to _____ on more responsibilities if you're ready. And don't be afraid to ask for help, either. Sometimes you need other people to help you get things done and _____ through on your projects.
2. Ask yourself what made you _____ into your current field of work? How can you bring your passion for your field to your current projects?
3. If you feel like you don't _____ in with your coworkers, _____ out to them and ask them if you can meet up for coffee or lunch outside of work in order to make connections.
4. Anytime you _____ into issues or problems, just tell yourself: Solving problems can make you better. And failure can help you grow.
5. If you're stressed about having to _____ up with the latest research and trends, just set aside an hour for yourself every week to read an industry magazine or research paper.
6. Don't be afraid to _____ out any issues you see at work. Staying quiet about any problems you notice will only make you miserable.
7. _____ after your customers and clients, but take care of yourself, too, because your happiness matters.



Speaking Practice

DISCUSSION

Discuss the following questions.

Try to give as much detail as you can. Elaborate with examples or stories whenever possible.

1. What is your preferred way to **reach out** to someone? What is your least favorite way for someone to **reach out** to you? Do you think it's more important to be informal and friendly when you communicate with someone at work, or are you more comfortable with a formal, professional style?
2. It's important to **keep up with** new trends in areas like tech and finance. But do you think everyone should have to stay on top of changes in their industry? What is your area of work and how do you **keep up**?
3. Do you think it's the responsibility of companies to help their employees **fit in**? What do you think managers and leaders can do to help their employees feel like they belong?
4. What does your idea of meaningful work look like? Would you be willing to make less money if you could **take on** more meaningful projects?
5. How did you **get into** your current field of work? What other profession would you pursue if you had the chance?
6. More and more companies are offering the option of remote work to their employees a few days of the work week. Do you prefer remote work, working in an office, or a mixture of both? Are you better at **following through** with your tasks at home or at the office? What strategies do you use to help you finish projects?
7. Do you think it's important for companies to take a personal interest in their clients and customers? Do you think it's possible for companies to **look after** their customers without asking for feedback? What feedback have you given as a customer or client?



8. Do you appreciate it when your coworkers or managers **point out** your mistakes or make you aware of things you could have done better? What approach do you take when you have to offer criticism to a coworker or even your boss?
9. Do you think it's important for any professional to face issues and problems at work so they can learn from them? What are some of the biggest issues you have **run into** at work, and how did you overcome them?



Writing Practice

PRODUCTION

Choose one of the practice options below.

1. Who is someone you would consider to be successful? What are three things they do right? Write three sentences with the new phrasal verbs you learned in this worksheet.
2. Do you think it's possible to be happy at work? What advice would you give someone who was unhappy at work? Write at least one paragraph with some of your best work advice.

USE A VARIETY OF SENTENCE STYLES

Avoid using simple sentences. Instead, try to use a variety of sentence styles and lengths:

Type	Definition	Example
Simple	Consists of only one clause.	<i>"She likes traveling."</i>
Compound	Combines two independent clauses with: <i>and, but, yet, so, etc.</i>	<i>"She likes traveling, and she loves exploring new places."</i>
Complex	Combines one main clause and one dependent clause with: <i>if, even though, because, unless etc.</i>	<i>"Even though she likes traveling, she doesn't travel often."</i>

USE TRANSITION WORDS AND CONJUNCTIONS

Elaborate with examples or stories whenever possible. You can use the following transition words, phrases and conjunctions to connect your ideas:

For example,

For instance,

Let me explain.

Even though/if

I remember when ...

This reminds me of ...

Since ...

Unless ...

Until ...

If ..., then ...

Not only ..., but also ...

Besides ...



Answer Key

1. WORDS IN CONTEXT

1. taking care of 2. became interested in 3. bring to a finish 4. belongs 5. contact

2. FILL IN THE BLANKS

1. She **reached out** to us last month, so we need to call her back.
2. If you **look after** your customers' needs, they will always be loyal.
3. I don't think we'll be able to **follow through** with all of our goals this year.
4. My old coworkers didn't make it easy for me to **fit in** with them.
5. It took him a long time to **get into** the field of economic research.

3. DEFINITIONS

1. **take on**: to make something your responsibility or part of your job
2. **keep up with**: stay updated and informed about something
3. **run into**: to face or come up against, especially an issue
4. **point out**: to make someone aware of something

4. WHAT'S ANOTHER WAY TO SAY...?

1. If you **run into** any issues with the presentation, just let me know.
2. He **pointed out to me** that there were some errors in our last article.
3. Should you really be **taking on** more work right now?
4. I read the latest industry research to **keep up with** any recent changes.

5. CLOZE

Do you need some advice about how to be happier at work? Here are seven tips that can help you:

1. Don't be afraid to **take** on more responsibilities if you're ready. And don't be afraid to ask for help, either. Sometimes you need other people to help you get things done and **follow** through on your projects.
2. Ask yourself what made you **get** into your current field of work? How can you bring your passion for your field to your current projects?
3. If you feel like you don't **fit** in with your coworkers, **reach** out to them and ask them if you can meet up for coffee or lunch outside of work in order to make connections.
4. Anytime you **run** into issues or problems, just tell yourself: Solving problems can make you better. And failure can help you grow.
5. If you're stressed about having to **keep** up with the latest research and trends, just set aside an hour for yourself every week to read an industry magazine or research paper.
6. Don't be afraid to **point** out any issues you see at work. Staying quiet about any problems you notice will only make you miserable.
7. **Look** after your customers and clients, but take care of yourself, too, because your happiness matters.