



UNIT 5

PLANNING AHEAD

In This Unit You Will:

Study phrasal verbs and practise using common examples.

Learn about the different categories of phrasal verbs and their impact on word order.

Explore and practise using the Future Continuous and Future Perfect tenses.

Compare and contrast the usage of the Future Perfect Simple and the Future Perfect Continuous.



LESSON 21

Phrasal Verbs For Business

Vocabulary

Role Play (British Accent):

Matt: Hey Sara, have you heard about the latest plans for our software company?

Sara: Hi Matt! No, I haven't. What's going on?

Matt: Well, we're really making strides. We're planning to carry out a major expansion. We want to set up new branches in different cities to reach a wider customer base.

Sara: That sounds exciting! How are we going to draw up the strategy for this expansion?

Matt: Good question. We'll need to look into market trends and work out a detailed plan. We also need to back up our decisions with solid data.

Sara: That makes sense. Are we going to take on new employees for these branches? We will need a lot of new staff to fill all of these new roles that we are creating by opening new offices.

Matt: Absolutely, we're planning to take on more staff to support the increased workload. But we also need to ensure we don't overspend, so we'll have to cut back on unnecessary expenses.

Sara: I see. What about the current office space? Will we move into larger premises? This office is getting a bit small now that we have so much work.

Matt: Yes, that's part of the plan. We'll move into a bigger office to accommodate our growing team. But before that, we need to check out potential locations and negotiate with property owners.

Sara: It sounds like a lot of work, but I'm sure we can carry out the tasks successfully. How do you think this expansion will bring about positive change?

Matt: Well, by reaching more customers, we can bring about increased revenue. And with that extra income, we can reinvest in research and development to continually improve our products.

Sara: That's a smart approach. Will you be presenting this plan to the team?

Matt: Yes, I will. I've already drawn up a presentation to present to the senior management. I hope they see the potential and support our ideas.

Sara: I'm excited about the future of our company, Matt. Your leadership will surely help us get ahead in the industry.

Matt: Thank you, Sara. With hard work and dedication, we can definitely succeed in our expansion goals. Let's team up and make it happen!





LESSON 21

Phrasal Verbs For Business

Vocabulary

Role Play (British Accent):

Sara: Absolutely, Matt! Let's work together to make our software company even more successful.

Questions:

1. What are the latest plans for the software company, according to Matt?
2. What is the purpose of the company's major expansion plans?
3. How does Matt plan to develop the strategy for the expansion?
4. What measures is the company taking in terms of staffing for the new branches?
5. What does Matt hope to achieve by reaching more customers through the expansion?

New Item:

Carry out	To complete or perform a task or project.
Draw up	To create or prepare a plan, report, etc.
Set up	To establish or create something.
Take on	To hire or employ someone.
Turn down	To reject or decline an offer or request.
Bring about	To cause or initiate a change or result.
Back up	To support or provide assistance.
Run into	To encounter a problem or difficulty.
Work out	To solve a problem or find a solution.



LESSON 21

Phrasal Verbs For Business

Vocabulary

New Item:

Look into	To investigate or examine closely.
Check out	To review or inspect something.
Step down	To resign or give up a position.
Call off	To cancel or terminate an event or activity.
Lay off	To dismiss or let go of employees.
Team up	To collaborate or work together.
Cut back	To reduce or decrease something.
Take over	To assume control or responsibility.
Get ahead	To make progress or succeed.
Break down	To analyse or explain in detail.
Hand in	To submit or give something, especially a document.

Exercise:

Complete the sentences with the appropriate phrasal verb:

Back up **Make sure** **Take on** **Ran into** **Carry out** **Bring about**
Work out **Set up** **Turn down** **Draw up**

1. The team will _____ a comprehensive market analysis before launching the new product.
2. The company needs to _____ a detailed budget for the upcoming fiscal year.



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Phrasal Verbs For Business

Vocabulary

Exercise:

Back up **Make sure** **Take on** **Ran into** **Carry out** **Bring about**
Work out **Set up** **Turn down** **Draw up**

3. Our CEO decided to _____ a new division to focus on international expansion.
4. We're planning to _____ two new interns to assist with the project.
5. Unfortunately, we had to _____ the proposal due to budget constraints.
6. The new management strategy will _____ positive changes in employee morale.
7. Always remember to _____ your important files to avoid data loss.
8. During the project, we _____ unexpected technical challenges.
9. Let's _____ the final details of the contract before presenting it to the client.
10. Please _____ to hand in your expense reports by the end of the week.

Questions:

1. Do you always back up important data? How?
2. Is your company currently taking on staff?
3. How could your company cut back on costs to be more efficient?
4. When was your company set up?
5. What type of activities do you carry out at work?