

REVIEW

Human Resources

These phrasal verbs can all be used when you are talking about **Human Resources**:

bring in	burn out	contract out	deal with	fill in for
hand over	lay off	put in	report to	run by
step down	take on	turn over		

Exercise 1 – Be the consultant

Find a solution for these business problems.
Choose a phrase from the list on the right.

a What would you suggest for a company that...

- 1 is experiencing an increase in demand for its products.
- 2 needs to improve its computer systems.
- 3 has an empty order book.
- 4 is behind with its orders.

The company should...

- a lay staff off
- b bring in temporary staff
- c take on more staff
- d bring in some outside IT experts

b Now give some personal advice to your colleague who...

- | | |
|---|---------------------------------------|
| 1 feels she is not paid enough. | a Step down from the committee. |
| 2 says he no longer has time to go to extra meetings. | b Run it by your manager. |
| 3 can't attend an important meeting. | c Put in a request for a pay rise. |
| 4 has an idea for a new sales campaign. | d Ask your deputy to fill in for you. |

Exercise 2 – Synonyms

Replace the phrasal verb in each sentence with one of the expressions in the box.
Remember to change the form of the verb if necessary.

hand over make redundant outsource recruit stand in for stand down

- 1 Wingworks Ltd are **taking on** more staff for the summer period. _____
- 2 Who will be **filling in for** Mrs Taylor while she's away? _____
- 3 The founder of the firm, Dan T. Gabriel, decided to **step down** and **turn** the running of the company **over** to his son, Archie. _____
- 4 We don't do our own printing.
We **contract it out** to a firm in Asia. _____
- 5 When the recession hit, the factory **laid off** 100 workers. _____

Exercise 3 – Test yourself

Match the beginnings and endings to make sentences.

- | | |
|---|---|
| 1 He felt he was burned out | a and I'll have to run the idea by her. |
| 2 They're bringing in a new sales manager | b so he decided to step down as CEO. |
| 3 I report to Ann Jefferson | c I'll deal with it tomorrow. |
| 4 If you put in your expenses claim today | d to take over from Alan Stewart. |