



**LIVE COACHING CLASSES  
ORGANISED BY BOS, ICAI**

**FOUNDATION LEVEL  
PAPER 2B: BUSINESS CORRESPONDING &  
REPORTING**

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# CHAPTER 3

## Vocabulary (Part 3)



# Phrasal verbs

- A *phrasal verb* is a type of compound verb made up of a verb (usually one of action or movement) and a prepositional adverb—also known as an adverbial particle.
- Phrasal verbs are sometimes called *two-part verbs* (e.g., *take off* and *leave out*) or *three-part verbs* (e.g., *look up to* and *look down on*).
- As linguist Angela Downing points out, phrasal verbs are "one of the most distinctive features of present-day informal English, both in their abundance and in their productivity".
- Phrasal verbs often appear in idioms.



<b>abide by</b>	To respect or obey a decision, a law or a rule	If you want to keep your job here, you must <b>abide by</b> our rules
<b>account for</b>	To explain, give a reason	I hope you can <b>account for</b> the time you were out!
<b>add up</b>	To make sense, seem reasonable	The facts in the case just don't <b>add up</b> .
<b>advise against</b>	To recommend not doing something	I <b>advise against</b> walking alone in this neighborhood.
<b>agree with</b>	To have the same opinion as someone else.	I <b>agree with</b> you. I think you should go as well.
<b>allow for</b>	To take into consideration	We need to <b>allow for</b> unexpected charges along the way.
<b>appeal to</b>	1.To plead or make a request 2.To be attractive or interesting	1.He <b>appealed to</b> the court to change its decision. 2.A vacation of sunbathing doesn't <b>appeal to</b> me.
<b>apply for</b>	To make a formal request for something (job, permit, loan etc.)	He <b>applied for</b> a scholarship for next semester.

<b>drop in</b>	To visit, usually on the way somewhere	Why don't you <b>drop in</b> to see us on your way home?
<b>drop off</b>	1.To deliver someone or something 2.To fall asleep	1.I'll <b>drop off</b> the papers later today. 2.I often <b>drop off</b> in front of the TV.
<b>drop out</b>	To leave school without finishing	Zack <b>dropped out</b> of college and joined the army.
<b>ease off</b>	To reduce, become less severe or slow down (pain, traffic, work)	Traffic usually <b>eases off</b> about 7pm
<b>end in</b>	To finish in a certain way; result in	Her marriage <b>ended in</b> divorce.
<b>end up</b>	To finally reach a state, place or action	If you don't improve your work habits, you'll <b>end up</b> being fired.
<b>fall through</b>	To fail; doesn't happen	His plans to trek through South America <b>fell through</b> when he got sick.



# Let's learn!

1. His father always taught him not to \_\_\_\_\_ those people with less. (look up to / look down on)
2. Stop complaining and \_\_\_\_\_ your work! (get on with / get over)
3. The boss wants you to \_\_\_\_\_ your figures for this month to him. (hand out / hand in)
4. We're going to have to \_\_\_\_\_ our trip to Spain until September. (put up/ put off)
5. I \_\_\_\_\_ Amir today at the supermarket. It was great to see him. (ran out of / ran into)
6. I'm so tired of Sophie \_\_\_\_\_ her engagement ring all the time. (showing off, showing up)
7. The police would not \_\_\_\_\_ to the kidnapper's demands. (give up/ give in)



1. I thought I would \_\_\_\_\_ for a cup of coffee. Is that okay? (drop off/ drop in)
2. Have you ever \_\_\_\_\_ such an unusual piece of art? (come forward/come across)
3. It's important to \_\_\_\_\_ on time. (show up / show off)
4. \_\_\_\_\_ your feet when walking; you don't want to trip! (uplift / lift up)
5. The tree was \_\_\_\_\_ by the wind. (blown up / blown over)
6. He \_\_\_\_\_ his hat to show me his new haircut. (took off / took up)
7. I just can't seem to \_\_\_\_\_ this book. (get off / get into )



# Collocations

- Collocation refers to a group of two or more words that usually go together.
- Co - meaning together - location - meaning place. Collocations are words that are located together.
- **Why learn collocations?**
  - Your language will be more natural and more easily understood.
  - You will have alternative and richer ways of expressing yourself.
  - It is easier for our brains to remember and use language in chunks or blocks rather than as single words.





# How to learn collocations

- Be **aware** of collocations, and try to **recognize** them when you see or hear them.
- Treat collocations as **single blocks** of language. Think of them as individual blocks or chunks, and learn *strongly support*, not strongly + support.
- When you learn a new word, write down other words that collocate with it (*remember rightly, remember distinctly, remember vaguely, remember vividly*).
- Read as much as possible.
- Revise what you learn regularly.
- Learn collocations in groups that work for you. You could learn them by **topic** (time, number, weather, money, family) or by a particular **word** (*take action, take a chance, take an exam*).
- You can find information on collocations in any good learner's dictionary. And you can also find specialized dictionaries of collocations.



# Types of collocation

- **adverb + adjective:** completely satisfied (NOT ~~downright~~ satisfied)
- **adjective + noun:** excruciating pain (NOT excruciating joy)
- **noun + noun:** a surge of anger (NOT a ~~rush~~ of anger)
- **noun + verb:** lions roar (NOT lions ~~shout~~)
- **verb + noun:** commit suicide (NOT ~~undertake~~ suicide)
- **verb + expression with preposition:** burst into tears (NOT ~~blow-up~~ ~~in~~ tears)
- **verb + adverb:** wave frantically (NOT wave ~~feverishly~~)



# Some examples

## ■ 1. adverb + adjective

- Invading that country was an **utterly stupid** thing to do.
- We entered a **richly decorated** room.
- Are you **fully aware** of the implications of your action?

## ■ 2. adjective + noun

- The doctor ordered him to take **regular exercise**.
- The Titanic sank on its **maiden voyage**.
- He was writhing on the ground in **excruciating pain**.

## ■ 3. noun + noun

- Let's give Mr Jones a **round of applause**.
- The **ceasefire agreement** came into effect at 11am.
- I'd like to buy two **bars of soap** please.



### ■ **noun + verb**

- The **lion** started **to roar** when it heard the **dog barking**.
- **Snow was falling** as our **plane took off**.
- The **bomb went off** when he started the car engine.

### ■ **5. verb + noun**

- The prisoner was hanged for **committing murder**.
- I always try to **do my homework** in the morning, after **making my bed**.
- He has been asked to **give a presentation** about his work.

### ■ **verb + expression with preposition**

- We had to return home because we **had run out of money**.
- At first her eyes **filled with horror**, and then she **burst into tears**.
- Their behaviour was enough to **drive anybody to crime**.



■ **verb + adverb**

- She **placed** her keys **gently** on the table and sat down.
- Mary **whispered softly** in John's ear.
- I **vaguely remember** that it was growing dark when we left.



# Fill in MAKE , DO , GET or TAKE to form collocations .

1. .... lost
2. .... a shower
3. .... a fortune
4. .... ready
5. .... a picture of someone
6. .... a suggestion
7. .... started
8. .... friends
9. .... harm
10. .... a break



# Idioms

- An expression that takes on a figurative meaning which is different from literal meaning of words
- Add flavor and style
- Not only shows the person's knowledge about language but also puts forward the thought more convincingly.
- Important aspect to know the idioms, their meaning and their usage.



# Let's practice!

1. He has the *gift of the gab*.

He is gifted

He is a chatterbox

He is a good conversationalist

2. Parental property has become *a bone of contention* between the siblings.

unifying factor

cause of quarrel

cause of rivalry

3. *Once in a blue moon*, we meet each other.

Frequently

Sometimes

Very seldom indeed





4. He has been jobless for several months, and it is his wife who *keeps the pot boiling*.

Keeps the fire burning

Avoids starvation

Keeps firing

Gets angry

5. In the end he had to *eat the humble pie*.

apologize humbly

defend himself vigorously

adopt an aggressive attitude

6. His arrogant behavior with others has left him **high and dry**.

To be penniless

To be very sick.

To be very famous

Isolated.



7. All the residents of the colony **painted the town red** on the eve of festival.

- A. To white wash buildings
- B. To renovate buildings
- C. To celebrate noisily in public places.
- D. To create nuisances.

8. The chairman **pulled a long face** when the house did not accept the suggestions put forth by him.

- A. To look disappointed
- B. To get annoyed
- C. To be agitated
- D. To make a quarrel.



5. The **fair and square** policy of the chairman of the committee has made him very popular among the residents of the town.
- A. Clever and Deceitful
  - B. Honest
  - C. Ambiguous
  - D. Relevant and practical.
1. A fair weather friend always tries **to fish in troubled waters** of his friends and benefactors.
- A. To borrow money
  - B. To steal belongings of
  - C. To get benefit in bad situation.
  - D. To extend a helping hand.