

الجمهورية الجزائرية الديمقراطية الشعبية  
People's Democratic Republic of Algeria  
وزارة التعليم العالي والبحث العلمي  
Ministry of Higher Education and Scientific Research  
جامعة الجلفة  
University of Djelfa  
كلية العلوم الاقتصادية والتجارية وعلوم التسيير  
Faculty of Economic, Commercial and Management  
Sciences

## ملخصات دروس على الخط في مقياس الإنجليزية Summaries of online lessons in English scale



موجهة لطلبة الماستر علوم اقتصادية  
Intended for master's students in economic sciences

من إعداد  
الدكتور / بريني دحمان  
Prepared by  
Dr. Berini Dahmane

الموسم الجامعي 2022-2023  
Academic season 2022-2023

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# ملخصات دروس على الخط في مقياس الإنجليزية Online lesson summaries in English scale

موجهة لطلبة السنة الثالثة ليسانس علوم اقتصادية

Addressed to third-year students of a bachelor's degree

in economic sciences

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# Phrasal verbs

## Introduction

Phrasal verbs are combinations of ordinary verbs like put, take, come, and go and particles like in, out, on, and off. They are a very important part of everyday English. Every student of English needs a basic understanding of the most common phrasal verbs and also of common nouns and adjectives made from phrasal verbs.

Most phrasal verbs are not informal, slang, or improper for educated speech or formal writing. Exactly the opposite is true — most phrasal verbs are acceptable at all levels of spoken or written English. In fact, for many of the phrasal verbs in this textbook, there is no alternative to the phrasal verb — there is no other way to say it.

However, a few phrasal verbs in this textbook are identified as informal, and it is better not to use them in serious, formal speech or writing. But these informal phrasal verbs are important because they are very common in everyday informal speech and writing.

Some phrasal verbs are very easy to understand. For example, it is not difficult to understand sit down or come in because their meanings are obvious. But many phrasal verbs are very idiomatic. Idiomatic means that there is no way to know what the verb and particle mean together by knowing what the verb and particle mean

separately. For example, every beginning-level student learns what the words call, run, off, and out mean, but that does not help the student to know that call off means cancel or that run out means use all of something.

Each section of this textbook starts with a FOCUS, an explanation of something important about phrasal verbs. Then eight phrasal verbs and an explanation of each important meaning of each one are presented along with one or more example sentences for each meaning. Following that are several exercises to help you understand and remember what the phrasal verbs mean and how to use them in a sentence. And like real conversation, questions asked with I or we are answered with you, and questions asked with you are answered with / or we.

And because there is a lot to learn in this textbook, there is a lot of review to help you learn it. Every phrasal verb is reviewed at least twice later in the book. The more idiomatic phrasal verbs are reviewed more often, and the more important meanings of phrasal verbs with several meanings are reviewed more often.

## 1. FOCUS ON: separable and nonseparable phrasal verbs

Phrasal verbs are either **separable** or **nonseparable**.

Unfortunately, there is no rule that will help you to look at a phrasal verb and always know whether it is separable or nonseparable.

### Separable phrasal verbs

Separable phrasal verbs can be separated by their object. When the object is a noun, it is usually entirely optional whether the object is placed between the verb and the particle or placed after the particle. Both sentences below are correct:

I **took** my shoes **off**.

I **took off** my shoes.

However, when a pronoun is used instead of a noun, the pronoun must be placed between the verb and the particle:

I **took** them **off**.

~~I **took off** them.~~

But in one type of sentence, separable phrasal verbs must be separated — when the phrasal verb has two objects:

She **put** a blanket **on**.

She **put on** a blanket.

She **put a blanket on the bed.**

~~She **put on** a blanket the bed.~~

### Nonseparable phrasal verbs

Nonseparable phrasal verbs cannot be separated by their object:

He **ran into**  
a tree.

~~He **ran a**  
tree **into.**~~

Throughout this book, phrasal verbs that can be separated have three dots (...) between the verb and the particle.

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### Infinitive

present tense  
past participle

-ing form

past tense

### **come from**

	<b>come from &amp; comes from</b>	<b>coming from</b>	<b>came</b>
<b>from</b>	<b>come from</b>		

**1. come from p.v.** When you **come from** a place, you were born there or lived there previously. When you **come from** a family or a social situation, your past experience helps to explain your present attitudes and behavior.

Mike **comes from** Alaska, so he's used to cold weather.

Jane had a difficult childhood. She **came from** a broken home.

**2. come from p.v.** When something **comes from** a source, that is where it originated.

The word "admiral" comes **from** an Arabic word.

The mechanic heard a strange sound **coming from** the engine.

## Infinitive

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present tense	-ing form	past tense	past participle
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### figure out

<b>figure out &amp; figures out</b>	<b>figuring out</b>	<b>figured out</b>	<b>figured out</b>
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#### 1. figure ... out p.v. [the object can be a noun or a noun clause]

When you **figure out** something, such as the answer to a question, the solution to a problem, or why a person is a certain way or acts a certain way, you think about and succeed in understanding it.

Joe's so hostile all the time. I can't **figure him out**.

I looked everywhere for my keys, but I couldn't **figure out** where I put them.

### give back

<b>give back &amp; gives back</b>	<b>giving back</b>	<b>gave back</b>	<b>given back</b>
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#### 1. give ... back (to) p.v. When you return something to someone, you **give it back**.

Can I use your pen? I'll **give it back** after the test.

Timmy, **give** that toy **back** to your sister right now!

### look for

<b>look for &amp; looks for</b>	<b>looking for</b>	<b>looked for</b>	<b>looked for</b>
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**1. look for p.v.** When you **look for** things or people, you try to find them.

/ **looked** for you at the party, but I didn't see you.

Excuse me, can you help me? I'm **looking for** 303 Main St.

## put on

**put on & puts  
on**

**putting on**

**put on**

**put  
on**

**1. put... on p.v.** When you place something on or apply something to your body, you **put it on**.

I **put on** my new dress before going to the party.  
Eric forgot to **put** suntan lotion **on**, and now he's as red as a lobster.

**2. put... on p.v.** When you place something on or apply something to another surface, you **put it on**.

I **put** the book **on** the table.

Jerry **put** too much fertilizer **on** his **lawn**, and now he has to cut it twice a week.

**3. put... on p.v.** When you attach or affix something to another thing, you **put it on**.

The Wilson's **put** a new roof **on** their house last year.

I told the tailor to **put** red buttons **on** the dress he's making for me.



**4. put... on p.v.** When you **put on** weight, you gain weight.

Did you see Mike? He's **put on** so much weight that I didn't recognize him.

I need to go on a diet. I've been **putting on** a lot of weight lately.

**5. put ...on p.v.** When you organize or perform something for other people's entertainment, such as a play or a concert, you **put it on**.

The club **put on** a show to raise money for the party.

That opera hasn't been **put on** in more than 200 years.

**6. put.. .on p.v. [informal]** When you **put** people on, you kid or tease them.

You won the lottery? You're **putting me on!**

Don't **put me on** — tell me the truth.

**put-on n.** Something done with the **intention** of fooling or **deceiving** people is a **put-on**.

He didn't really win the lottery. It was all a big **put-on** to impress his girlfriend.

Infinitive

	present tense	-ing form	past tense	past participle
<b>run into</b>	<b>run into &amp; runs into</b>	<b>running into</b>	<b>ran into</b>	<b>run into</b>

**1. run into p.v.** When you are driving and hit another vehicle or something near the road, such as a tree or a telephone pole, you **run into** it.

## show

show up &  
shows up

showing up

showed up

shown up

Ali was driving too fast, and he **ran into** a telephone pole.

I was **run into** by a drunk driver.

**2. run into p.v.** When you meet people **unexpectedly** or **unintentionally**, you **run into** them. **Bump into** is the same as **run into**.

We **ran into** Karen and her new boyfriend at the supermarket yesterday.

I owe Frank \$300, so I hope I don't **run into** him.

**3. run into p.v.** When you unexpectedly **encounter** difficulties or problems, you **run into** them.

I thought it would be easy to fix my car, but I've been **running into** problems.

Janice **ran into** one problem after another at work today.

**4. run into p.v.** When the total of something grows to a large amount or number, it **runs into** that amount or number.

If you fixed everything on that old car that needs fixing, it would **run into** thousands of dollars.

The number of starving people in the country **ran into** millions.

**1. show up p.v.** When you appear somewhere, you **show up**.

**Turn up** is similar to **show up**.

I was supposed to meet my sister for lunch, but she hasn't **shown up** yet.

Over a hundred people **showed up** for the news conference.

**2. show up p.v.** When something appears or becomes visible, it **shows up**.

It's hard to photograph polar bears because

they don't **show up** well against the snow.

The spots won't **show up** until the last

stages of the disease.

Infinitive

	present tense	-ing form	past tense	past participle
<b>take off</b>	<b>take off &amp; takes off</b>	<b>taking off</b>	<b>took off</b>	<b>taken off</b>

**1. take ...off p.v.** When you remove something from your body, you **take** it **off**.

/ was so tired when I got home that I **took** my clothes **off** and went straight to bed. **Take off** your shoes. You're getting mud on the carpet.

**2. take ...off p.v.** When you remove something from a surface, you **take** it **off**.

I **took** the book **off** the table. You need to **take** the old wax **off** the floor before you wax it again.

**3. take ...off p.v.** When you remove something from something it is attached or affixed to, you **take** it **off**.

Alfonso always **takes** the skin off chicken before he cooks it. After Jane **took** the flat tire off her bicycle, she put on the new one.

**4. take ... off p.v.** When you **take** time **off** from work or study, you do something different, in stead of working or studying.

I can't work tomorrow. I have to **take** the day off for some tests at the hospital. Our company always lets us **take** the week between Christmas and New Year's Day off.

**5. take off p.v.** When an airplane leaves the ground and flies up into the air, it **takes off**.

Our plane **took off** an hour late because of the snow.

Put on your seat belt; we're **taking off** now.

**takeoff n.** **Takeoff** is when an airplane leaves the ground and flies up into the air. The **takeoff was** delayed because of the snow.

**6. take off p.v.** When a business or other organized activity becomes very successful, it **takes off**.

The new restaurant's business is **taking off** because it got a good review in the newspaper.

If this business **takes off**, we could make a lot of money.

**7. take off p.v. [informal]** When you leave suddenly or quickly, you **take off**.

After he found out the FBI was looking for him, he **took off in** a hurry.

This party's boring — let's **take off**.

**8. take ... off p.v.** When you reduce the price of something that is for sale by a certain amount, you **take** that amount **off** the price.

The sign in the store window said, "Every Monday **take** 10 percent **off** all marked prices."

The car dealer **took** \$2,000 **off** the list price.

## 2. FOCUS ON: phrasal verbs and **do, does, and did**

Like ordinary verbs, phrasal verbs form negatives and questions with **do, does, and did**.

### Present tense questions

In the present tense, questions are formed with **do** (except when the subject is **he, she, it**, or the name of one person or thing):

Why **do** I always **fall for** losers?

Do you sometimes **doze off** in class?

Do we ever **give in** to pressure?

How do these bottle tops **come off**?

When the subject is **he, she, it**, or the name of one person or thing, **does** is used. Remember that the **-s** form of the verb is not used in questions:

Does this welding torch **throw** sparks **up** into the air?

### Present tense negatives

In the present tense, negatives are formed with **do not** or **don't** (except when the subject is **he, she, it**, or the name of one person or thing):

I used to **doze off** while driving, but I don't anymore.

I think he has the flu because you don't usually **throw up** when you have a cold.

We don't usually **fall for** crazy stories like that.

If his dogs do not stay off our lawn, I'm going to call the dogcatcher.

When the subject is **he, she, it**, or the name of one person or thing, **does not** or **doesn't** is used. Remember that the **-s** form of the verb is not used in negatives:

If Mark doesn't **pull through**, five children will be without a father.

### Past tense questions

In the past tense, questions are formed with **did**. Remember to use the infinitive form of the verb:

- I'm so embarrassed. Why did I **fall for** his lies?
- Did the patient **pull through**?
- How many times did he **throw up**?
- Did we **give in** to their demands?
- Did they **hear about** the explorer who was eaten by piranhas?

### Past tense negatives

In the past tense, negatives are formed with **did not** or **didn't**. Remember to use the infinitive form of the verb:

- I was really sick, but I didn't **throw up**.
- You didn't **fall for** that nonsense, I hope.
- He pulled and pulled, but the bowling ball did not **come off**.
- We didn't **hear about** the half-price sale until it was too late.
- I'm sorry. We tried everything, but she didn't **pull through**.

Infinitive	present tense	-ing form	past tense	past participle
<b>come off</b>	come off & comes off	coming off	came off	come off

**1. come off p.v.** When something **comes off**, it becomes detached from what it was attached or fastened to.

Be careful with this old book. The cover's **coming off**.

That paint won't **come off** your hands unless you use **turpentine**.

**2. come off p.v.** When an event **comes off**, it is successful.

The party **came off** well. Everyone had a lot of fun.

The attack didn't **come off** the way the general planned it.

**3. come off p.v.** When you say "**Come off** it" to people, you are saying that you think something they have said is untrue or foolish.

It's 2:00 A.M., you come home smelling like beer, and you say you were working late at the office? Oh, **come off** it!

**Infinitive**

	<b>present tense</b>	<b>-ing form</b>	<b>past tense</b>	<b>past</b>
<b>doze off</b>	<b>doze off &amp; dozes off</b>	<b>dozing off</b>	<b>dozed off</b>	<b>dozed off</b>

**1. doze off p.v.** When you fall into a light sleep, you **doze off**.

I went to a movie last night, but it was so boring

I **dozed off**.

If I have a drink at lunch, I'm sure to **doze off** at my desk.

**fall for**

<b>fall for &amp; falls for</b>	<b>falling for</b>	<b>fell for</b>
<b>fallen for</b>		

**1. fall for p.v.** When someone successfully **tricks** or **deceives** you, you **fall for** the trick or **deception** or you **fall for** it.

I feel like an idiot. The salesman promised me it was a real diamond, not glass, and I **fell for** it.

Your girlfriend told you that guy she was dancing with at the party was her brother? How could you **fall for** a story like that?

**2. fall for p.v.** When you suddenly feel a strong attraction to someone or something, you **fall for** that person or thing.

Jim met Sam's sister last week, and now he calls her every day. I guess he really **fell for** her in a big way.

When I saw this house, I **fell for** it immediately, and I made an offer the same day.

### give in

**give in &  
gives in**

**giving in**

**gave in**

**given in**

**1. give in (to) p.v.** When someone pressures or forces you to do something or allow something even though you do not want to, you **give in**.

My son drove me crazy asking me to buy him a new bicycle, and I finally **gave in**.

The strike **lasted** for eight months, but the company never **gave in** to the workers' **demands**.

### hear about

**hear about & hears  
about**

**hearing  
about**

**heard  
about**

**heard  
about**

**1. hear about p.v.** When you hear and learn information about someone or something, you **hear about** it.

Have you **heard about** the new Thai restaurant downtown?

I **heard about** the earthquake on CNN.



## pull through

**pull through & pulls through**

**pulling through**

**pulled through**

**pulled through**

**1. pull through p.v.** When you **recover** from a serious illness or **injury**, you **pull through**.

The doctor didn't think his chances were very good, but he **pulled through**.

Erik is very sick, but he's young and strong, so I'm sure he'll **pull through**.

Infinitive	present tense	-ing form	past tense	past participle
<b>stay off</b>	<b>stay off &amp; stays off</b>	<b>staying off</b>	<b>stayed off</b>	<b>stayed off</b>

**1. stay off p.v.** When you **stay off** something, you don't walk or sit on it.

You kids can play in the living room, but **stay off** the Persian rug.

What can I do to get my cat to **stay off** the kitchen counter?

## throw

**throw up & throws up**

**throwing up**

**threw up**

**thrown up**

**1. throw up p.v.** When people **throw up**, they **vomit**.

Alex was so sick that he **threw up** all over my shoes.

I feel like I'm going to **throw up**.

**1. throw... up p.v.** When something causes small particles of dirt, dust, or a liquid to rise into the air, it **throws them up**.

Be careful with that chain **saw** — It'll **throw sawdust up** in your eyes.

Don't stand too close to the fire; it's **throwing up** sparks.

### 3. FOCUS ON: three-word phrasal verbs

Phrasal verbs are not always composed of two words. Three-word phrasal verbs are composed of a verb and two particles: the first particle is normally an adverb, and the second a preposition. Like two-word phrasal verbs, three-word phrasal verbs are either separable or nonseparable:

I know it's been a long day, but do you **feel up to** playing tennis after dinner?

Jake always **went in for** fishing when he was a kid. It was nice to meet you, and I **look forward to** seeing you again.

I'm sorry I can't say yes about the motorcycle, but I have to **go along with** your mother's decision.

I've **put up with** these love handles long enough — next week I'm getting liposuction.

Mr. Baker tried to **screw** his ex-wife **out of** her share of the lottery prize.

You **talk down to** me like I'm some kind of idiot. Karen's nervous about the job interview.

She just wants to **get it over with** so she can stop worrying about it.

Infinitive	present tense	-ing form	past tense	past participle
	<b>feel up to</b>	feel up to & feels up to	feeling up to	felt up to

**1. feel up to p.v.** When you **feel up to** doing something, you have the **confidence** or energy to do it.

I'm sorry to cancel, but I just don't **feel up to** going dancing tonight.

The top of the mountain is only 1,000 feet away — do you **feel up to** it?

### get over with

get over with & gets over with

getting over with

got over with

gotten over with

**1. get... over with p.v. [always separated]** When you want to **get** something **over with**, it is because it is something unpleasant that you want to finish so that you can stop worrying about it or **dreading** it.

Let's fix both **cavities** today, doctor; I just want to **get it over with**.

I think it's better to **get** the exam **over with** first period than to be nervous about it all day long.

## go along with

**go along with & goes along with**

**going along with**

**went along with**

**gone along**

**1. go along with p.v.** When you agree with people or agree with what they are saying, you **go along with** them.

I understand your **concern**, Linda, but I have to **go along with** Maria on this matter.

What's my opinion? I **go along with** Omar.

**2. go along with p.v.** When you **obey** a rule or follow a decision, you **go along with** it.

Mrs. Taylor wasn't happy about the committee's decision, but she **went along with** it anyway.

I don't care what the boss says — I'm not **going along with** any changes that will mean longer hours for less money.

### Infinitive

**present tense**

**-ing form**

**past tense**

**past participle**

## go in for

**go in for & goes in for**

**going in for**

**went in for**

**gone in for**

**1. go in for p.v.** When you **go in for** a certain activity, you like it and do it regularly.

Bryan really **goes in for** any kind of outdoor activity.

When I was a kid I **went in for** football, but I don't watch it much anymore.

## look forward to

look forward to &  
looks forward to

looking  
forward to

looked  
forward to

looked  
forward  
to

### 1. look forward to p.v. When you **look forward to** something or **look forward to**

doing something, you are excited about something in the future because you enjoy it or because it will benefit you in some way.

It's been four years since my brother went overseas. I'm **looking forward to** seeing him again.

I **look forward to** an opportunity to meet with you in person.

## put up with

put up with & puts up  
with

putting up  
with

put up  
with

put up  
with

### 1. put up with p.v. When you **put up with** something you do not like or are not happy about, you accept it and do not try to change it.

Her neighbors have loud parties every night, but she doesn't complain. She just **puts up with** it.

My husband said, "I've **put up with** your brother long enough!"

## screw out of

screw out of & screws out of  
screwing out of

screwed  
out of

screwe  
d out of

**1. screw... out of p.v. [informal]** When you get money or something valuable from people in a dishonest way, you **screw** them **out of** it.

That con man **screwed** me **out of** my life savings.

Their sleazy son-in-law **screwed** them **out of** thousands of dollars.

### talk down to

**talk down to & talks  
down to**

**talking down  
to**

**talked  
down to**

**talked  
down to**

**1. talk down to p.v.** When you **talk down to** people, you use a tone of voice or an attitude that shows you think they are less intelligent, less educated, or from a lower level of society than you.

I **was** furious about the way he **talked down to** me!

Bob hates Jane because of the way she **talks down to** him.

**EXERCISE 1 a — Complete the sentences with phrasal verbs from this section. Be sure the phrasal verbs are in the correct tense.**

**Example:** Sergeant Jones is very strict with his children. He COMES FROM a military family.

1. After the police arrived, we \_\_\_\_\_ quickly.
2. Sales of air conditioners really \_\_\_\_\_ when the temperature got over 100 degrees last summer.
3. Megan \_\_\_\_\_ a lot of weight \_\_\_\_\_ when she was pregnant.
4. I'm going to install a new program tonight, and I hope I don't \_\_\_\_\_ any problems.
5. The invisible ink \_\_\_\_\_ only under ultraviolet light.
6. I was expecting 100 people at the party, but only around 50 \_\_\_\_\_.
7. Jane was lucky; she \_\_\_\_\_ a good family.
8. Be sure you \_\_\_\_\_ a coat of **primer** \_\_\_\_\_ before you paint the **fender**.
9. My cousin is so weird that even his mother can't \_\_\_\_\_ him \_\_\_\_\_.
10. I don't feel well; I think I'll \_\_\_\_\_ tomorrow \_\_\_\_\_ and stay home.
11. We were scared to death when we heard voices \_\_\_\_\_ the attic.
12. My son always forgets to \_\_\_\_\_ his coat before he goes outside.
13. I was surprised when our plane \_\_\_\_\_ on time.
14. We \_\_\_\_\_ our dog all night, but we couldn't find him.
15. Paul finally \_\_\_\_\_ my CDs after I asked him for them about a million times.
16. I'm not going to the party because I don't want to \_\_\_\_\_ Janice.

17. The real estate agent said that our asking price was too high and

that we should \_\_\_\_\_ at least \$10,000 \_\_\_\_\_ it if we  
want to sell our house.

18. \_\_\_\_\_ those muddy shoes before you come  
inside.

19. Sending my son to Stanford and my daughter to Yale is going

to \_\_\_\_\_ some serious money.

20. \_\_\_\_\_ the ornaments \_\_\_\_\_ the Christmas tree isn't  
as much fun as putting them on.

21. You can't be serious — you're \_\_\_\_\_ me  
\_\_\_\_\_!

22. Don't forget to \_\_\_\_\_ a stamp \_\_\_\_\_ that letter  
before you mail it.

23. A special performance of **The Nutcracker** was  
\_\_\_\_\_ at the children's hospital.

24. The maid \_\_\_\_\_ the dirty sheets \_\_\_\_\_ the bed.

25. Be careful! You almost \_\_\_\_\_ that truck back  
there.



**EXERCISE 1 b — Write three sentences using the objects in parentheses. Be sure to put the objects in the right place.**

**Example:** I can't **figure out**. (the answer, it)  
I can't figure out the answer. I can't figure the answer out. I can't figure it out.

1. I finally **figured out**. (the instructions, them)

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2. **Give back** when you are finished, (my tools, them)

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3. **She put on**. (her slippers, them)

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4. I **took off**. (my shoes, them)

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5. The hurricane **took off**. (the roof, it)

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**EXERCISE 1c — Write answers to the questions using phrasal verbs and nouns from this section. Be sure the phrasal verbs are in the correct tense.**

**Example:** I can't understand where my wallet is. What can't I do?  
You can't figure out where your wallet is.

1. A lot of guests didn't come to the wedding. What didn't a lot of guests do?

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2. Raul thought about the math problem, and he knows the answer now. What did Raul do?

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3. The jet is leaving the ground and flying into the air. What is the jet doing?

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4. In Question 3, what would you call what the airplane did?

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5. Omar speaks Arabic because he was born in Egypt. Why does Omar speak Arabic?

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6. We left Bob's house quickly. What did we do?

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7. I met Uncle John at the baseball game today. What did I do today?

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8. The source of the smoke was a window on the tenth floor. What did the smoke do?

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9. You almost hit a tree while you were driving your car. What did you almost do?

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10. Mr. Taylor attached his name to his mailbox. What did Mr. Taylor do?

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11. I have to remove the flat tire from my car. What do I have to do?

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12. We didn't have any problems cooking the turkey. What did we do?

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13. I'm removing the dirty dishes from the table. What am I doing?

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14. Sales of the company's new product were very successful.  
What did sales of the company's new product do?

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15. Linda is trying to find her golf ball. What is Linda doing?

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16. Susie's blue eyes aren't visible in this photo. What don't Susie's eyes do in this photo?

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17. Jim always forgets to place salt and pepper on the table. What does Jim always do?

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18. Bill didn't go to work last Friday. What didn't Bill do?

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19. Sally returned Frank's camera. What did Sally do?

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**EXERCISE 2a — Complete the sentences with phrasal verbs from this section. Be sure the phrasal verbs are in the correct tense.**

1. Heather calls Tom every day. I have a feeling she's \_\_\_\_\_ him.
2. I went to the shoe repair guy because the heel \_\_\_\_\_ my shoe.
3. I \_\_\_\_\_ ten minutes after the movie started, and I missed the whole thing.
4. The bride drank too much champagne, and she \_\_\_\_\_ all over the best man.
5. I needed a car to go to the party, so I told my father I needed his car to go to the library to study, and he \_\_\_\_\_ it.
6. Uncle Fred's really sick. If he \_\_\_\_\_, it'll be a miracle.
7. I just shampooed the carpet in the living room, so \_\_\_\_\_ it.
8. The coup \_\_\_\_\_ without any bloodshed.
9. I don't care if you beg me all night — I'm not \_\_\_\_\_!
10. I \_\_\_\_\_ your brother's accident last night. Is he all right?
11. Don't get close to the fire. It's \_\_\_\_\_ ashes and sparks.

12. Do you really expect me to believe a crazy story like that?  
\_\_\_\_\_ it!

**EXERCISE 2b — Change the sentences to questions using **do, does, or did.****

**Example:** Francisco usually **dozes off** after dinner.

Does Francisco usually doze off after dinner?

1. The sick boy **threw up**.
2. Rosa **falls for** every boy she meets.
3. The tops **come off** easily.
4. The dog **stays off** the bed.
5. Erik **heard about** the new job.

**EXERCISE 2c — Change the sentences to negatives using **do not or don't, does not or doesn't, or did not or didn't.****

**Example:** Francisco **dozes** off after dinner.

Francisco **doesn't** doze off after dinner.

1. I always **give in** to her demands.
2. Mr. and Mrs. Taylor **fell for the** salesman's promises.
3. These machines **throw up** sparks.
4. The patient **pulled through**.

5. The plot **come off** as planned.

**EXERCISE 2d — Write answers to the questions using phrasal verbs from this section. Be sure the phrasal verbs are in the correct tense.**

1. My mother told me not to walk on the kitchen floor. What did my mother tell me?
2. When Dan saw that new motorcycle, he decided he had to buy it no matter how much it cost. How did Dan feel about the motorcycle?
3. The students are so tired that they are starting to sleep in class. What are the students doing?
4. Nicole learns about everything that happens in town. What does Nicole do?
5. The meeting didn't happen the way I planned it. What didn't the meeting do?
6. You had an accident after one of the wheels separated from your car. Why did you have an accident?
7. You can ask a thousand times if you want to, but I'm not agreeing to your demands. What am I not doing to your demands?
8. My cousin made a lot of promises to me, and I believed them. How did I react to her promises?

9. Dr. Wood said Ted's disease is very serious, and she doesn't think there's much hope that he'll recover. What doesn't Dr. Wood think?

10. Timmy is very sick, and he was vomiting all night. What was Timmy doing all night?

**EXERCISE 2e, Review — Complete the sentences with these phrasal verbs from Section 1. Be sure the phrasal verbs are in the correct tense. To check their meanings, review Section 1.**

come	give back	put on	show
from			up
figure	look for	run into	take

1. Look what time it is! We have to be at work in fifteen minutes. We'd better \_\_\_\_\_ right now.
2. I waited for Joe for three hours, but he never \_\_\_\_\_.
3. The maid \_\_\_\_\_ the dirty sheets and washed them.
4. I'm \_\_\_\_\_ a job closer to home.
5. Potatoes originally \_\_\_\_\_ South America.
6. That's mine! \_\_\_\_\_ it \_\_\_\_\_ right now or I'm telling Mom!
7. They were killed when they \_\_\_\_\_ a truck.
8. The mechanic can't \_\_\_\_\_ what the problem is with my car.

**EXERCISE 3a — Complete the sentences with phrasal verbs from this section. Be sure the phrasal verbs are in the correct tense.**

1. Thanks for inviting me, but I don't \_\_\_\_\_  
\_\_\_\_\_ card games.
2. I couldn't \_\_\_\_\_ my husband's smoking  
any longer.  
I told him to choose between cigarettes and me.
3. I'm sorry, but I think your plan is a big mistake, and I can't  
\_\_\_\_\_ it.
4. Even though Mr. Watson is the richest man in town, he never  
\_\_\_\_\_ people.
5. It's been only two weeks since the tragedy. I'm sure they don't  
\_\_\_\_\_ going to the party.
6. If that crook thinks he's going to \_\_\_\_\_ me \_\_\_\_\_  
\_\_\_\_\_ 500 bucks, he's crazy!
7. The whole family's going to be here for Thanksgiving, and Mom  
is really \_\_\_\_\_ it.
8. I volunteered to give my speech first just so I could \_\_\_\_\_ it  
\_\_\_\_\_
9. Even if you don't like the rules, you have to \_\_\_\_\_  
\_\_\_\_\_ them.



**EXERCISE 3b — Write answers to the questions using phrasal verbs from this section. Be sure the phrasal verbs are in the correct tense.**

1. Jerry's brother-in-law talks to him like he's an idiot. How does Jerry's brother-in-law talk to Jerry?
2. Nicole can't work tomorrow, and she's nervous about telling her boss. What should Nicole do?
3. They paid \$5,000 too much for their house because the salesman lied to them. What did the salesman do to them?
4. Sally's going to fly in an airplane for the first time, and she's very excited about it. How does Sally feel about flying in an airplane?
5. The winters in Minneapolis are terrible, but you can't move or change the weather. What do you have to do?
6. Erik just got out of the hospital, and he doesn't feel strong enough to go back to work. Why can't Erik go back to work?
7. I thought the new policy was an excellent idea, and I agreed with it 100 percent. How did I feel about the new policy?

**EXERCISE 3c, Review — Complete the sentences with these phrasal verbs from Section 2. Be sure the phrasal verbs are in the correct tense. To check their meanings, review Section 2.**

come off	fall for	hear about	stay off
doze off	give in	pull through	throw ...

1. Miguel told me he didn't steal my TV, but I didn't \_\_\_\_\_ his lies.
  2. Jim is really sick, and he stayed home from school today. He \_\_\_\_\_ twice last night.
  3. After a few weeks, the gold on this cheap jewelry starts to \_\_\_\_\_.
  4. He kept nagging and nagging, and I finally \_\_\_\_\_.
  5. If that cat doesn't learn to \_\_\_\_\_ the table, it will have to go.
  6. After Betty's temperature got up to 105 degrees, we started to think she might not \_\_\_\_\_.
- 
7. The meeting was so boring that I \_\_\_\_\_.
  8. I \_\_\_\_\_ a country where people use big stones for money.

## HOW TO Prepare Your Curriculum Vitae

After you have established your competencies and skills, transfer them to a working draft of your curriculum vitae. This preliminary draft will reflect, in the broadest sense, the essence, structure, and components of your experiences as a graduate with credentials from institutions of higher education. Your CV will also include experiences that you have pursued after such study.

Naturally, there are some common experiences that students and professionals in a wide range of occupations share and which should be reflected in a CV.

The following list comprises the major components, or defining characteristics, of a CV:

- Professional/Career/Vocational/Research Objectives.
- Education.
- Coursework.
- Honors/Achievements/Awards/Kudos.
- Thesis/Dissertation Abstract.
- Research Interests.

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- Research and/or Laboratory Experience.
- Teaching Interests and Experience.
- Instrumentation Experience.
- Specialized Skills.
- Publications/Presentations/Works-in-Progress.
- Work Experience.
- Professional Associations/Learned/Scientific Societies.
- Background.
- Community Service.
- Cocurricular Activities.
- Interests.
- Travel.
- References/Letters of Recommendation.

These components are not finite and therefore should be tailored to meet your needs. Adapt them to fit your experiences—use them, in fact, as a basis for creating components that more precisely fit your own situation.

The specific objective for which you are preparing your CV, as well as the order in which these broad components might appear on your CV, should reflect the degree of importance you attribute to them. Arrange them so that the most important information appears at the beginning of your CV and the least important at the end.

In the pages that follow, you will find descriptions of each component as well as suggestions to help you prepare your own preliminary, revised, and final versions of each component. Use the following four guidelines as you prepare the initial draft of your curriculum vitae.

1. Do not feel compelled to complete all the worksheets at one sitting. Begin with those that request routine information and then move on to those that might require reflection and detailed organization.
2. Initially, focus solely on content. Describe experiences in detail and later refine them through careful revision.
3. Ignore any overlap among components because some duplications or redundancies will be eliminated as you work through the drafts. Others can be edited or revised in consultation with your academic advisor, professor, or mentor.
4. Consider using one of the two options discussed below to organize the information in each component.

The first option is the self-teaching résumé, which can be used for curriculum vitae and provides templates for use with standard word-processing programs.

## ***Professional Career Vocational Research Objectives***

The first component of a CV states your objective(s), or the reason(s), you are distributing your CV. Your objective can be as brief as one sentence, stating a general goal, or as long as a brief paragraph, expressing both short-term and long-term goals.

Be sure to research carefully all graduate and professional programs and areas of employment that interest you. Connect your goals, which should be logically and clearly stated, to those of the program or position for which you are applying. Next, avoid vague or obscure language that fails to express precisely what you would like to do. Finally, use the worksheet that follows to prepare preliminary, revised, and final drafts of your objectives.

### ***Education***

The objective of this component, as well as the component that describes your coursework, is to provide graduate and professional schools and prospective employers with a brief but thorough understanding of your academic background. In this section you should indicate the following:

- graduation dates.
- degrees and the dates they were received.
- diplomas.

- certificates.
- names of universities, colleges, professional schools, or other institutions you have attended.
- your majors and minors along with your grade point average for each.
- your cumulative grade point average for each institution attended as well as for each degree.

Place all graduate degrees, as well as all completed coursework toward a graduate or professional degree, before your undergraduate degrees.

Highlight significant academic achievements, such as strong grade point averages in specific courses, as well as any extensive background you might have in areas of study outside your major and/or minor. If you are an undergraduate and a candidate for honors or high honors in your major, indicate as much in this component.

## **Marketing and Distributing Your Curriculum Vitae**

Effective marketing and distribution of your curriculum vitae and accompanying correspondence are as important as the quality of the material itself. Both require a comparable degree of creativity, thoroughness, and attention to detail in order to

achieve the desired results. View the process of distribution, in and of itself, as an essential means of marketing yourself.

To be effective in your overall marketing effort, you need to use strategies that are consistent with your personality and do not exceed your comfort level about presenting yourself for evaluation. A reticent person should not use the same strategy as a gregarious individual who has strong interpersonal skills and who is interested in projecting that image. Marketing and distribution strategies should include:

- Congruence among your professional, career, or vocational goals and your marketing strategy. While diverse objectives require diverse strategies, at this stage, it is essential to be certain that the information on your CV complements your objectives.
- Research approaches and skills you have developed and honed through your academic experiences to obtain information about individuals and/or organizations you plan to contact. The quality of this research will naturally affect the approach and the information you include in your correspondence, the negotiation strategies you use in obtaining and conducting interviews, and the general outcomes of the complete process. Know as much as you can about the intended recipients of your correspondence.



- Self-management of marketing and distributing your correspondence, as well as all other aspects of your application process or job search. This means you must give careful attention to such matters as time management, record keeping, follow-up, and negotiation strategies. Know where you are in every step of the process and exercise control over each element to ensure desired outcomes.

Self-management can be one of the most nettlesome aspects of this emerging marketing and distribution strategy.

It is instructive, here, to address some issues regarding management style.

For some individuals, the worst time to seek a position is when they do not have one and must get one. The pressure to obtain a position can lead to the production of an inadequate CV and/or marketing strategies that reflect necessity rather than opportunity. Likewise, an impending application deadline can cause panic in some individuals and thus result in a less than outstanding effort.

Other individuals, however, are actually energized by impending unemployment or application deadlines and, in effect, do their best work under pressure. In some circles, it is a badge of honor to do things at the last minute.

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Whatever your management style, know its possibilities and its limitations. Structure and manage your marketing and distribution strategy accordingly.