



## Conversation (phrasal verbs)

### Office talk – Exercise

*Fill in the gaps in this conversation.*

A: Could we ... **go over** ... these figures please?

B: Sure. Do you want to know how I've ..... them .....

A: Yes, I can't quite ..... how you've calculated them.

B: Why don't we ..... a meeting so I can explain?

A: Yes, it'd be good if we could ..... your calculations.

B: How about tomorrow afternoon?

A: I'm afraid I'm ..... tomorrow afternoon.

B: Can you ..... me ..... tomorrow morning?

A: Yes, that should be fine. By the way, have you ..... that staff complaint?

B: Yes, I've already ..... it.

A: Thank you. And, I believe you're ..... the possibility of hiring a new sales rep.

B: That's right. I've already looked at several applications.