



Unit 4 Lesson 3 – Just prepare diligently and go over all the files.

Make future perfect progressive using the pictures given.



drive a scooter

1 month



tomorrow

1



work in the company

2 years



get promotion

2



live in new apartment

3 months



New Year

3

Introduce today's sentences.

Grammar Focus

- Transitive vs. Intransitive Verbs
- Phrasal Verbs (Separable and Inseparable)



Key Expressions

- You have to prepare your best portfolio and samples.
- Just prepare diligently and go over all the files.

Listen to the teacher and repeat.



all ears



corporation



accommodate



let down



out of reach



fingers crossed

Listen to the audio and repeat.



Lina: Aya, I'll be on leave for three days. I need you to do some things while I'm not around.

Aya: Okay. I'm all ears.

Lina: You'll be meeting a client in a few days. **You have to prepare your best portfolio and samples.** The client will take a look at them.

Aya: Sure. What else do I need to do?

Lina: This client is from a huge corporation. Please accommodate him politely and do your best in the meeting. You don't want to let our company down, do you?

Aya: Of course! Is there anything else?

Lina: You have to call me after the meeting. If I'm out of reach, I guess I have to call you back.

Aya: Alright. I'll keep my fingers crossed for a successful meeting.

Lina: Best of luck, Aya. **Just prepare diligently and go over all the files.** I know you can do it. I trust you.



requires a direct object

[illegible]

↑
verb

↑
direct object

↑
verb

↑
direct object

↑
?

↑
?

↑
?

doesn't require a direct object

(doer + verb)

↑
doer

↑
verb

↑
oer

↑
verb

↑
?

↑
?

Learn the phrasal verbs.



Phrasal Verbs

Consist of a verb and one other sentence component, such as a preposition or an adverb.

Separable:

can be separated
by an **object**

They **turned down** the offer.
They **turned** the offer **down**.

Please **switch on** the lights.
Please **switch** the lights **on**.

Inseparable:

cannot be separated
by an **object**

Paul **ran out** of money.
✗ Paul **ran** of money **out**.

Go over all the files.
✗ **Go** all the files **over**.

Rules for the Direct Object of Separable Verbs:

- ✓ They'll **pick Anna up**.
- ✓ They'll **pick up Anna**.
- **Specific names** can go after or in the middle.
- ✓ I will **look it up**.
- ✗ I will look up **it**.
- **Pronouns** must go in the middle.

Separable

put on
pick up
look up
break off
switch on
turn down
write down

Inseparable

put up
get off
go over
run into
look after
run out of
come across

Underline the verb and tell whether it is a **transitive** or **intransitive** verb.

1. I didn't find his address.

2. Does your family live in Massachusetts?

3. The ballerina danced gracefully.

4. The linguistics professor discussed the IPA.

5. Sean finally got his driver's license.

6. She takes the bus to work every day.

7. They seem unhappy about the announcement.

8. Many people sleep late during the summer holidays.

A. Put the phrasal verbs in the correct box.

put on go over look after come across
put up look up turn down break down

Separable

1. _____
2. _____
3. _____
4. _____

Inseparable

1. _____
2. _____
3. _____
4. _____

B. Tick the correct sentence.

- ☒ It's very cold. Put your coat on.
- ☒ It's very cold. Put your on coat .
- ☐ I always run into Ciara at the mall.
- ☐ I always run Ciara into at the mall.
- ☒ I have to turn the offer down.
- ☒ I have to turn the down offer.
- ☐ She didn't get off at the right place.
- ☐ She didn't get at the off right place.



Situation: You will be on leave from work for 3 days. Your partner will be handling your tasks while you're away. Talk to her about the tasks she needs to do. Use the grammar you learned today. (Transitive / Intransitive Verbs and Phrasal Verbs)

- look up / go over / log out
- switch on / write down / fill out

Word Focus

all ears	corporation	accommodate
let down	out of reach	fingers crossed

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- Phrasal Verbs (Separable and Inseparable)