

Reducing Costs

1 Warm Up Work with a partner.

- Do you often go on business trips?

2 Conversation Practice with a partner.

Scene: Juliet and Robert are having a meeting.

- Juliet:** So, we've been ordered by head office to reduce our costs this year.
- Robert:** Well, why not start by cutting down on business trips? I think a lot of time and money could be saved by using technology such as teleconferencing.
- Juliet:** OK. That sounds feasible. Could you look into that some more and get back to me?
- Robert:** Sure.
- Juliet:** And could you also send an email to everyone asking them to come up with some ideas for further cost reductions?
- Robert:** No problem.



3 Match the definitions below with a phrasal verb in the conversation above.

- to reply / speak to someone again _____
- to think of / imagine _____
- to investigate / find out more _____
- to reduce _____

4 Fill in the spaces using a phrasal verb. Be careful with the tense.

- I asked the supplier to me with an estimate of the delivery date.
- Although Jack hates office parties, he can't a reason for not attending this year's.
- We could paper by printing on both sides more often.
- Roger is going to the possibility of selling products online.

5 Cover the exercises above. Rewrite these sentences, using the phrasal verbs you have studied.

- John has thought of some ways to increase productivity.
- Susanna is finding out more about getting a government subsidy.
- Do you think we should have fewer business lunches?
- I'm going to reply to my boss regarding the budget for next year's advertising campaign.

Reducing Costs: Teacher's Notes

Target Structure:	Phrasal Verbs
Vocabulary:	Business
Level:	Intermediate
Time:	30 minutes
Preparation:	None

Suggested Teaching Method

This handout teaches/reviews four common phrasal verbs. Phrasal verbs tend to be easily forgotten, so there are a number of different activities to help your students internalize the language.

Before you start, you could explain 'phrasal verbs' to students, and elicit a few examples. If you're getting blank faces, mime 'get up', 'get on/off' (a bus), 'look for' or something similar.

- ❶ The opening question introduces the topic. Don't spend too long here. You can extend the lesson with further discussion questions at the end, if you wish.
- ❷ Follow the instructions. Students should practice once, and then change roles. Encourage the students to look up and make eye-contact with each other when speaking.
- ❸ Follow the instructions. Students can work alone, and check in pairs.
- ❹ Again, students can work alone, and check in pairs. Accept any answers which use natural English.
- ❺ Students can work alone or in pairs. Accept any answers which use natural English.

Answer Key (Other answers are possible)

- ❸
 1. get back to (someone)
 2. to come up with (something)
 3. to look into (something)
 4. to cut down on (something)
- ❹
 1. I asked the supplier to get back to me with an estimate of the delivery date.
 2. Although Jack hates office parties, he can't come up with a reason for not attending this year's.
 3. We could cut down on paper by printing on both sides more often.
 4. Roger is going to look into the possibility of selling products online.
- ❺
 1. John has come up with some ways to increase productivity.
 2. Susanna is looking into getting a government subsidy.
 3. Do you think we should cut down on business lunches?
 4. I'm going to get back to my boss regarding the budget for next year's advertising campaign.

How are we doing?

Have you taught this lesson? We would be pleased to hear your feedback.

Send your comments to editor@handoutsonline.com.

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