

# CAE GRAMMAR

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## Hand in

Entregar / abgeben

To give something to a someone in authority.

- Remember to **hand in** the keys when you leave the hotel.
- I have to **hand in** my essay by Friday.
- Mike has resigned. He's **handed in** his resignation this morning.



## Hand out

Repartir / austeilten

To give something to different people in a group.

- Can you help me to **hand out** these leaflets?
- The teacher **handed out** the test papers to the students.
- A waiter was **handing out** drinks to the guests.

## Hand over

Entregar / übergeben

1) To give something to somebody by holding it in your hand and offering it to them

- At the airport, I was asked to **hand over** my passport.
- John **handed** the phone **over** to me.

2) To give someone the control or responsibility over something.

- Hold on a second and I'll **hand you over** to someone who might be able to help you.
- The responsibility for rebuilding the team was **handed over** to the new manager.