



I HAND IN



To give something to 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.



I HAND OUT



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.



I HAND OVER



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.



QUICK TIP

Hand in = give to authority

Hand out = give to many people

Hand over = give directly or transfer responsibility