

Phrasal verbs in the workplace



ENGLISH FOR INDIA

Let's communicate

Phrasal verbs in the workplace

01

Bear with

Used as a polite way of asking someone to be patient while you do or finish something.

*If you just **bear with** me for a few more minutes, we'll have all the paperwork finished.*

03

Deal with

To take action to do something, especially to solve a problem.

*The government must now **deal with** the problem of high unemployment.*

05

Factor in

To include a particular amount or factor when you calculate something.

*You need to **factor in** the time taken to transport the goods from the warehouse to the showroom.*

02

Consists of

To be made of particular parts or things.

*My role seemed to **consist of** standing and smiling at people.*

04

End up

To be in a particular place or state after doing something or because of doing it.

*You'll just **end up** doing all the work if you don't ask for help.*

06

Jot down

To write something in a quick informal way.

*Please **jot down** your observations while she is presenting.*

Phrasal verbs in the workplace

07

Kick off

To begin, or to begin something.

*I'd like to **kick off** with a quick look at last month's sales figures.*

08

Lay off

To end someone's employment, especially temporarily, because there is not enough work for them.

*They've had to cut back production and **lay off** workers due to the pandemic*

09

Opt out

To decide not to take part in something or to stop taking part in it.

*He **opted out** of the company insurance scheme last year.*

10

Point out

To tell someone something.

*He **pointed out** that we had two hours of free time before the board meeting.*

11

Ramp up

To increase, or to increase something such as a rate or level, especially the rate at which goods are produced.

*We've had to **ramp up** production to meet demand.*

12

Settle for

To accept someone or something that is not exactly what you wanted because you cannot have what you wanted.

*Why **settle for** second best when you can have something better?*

Phrasal verbs in the workplace

13

Think over

To consider a problem or decision carefully.

Let's think over his proposal before we meet him on Tuesday.

14

Use up

To use all of a supply of something.

I've used up all my annual leave entitlement, and it's only March.

15

Vouch for

To assert or confirm as a result of one's own experience that something is true or accurately so described.

I can vouch for her efficiency since we have together previously.

16

Wind up

To end something.

I'd like to wind up the meeting by 6 pm.

17

Zoom in on

To focus on, examine closely.

The factory manager got the panelists to zoom in on the healthcare issue.

18

To call (something) off

To cancel something.

Some of your colleagues couldn't attend the meeting so it has been called off.



Phrasal verbs in the workplace

19

To push (something) back.

To delay something / to move something into the future.

It has now been rescheduled and pushed back to next month.

20

To bring (something) up

To mention.

You want to talk about a particular matter, so you bring it up during the meeting.

21

To come up with (something)

To think of something / provide a new idea.

Let us brain storm to come up with a great idea for the social media plan.

22

To take on something extra

To agree to accept additional responsibility.

The manager wants you to take on some extra work.

23

To switch (something) on

To start a piece of electronic equipment.

You switch on your computer when you arrive at the office.

24

To back (something) up

To make several copies of electronic files.

You always back up your files using the company's hard drive.

Phrasal verbs in the workplace

25

To run out of (something)

To exhaust a resource / for something to be finished.

It's annoying when the printer runs out of ink. Please get it fixed.

27

To carry (something) out

To do something / to finish something.

You carry out the tasks you are required to do.

29

To burn (yourself) out

To overwork yourself to the point of fatigue or illness.

Be careful not to burn yourself out while conducting campus interviews.

26

To get along with (someone)

To have a good relationship with someone.

You get along well with your colleagues.

28

To stay behind

To wait longer (in the office) than was anticipated.

You usually stay behind to finish work.

30

To get through (to someone)

To be able to reach someone to speak to them.

If you can't get through to the Project Manager, leave him a message to call back later.



Phrasal verbs in the workplace

31

To take on (more Staff)

To hire more staff / To recruit more staff.

The company is growing, we need to take on more staff.

32

To fill in (a position)

To provide cover for a position.

We need to fill in 5 new positions.

