



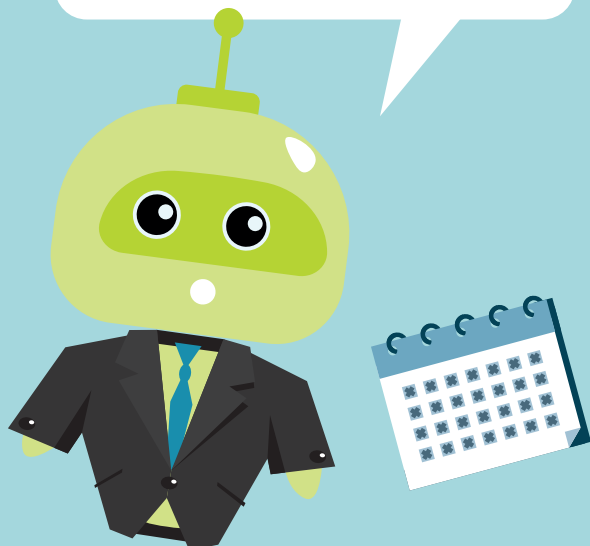
Top 20 phrasal verbs for business

There's no avoiding phrasal verbs – they are commonly used in both formal and informal English. However, we can look at some of the most important ones that you are likely to encounter in business settings. Here I've selected some to remember, and possibly some new ones to learn.

by Garry Britton

These first ten tricky phrasal verbs are all used in context in the paragraph below, to help you with their meaning.

We need to drum up support for our new project but I'm not sure if we can bring it off in the end. Run the timeline by me today and we'll pencil in a meeting for next week – I'm snowed under this week. If I can't make the meeting, Christos will step up and fill in for me. If there's no enthusiasm for the project after two months we'll wind it up and just write off the budget. We won't need to lay anyone off as we can transfer them to other projects.



Exercise 1

Match the verbs to their definitions:

1	pencil in	a	make sth. succeed
2	drum up	b	take the place of/ act for
3	fill in for	c	make a provisional appointment
4	write sth. off	d	have too much work to do
5	bring sth. off	e	make redundant (loss of job)
6	run sth. by someone	f	gain support for by 'making some noise'
7	step up	g	agree that sth. is lost, not recoverable
8	wind sth. up	h	show someone sth. so they can check it
9	to be snowed under	i	volunteer to complete a challenge
10	lay off	j	bring to an end

Solution: 1-c, 2-f, 3-b, 4-g, 5-a, 6-h, 7-i, 8-j, 9-d, 10-e



Exercise 2

Select the correct option in each sentence.

All of the options are real phrasal verbs.

1. Make sure to (a) **back up** (b) **back out** (c) **backtrack** all the data correctly so we don't lose anything.
2. We need to (a) **bring back** (b) **bring forward** (c) **bring up** the meeting from Friday to Wednesday.
3. Take the work slowly – we don't want you to (a) **burn up** (b) **burn out** (c) **burn away** so that you are unable to work.
4. Advertising via social media influencers is a trend we should (a) **cash in on** (b) **cash up**.
5. Norman will (a) **draw down** (b) **draw in** (c) **draw up** the plans next week.
6. The merger has (a) **fallen out** (b) **fallen through** (c) **fallen in** so won't now take place.
7. If we can (a) **get ahead with** (b) **get along with** (c) **get over** with the work this week, there won't be so much to do next week.
8. It's too late to (a) **pull through** (b) **pull down** (c) **pull out** of this contract now – we're signing today.
9. Are you going to (a) **sign up for** (b) **sign in to** (c) **sign off** the five-a-side football team?
10. Anna is (a) **taking in** (b) **taking away** (c) **taking over** part of my job so that I can deliver some training.
11. With a reduced budget we need to (a) **cut away** (b) **cut back on** (c) **cut out** unnecessary expenses.
12. It's easy to promise big changes but more difficult to (a) **carry them out** (b) **carry them in** (c) **carry them off**.

Solution: 1-a, 2-b, 3-b, 4-a, 5-c, 6-b, 7-a, 8-c, 9-a, 10-c, 11-b, 12-a

