Essential Business English **Phrasal Verbs**

Bring up = Mention

She brought up the issue of the budget during the meeting.

YOUR EXAMPLE

Call off = Cancel

The meeting was called off due to the CEO's illness.

YOUR EXAMPLE

Carry on = Continue

Despite the setback, we decided to carry on with the project.

YOUR EXAMPLE

Come up with = Think of an idea

We need to come up with a new strategy for the next quarter.

YOUR EXAMPLE

Deal with = Manage

She is responsible for dealing with customer complaints.

YOUR EXAMPLE

Drop by = Visit

I might drop by your office later to discuss the report.

YOUR EXAMPLE

Figure out = Find a solution

We need to figure out how to reduce costs.

YOUR EXAMPLE

Fill out = Complete

Please fill out this application form and return it by Friday.

YOUR EXAMPLE

Get along with = Have a good relationship

It's important to get along with your colleagues.

YOUR EXAMPLE

Get back to = Respond

I'll get back to you with the details by tomorrow.

YOUR EXAMPLE

Give up = Quit

We can't give up now; we're so close to our goal.

YOUR EXAMPLE

Go over = Review

Let's go over the report one more time before the presentation.

YOUR EXAMPLE

Hold on = Wait

Can you hold on for a moment? I'll check the information.

YOUR EXAMPLE

Look after = Care

Who will look after the office while we're away?

YOUR EXAMPLE

Look into = Investigate

We need to look into the reasons for the decline in sales.

YOUR EXAMPLE

Reach out to = Contact

I'll try reach out to the manager to ask her about the issue.

YOUR EXAMPLE

Sort out = Solve

Sales team is working fine. They sorted out the problem last week.

YOUR EXAMPLE

Turn down = Decline

They turned down our offer for the partnership.

YOUR EXAMPLE

Put off = Postpone

Let's not put off this decision any longer.

YOUR EXAMPLE

Set up = Arrange

We need to set up a meeting with the new client.

YOUR EXAMPLE

Take over = Assume responsibility

She will take over the project from next month.

YOUR EXAMPLE

Work out = Resolve

We need to work out the details of the new contract.

YOUR EXAMPLE