Phrasal Verbs for Work: Vocabulary List with Examples

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NAME

DATE

Word or phrase	Meaning	Example
to set up	to arrange or organise	Can you set up a meeting with the client?
to call off	to cancel	They called off the meeting at the last minute.
to put off	to postpone	We've put off the launch until June.
to bring up	to mention a subject	I'll bring up the budget in the meeting.
to come up with	to think of an idea or plan	She came up with a brilliant solution.
to look into	to investigate	We're looking into the problem.
to carry out	to do or complete a task	We carried out a survey of our customers.
to deal with	to handle or manage	I deal with complaints every day.
to sort out	to solve or organise	IT sorted out the problem with my laptop.
to fill in	to complete a form	Please fill in this form.
to fill in for	to do someone's job temporarily	I'm filling in for Maria while she's away.
to take on	to accept work or employ someone	We're taking on two new developers.
to lay off	to dismiss workers because there is no work	The factory laid off 200 workers.
to hand in	to give work to someone in charge	Hand in your report by Friday.
to back up	to support someone or something	The data backs up our idea.
to get back to	to reply later	I'll get back to you this afternoon.
to run out of	to have no more of something	We've run out of time, so let's stop here.
to catch up on	to do work you have not done yet	I need to catch up on my emails.
to go over	to check or review	Let's go over the figures again.
to point out	to draw attention to something	She pointed out a mistake in the contract.
to turn down	to refuse an offer	He turned down the job offer.
to step down	to leave an important job	The CEO is stepping down next year.
to keep up with	to stay at the same level as	It's hard to keep up with all the changes.
to wrap up	to finish a meeting or task	Let's wrap up the meeting there.

Practice: complete with a word from the list

Use the correct form of the word or phrase.

1. The meeting was _____ off because the director was ill.
2. Can you _____ into why the website is so slow?
3. She _____ up with a great name for the product.
4. I'm _____ in for my boss this week.
5. We've _____ out of paper for the printer.
6. He _____ down the offer because the salary was too low.
7. Let's _____ over the plan one more time.
8. I'll _____ back to you as soon as I have the numbers.

Speaking

- Which tasks do you usually put off? Why?
- Tell me about a problem at work that you sorted out.
- Have you ever turned down a job or a project? Why?
- How do you keep up with changes in your field?

My new words

Answer key

Practice: 1 called · 2 look · 3 came · 4 filling · 5 run · 6 turned · 7 go · 8 get