

+51 of the Most Important Phrasal Verbs for Business English

Bail Out

Bail out means to rescue someone or something from difficulty. In a business context it means lending or giving money to an organization or individual struggling financially.

*The government has promised to **bail** the banks **out** so the people don't lose their savings.*

Break Down / Break (something) Down

Break down means that a machine, system or process stops working.

*The machinery at the plant **broke down** so production has ceased.*

To break (something) down means to separate into smaller more manageable parts or to analyze the individual parts of something carefully.

*Let's **break** the sales numbers **down** to find out how well we performed in each quarter.*

Carry (something) Out

To execute a task, project, or plan.

*We have **carried** the analysis **out** and it has revealed problems in the business.*

Check in

Brief contact to confirm that everything is well.

*I know we have a meeting next week, but I wanted to **check in** and see how the new project is going.*

Check (something) Out

To investigate something or validate some information.

*I want to **check** the competition **out** to see what they offer consumers.*

Circle Back

Come back to a discussion previously unfinished.

*We have spent a lot of time talking about the new product, I would like to move on to another topic, but let's **circle back** to it at the next meeting.*

Close (something) Down

To cease operation.

*We will **close** the existing stores **down** to focus on our online business.*

Come Along

To make progress. Used in the present continuous tense.

*The development of the new system is **coming along** and we expect to finish on schedule.*

Come Up With

Generate an idea, plan, question, or other new thought.

*The CEO has **come up with** a new strategy to improve the company.*

Cut Back

To reduce the use of some resource or the frequency of some action.

*We need to **cut back** paper usage in the office. It's wasteful and not very environmentally friendly.*

Cut Down

To lower the amount of something.

*You should **cut down** the time you spend answering non-work related emails.*

Cut Off

To stop the supply of something.

*The governments decision to **cut off** trade with neighboring countries has disrupted the supply of materials.*

Deal With

To focus on.

*My speech **deals with** the global economy.*

To do business with.

I don't **deal with** dishonest people.

To address and solve an issue or difficulty

*Let's **deal with** the legal problem.*

Delve Into

Explore something thoroughly.

*I've been **delving into** these old research papers and I have found out a lot of helpful information.*

Dig Into

Investigate something more deeply.

*I would like you to **dig into** the rumors that our top salesperson is thinking of leaving the business.*

Dive Into

Begin some task with enthusiasm.

*Ok thanks for joining me, Let's **dive into** this meeting.*

Drop In / Drop By

To visit informally or without appointment.

*The area manager will **drop in** to collect our monthly report on Monday. When he **drops by**, can you give it to him.*

Drop Off

To decrease suddenly.

*Sales were going well but they **dropped off** last month.*

Fall Through

An outcome does not happen.

*The plan to move to a remote working environment has **fallen through**.*

Fend (something/someone) Off

Defend oneself.

*The market is saturated. We need a great marketing strategy to **fend** the competition **off**.*

Fill (someone) In

Tell someone the details of a subject.

*The manager has been fired, I will **fill** everyone **in** on the details shortly.*

Fill (something) Out

Add required detail.

*Please **fill** this form **out** this form so we can process your application.*

Just fill this paper work out and we can get started.

Find Out

Discover something.

*We need to **find out** if IT has come up with solution.*

Follow Up

To investigate something further.

*I didn't understand the customers complaint. I will **follow up** to see if I can find out more.*

To check on the progress of something.

*Good luck with the project I will **follow up** with you later in the month to see how everything is going.*

Go Around

To avoid or bypass an obstacle.

*The HR director has refused to listen to our complaints, but I think we should **go around** her and speak directly to the CEO.*

Go Back On

To change an existing agreement.

*I am extremely upset that my employer has **gone back on** their agreement to consider me for promotion this year.*

Go Over

To review something thoroughly.

*Please **go over** this report before tomorrow's meeting.*

Go Under

To fail financially.

*The company will **go under** if the government doesn't lift restrictions soon.*

Hold Off

Delay something.

*We will **hold off** the press release until we have fixed the bug.*

Jot (something) Down

Write a short note.

*Can you please **jot** this phone number **down**?*

I'd better jot this phrasal verb down so I don't forget!

Lay (something) Down

Stating or instituting a set of rules, protocols or procedures in an official way.

*With so much change in the industry it is time to **lay some rules down** about working from home.*

Lay (somebody) Off

Dismiss someone from employment due to a shortage of available work.

*I really hate to lose you but we without any work I have to **lay you off**.*

Lay (something) Out

Stating ideas or plans in a clear way.

*I am going to **lay my plan out** in the meeting on Friday.*

Let (somebody) Go

Terminate employment.

*Mr. Smith has been late every day this month! We have to **let him go**.*

Link Up

Connect with someone.

*This project will be a joint effort between the our office and the Tokyo office, we will need to schedule a time to **link up** with their team.*

Look Into

Investigate.

*The government has denied our application. Can you **look into** their decision and find out why?*

Look (something) Over

To inspect.

*We have purchased some machinery, I need an engineer to **look it over** and make sure it is all working.*

Pass (something) Up

To not take an opportunity.

*The building contract is a big opportunity for us. We can't **pass it up**.*

Pass (something) On

To repeat information.

*The boss is really happy with the result and asked me to **pass his congratulations on**.*

Pull (something) Off

To achieve something difficult.

They said we couldn't invent a flying car but we pulled it off.

Pull Out

To cancel an agreement.

*I'm sorry we have to **pull out** of the deal, we could not get funding.*

Pull Through

To survive a challenge.

*This team has faced incredible difficulty but it has **pulled through** and delivered a great result.*

Put (something) Off

To delay something until a later time.

*I would like to **put the project off** until we can figure out the total cost.*

Send (something) Back

To return something.

*That is not what I ordered. **Send it back** and ask them to ship the correct order.*

Set (something) Up

Establish something.

*We will **set up** a new program to eliminate waste.*

Shop Around

To try to find the lowest price to purchase a product or service.

*We have to buy 200 new computers for the office so I need you to **shop around** for the best price.*

Shop (something) Around

To try to get someone to buy, publish or produce something.

*I have finished my new book, now I just need to **shop it around** to some publishers.*

Shut (something) Down

Stop something.

*We have to **shut down** production until we find the problem.*

Step Down

To resign from a particular position.

*She is **stepping down** as a lecturer to concentrate on her research.*

Step Up

To take on responsibility.

*Who will **step up** and apply for the new director job.*

Step (something) Up

To increase effort, speed, activity, intensity etc.

We need to **step** customer service **up** we lost seven clients last month.

Take Off

To suddenly increase in popularity or success.

*The new advertising campaign is really **taking off**, we have over 100,000 shares on social media.*

Take (something) Over

To gain control of something.

*I want Paul to **take** Sarah's project **over** while she is away.*

Think (it) Over

Consider something further.

*I need to **think** your proposal **over** before I agree.*

Try (something) Out

To use something to test or evaluate it.

***Try** the new software **out** for thirty days, if you don't like it you don't have to purchase it.*

Turn (something) Down

To not accept an offer or proposal.

*I have to **turn** your job offer **down**, I already have a job I love.*

Use (something) Up

Consume a resource entirely.

We have **used** this months marketing budget **up**.

Weigh In On

To provide input on a topic.

*I'd like to **weigh in on** the plan to cancel employee health insurance, I think it's a terrible idea.*

Weigh (something) Up

To consider something carefully.

*I have **weighed** your offer **up** and I accept.*

Wrap (it) Up

Conclude something.

Well if there is nothing else to discuss let's **wrap** this meeting **up**.

Thanks everyone let's wrap this meeting up!

Write (something) Down

In accounting, this means to re-value an asset to match its current market value.

*We need to **write** the value of our trade name **down**.*

Write (something) Off

In accounting this means to re-value an asset to zero.

*The project did not go as planned, we will have to **write it off**.*

Write (someone) Up

To report someone for not following a rule.

*You can't use the company credit card to go shopping! I'll have to **write you up**.*