

Business
Phrasal Verbs
an ESLhome presentation



Read the sentence, **identify** the phrasal verb, and **select** the correct picture.



1. The team needs to buckle down to meet the project deadline.



buckle down: start working seriously

“You need to buckle down if you want to finish this report by Friday.”

“We need to buckle down to meet our goals.”

“I'm going to buckle down this weekend and study for my certification.”



buckle down: start working seriously

Question:

Can you describe a time when you had to buckle down to complete a task? What was the outcome?



2. We have to call off the meeting because many employees are not at the office.



call off: cancel



“The conference was called due to a scheduling conflict.”

“Do you think that we should call off the event?”

“I think we should call off the dinner as too many employees will be absent.”



call off: cancel



Question:

Have you ever had to call off an event or meeting at work? Why did you have to do it?



3. Good work, team! We can wrap up this project as the client is happy with the result.



wrap up: finish or complete



"It's time to wrap up this meeting and go home."

"We need to wrap up this report by tomorrow."

"Let's wrap up for the day; we'll continue this tomorrow."



wrap up: finish or complete



Question:

What strategies do you use to ensure that you can wrap up tasks in a timely manner?



4. I was really taken aback by the company's decision to cancel my project.



be taken aback: surprised and confused (used in the passive voice)

“I was taken aback by her resignation from the company.”

“Investors were taken aback by the sudden drop in share prices.”

“The team was taken aback by the manager’s decision.”



be taken aback: surprised and confused (used in the passive voice)

Question:

Tell us about a time when you were taken aback at work.
What made you feel that way?



5. Charlotte was devastated by the company's decision to lay her off.



lay someone off: dismiss an employee, often due to lack of work or corporate restructuring

“The company had to lay off many workers due to the crisis.”

“Laying off employees is a tough, but sometimes necessary decision.”

“After the merger, the company laid off several staff members.”



lay someone off: dismiss an employee, often due to lack of work or corporate restructuring

Question:

What reasons can companies have to lay people off?



6. Michael was delighted that the company decided to take him on.



take on: hire staff by giving them a new job or responsibility



“We're expanding, so we're taking on new employees.”

“The firm took on 10 new recruits this year.”

“We'll take on more staff during the holiday season.”



take on: hire staff by giving them a new job or responsibility



Question:

How did you feel when your current or last job offered to take you on?



7. We've been asked to cut back on office expenses.



cut back: reduce the amount of something, often used for spending or consumption



“We may need to cut back on advertising costs.”

“With the new budget, we’re going to have to cut back on hiring.”

“The department has been asked to cut back their spending.”



cut back: reduce the amount of something, often used for spending or consumption



Question:

Imagine that you have to cut back on expenses in your department. What would be your approach?



8. It's important to follow up after a business meeting.



follow up: do something to check the status of an earlier action (or to check it has been done)



"I'll follow up with an email to confirm the details."

"You should follow up with a call to ensure they received our proposal."

"We'll follow up in a week to check on your progress."



follow up: do something to check the status of an earlier action (or to check it has been done)



Question:

How do you ensure that you follow up on tasks or communications in your work?



9. Our sales have been picking up since we started the new marketing campaign.



pick up: improve, increase, or get better

“The economy is finally starting to pick up again.”

“After a slow start, business has really picked up.”

“The new product line has helped pick up sales.”



pick up: improve, increase, or get better

Question:

Can you recall a time when business was slow and then started to pick up again?
What do you think caused the change?



10. Jackie handed the flyer out to her workmates.



hand out: give or distribute to a group of people

“They will hand out the conference materials at the entrance.”

“He handed out tasks to his team at the beginning of the day.”

“At the meeting, they handed out copies of the quarterly report.”



hand out: give or distribute to a group of people

Question:

When delegating tasks at work, how do you decide what to hand out to whom?



11. I'm really sad that my favourite bakery has closed down.



close down: stop operating, usually referring to a business or a facility



“Several factories had to close down due to the economic crisis.”

“After 10 years, they decided to close down the business.”

“They are planning to close down this store location by the end of the year.”



close down: stop operating, usually referring to a business or a facility



Question:

Discuss the potential impact on a community when a local business closes down.



12. They're going to open up a fancy new shop over the road.



open up: start a business or establish an institution



“We plan to open up new branches in various cities.”

“She opened up her own bakery last year.”

“The company opened up a new office in Tokyo.”



open up: start a business or establish an institution



Question:

If you could open up a business, what kind of business would it be and where would you establish it?



Extra: Go back to any slide with two images.
Compare the two images in 150 seconds.



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We hope you have enjoyed
this workshop.

