



08 - VOCABULARY: PHRASAL VERBS IN BUSINESS - 1



Deal with - To handle, work on: *Our new department head will **deal with** the training of new staff members.*

Take over - To get control or responsibility for something. Tom will **take over** the sales department and become its new manager.

Catch on - To finally understand, to understand something that other people already understand: Jim learns quickly, therefore he **caught on** after trying only two times.

Get ahead - To move up in position, improve your career: My boss told me that if I wanted to **get ahead**, I would need to work a little harder.

Drop off - A sharp decrease: At the end of summer there was a **drop off** in sales of bottled water.

Fill in - To do a job or hold a position temporarily: When the president is away, the vice president will **fill in**.

Bring up - To say or introduce a topic or issue: Whenever we have a meeting, our manager **brings up** the fact that we are improving every month.

Hold up - To cause a delay: The bad weather is **holding** progress **up** on the new bridge.

Turn down - To handle, work on: Larry **turned down** a job at another company so that he could continue his work here.

Point out - To indicate or show something: Everyone at the meeting was surprised when she **pointed out** the accounting department's mistake.

Cut down - To reduce, make something less: We will be **cutting down** the electricity bill by installing solar panels.

Cut out - To completely remove or erase: Last year we **cut out** spending on TV commercials in order to increase spending on radio commercials.

Call off - To cancel: The department meeting was **called off** this week so please use your time wisely.

Chip in - To give some help: If everyone **chips in**, we will be able to finish the job by lunch time.

Put off - To postpone, delay: The construction on the new building was **put off** because of all the rain this summer.