# 15 business phrasal verbs

Phrasal verbs are two or three-word verbs with prepositions or adverbs. Sometimes the same phrasal verb can have multiple meanings. In this lesson, we look at 15 phrasal verbs and how to use them in business situations.

1. **put (something) off**
2. **bring (something) up**
3. **build on**
4. **take on**
5. **carry out**
6. **go up**
7. **put up**
8. **go down**
9. **cut down**
10. **move on**
11. **tap into**
12. **weigh up**
13. **zero in on**
14. **drill down**
15. **wrap up**

# 10 useful phrasal verbs

### put (something) off = to delay

- Can we **put off** the meeting until next week?
- We need to **put off** the launch date until further testing is completed.

### bring (something) up = to introduce an idea or subject

- Today, I'd like to **bring up** the issue of staff expenses.
- In the meeting, Peter **brought up** the need for better communication between departments.

### build on = to add or develop something

- We must **build on** our reputation to expand the business.
- **Building on** Emily's idea, I'd like to suggest we do more trainining.

### take on = to accept new job, task, challenge

- He often **takes on** more than he can manage.
- Recently our company **has taken on** some large projects and expanded its market reach.

### carry out = to do or complete an activity

- The training department **carries out** regular sessions with employees to keep their skills up to date.
- The IT department **will carry out** a system upgrade this weekend.

### go up = to increase or rise

- The cost of living **is going up**, affecting many households.
- Our market share **has gone** up by 5%.

### put up = to make higher or raise

- They plan to **put up** the price of their subscription package.
- The bank has **put up** its interest rates.

### go down = to decrease or fall

- After the increase in price, sales began **to go down**.
- The team's productivity **has been going down** since the introduction of the new software.

### cut down = to make less or reduce

- She used to work 50 hours a week, but recently she'**s cut down**.
- The team is exploring ways **to cut down** the project timeline.

### move on = start a new topic / activity

- Let's **move on** to the final point on the agenda.
- I'd worked for the company for 10 years and felt it was time **to move on**.

## ➕ 5 advanced phrasal verbs

**tap into = to make use of a resource to achieve a result**

- The sales **team is tapping into** social media for customer engagement.
- There is a supply of skilled workers that the company can **tap into**.

**weigh up = to consider something's benefits and disadvantages**

- We need **to weigh up** the impact of these changes on the project timeline.
- Before applying for the job, I **weighed up** its pros and cons.

**zero in on = to focus your attention on smthg / sbdy**

- Social media allows you to **zero in on** your target market.
- The team **is zeroing in on** solutions to address the current production challenges.

**drill down = to go deeper / analyse further**

- The boss told us to **drill down** and find out which products people like the most.
- The financial analyst **drilled down** into the quarterly reports to find areas for cost savings.

**wrap up = to finish or complete something**

- Let's **wrap up** the meeting by summarising the key points.
- She **wrapped up** the deal before she went on holiday.

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**Complete the sentences with the phrasal verbs that match the meaning in brackets. Put it in the right form.**

1. They returned to their office feeling energised and ready to _____ new challenges. (accept)
2. The price of oil has _____ by over 50 per cent in less than a year. (risen)
3. I will _____ the pros and cons and decide in a few weeks. (evaluate)
4. Unfortunately, the demand for our product _____ last year. (decreased)
5. The company _____ new markets regularly, to increase its customer base. (makes use of)
6. The building work was _____ by a local contractor. (done)

7. I think we’re going round in circles. Perhaps we should _____ to something else. (change subject)
8. He _____ the main points brought up in the presentation. (focused his attention)
9. They've decided to _____ buying a car until they're both working. (delay)
10. The team will _____ into the survey responses to understand customer feedback. (go deeper)
11. We're planning to _____ our prices next month due to rising costs. (raise)
12. To lose weight, I need to _____ the amount of cakes I’m eating. (reduce)
13. We're almost done with the project—just a few more tasks to _____. (complete)
14. Brown said the issue would be _____ again at the next climate convention. (introduced for discussion)
15. The new software update _____ what we already have, making it work even smoother. (develops)

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## Quiz answers

### Complete the sentences with the phrasal verbs that match the meaning in brackets. Put it in the right form

1. They returned to their office feeling energised and ready to **take on** new challenges. (accept)
2. The price of oil has **gone up** by over 50 per cent in less than a year. (risen)
3. I will **weigh up** the pros and cons and decide in a few weeks. (evaluate)
4. Unfortunately, the demand for our product **went down** last year. (decreased)
5. The company **taps into** new markets regularly, to increase its customer base. (makes use of)
6. The building work was **carried out** by a local contractor. (done)
7. I think we’re going round in circles. Perhaps we should **move on** to something else. (change subject)
8. He **zeroed in on** the main points brought up in the presentation. (focused his attention)
9. They've decided to **put off** buying a car until they're both working. (delay)
10. The team will **drill down** into the survey responses to understand customer feedback. (go deeper)
11. We're planning to **put up** our prices next month due to rising costs. (raise)
12. To lose weight, I need to **cut down** the amount of cakes I’m eating. (reduce)
13. We're almost done with the project—just a few more tasks to **wrap up**. (finish)
14. Brown said the issue would be **brought up** again at the next climate convention. (introduced for discussion)
15. The new software update **builds on** what we already have, making it work even smoother. (develops)

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**Oleksandr**
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