


BUSINESS ENGLISH PHRASAL VERBS



YOU CAN USE AT WORK

Business English Week
Part II

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BURN OUT

refers to the state of physical, mental, or emotional exhaustion due to prolonged stress or overwork, leading to decreased performance and well-being.

The high-pressure environment and long hours are causing employees **to burn out** quickly.

Business English Phrasal Verbs



DRAW UP

refers to the act of creating, preparing, or composing a document, plan, agreement, or any formal written material.

We need **to draw up** a business plan before presenting it to potential investors.

Business English Phrasal Verbs



GET AHEAD

to advance or succeed in one's career or professional pursuits (making progress, achieving goals, and gaining an advantage over others in terms of career growth or recognition).

To **get ahead** in today's competitive job market, continuous learning and skill development are crucial.



(NOT) MEASURE UP

to fall short of expectations, standards, or requirements. It suggests that the person or thing being evaluated does not meet the desired level or fails to meet the established criteria.

The quality of the products from the new supplier **did not measure up** to the established standards, leading to customer complaints.

Business English Phrasal Verbs



LAY OFF

to dismiss employees from their jobs, often due to company restructuring, financial challenges, or a decrease in business activity.

The company had **to lay off** a significant number of employees due to the economic downturn and declining sales.

Business English Phrasal Verbs



CLOSE DOWN

to permanently cease operations or shut down a business or establishment.

After years of declining profits, the decision was made **to close down** the retail store and liquidate its assets.

Business English Phrasal Verbs



PENCIL IN

to make a preliminary appointment, with the understanding that it may be subject to change.

I **will pencil in** your request for a conference call with the client, but I need to confirm their availability first.

Business English Phrasal Verbs



SIGN OFF ON

to formally approve or authorize something, typically by providing one's signature as confirmation or endorsement.

The marketing director needs **to sign off on** the marketing campaign before it can be launched.

Business English Phrasal Verbs



RUN BY/PAST

to present an idea, plan, or proposal to someone for their review, feedback, or approval.

Before finalizing the project plan, I'll **run it by** my manager to get her input and suggestions

Business English Phrasal Verbs



RUN BY/PAST

Note:

'Run by' and 'run past' are similar in meaning and can be used interchangeably in most cases.

The CEO wants **to run** the strategic plan **past** the board of directors for their input and approval.



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