

Phrasal Verbs for business and work with their meaning.

- 1) Branch out - Expand or extend one's interest. Eg: Many conventional banks have *branched out* to digital banking.
- 2) Break into - To enter (with effort or force). Eg: It has always been his ambition to *break into* journalism.
- 3) Carry on - To continue. Eg: Angela *carried on* with her life after the divorce.
- 4) Close down - To stop operating or doing business. Eg: The law firm decided to *close down* its branch in Ribeirão Preto.
- 5) Look forward to - Anticipate with pleasure. Eg: I *look forward to* hearing from you soon.
- 6) Note down - To write something down. Eg: My questions weren't *noted down* on the graph.
- 7) Step down - To leave or resign (from a position or job). Eg: The CEO was forced to *step down* owing to his failing health.
- 8) Weigh up - To consider. I'd suggest you weigh up the pros and cons before you opt for a mortgage loan.
- 9) Back up - To make a copy of the information. Eg: It's not a bad idea to back up files on a hard drive.
- 10) Carry out - To do and complete a task. Eg: The last fumigation was carried out by a Chinese company.
- 11) Get on - Continue or start doing something. Eg: The manager told everyone to get on with their work.
- 12) Keep up with - To follow. Eg: We endeavour to keep up with business news around the globe.
- 13) Set up - To start (a business). Eg: Coca-Cola plans to set up a fashion line.
- 14) Set up - To trap someone. Eg: After several analyses, the judge concluded my neighbour was set up by his ex-wife.
- 15) Go through - To experience something bad or tough. Eg: I can't imagine what Ukrainians are going through at the moment.
- 16) Find out - To discover a fact or piece of information. Eg: Camila found out his boyfriend is a cheat.

- 17) Call off - To cancel something. Eg: The interview was called off due to an interrupted power supply.
- 18) Call back - To telephone someone again. Eg: I will call you back after lunch.
- 19) Deal with - To handle a situation or a problem. Eg: I spent the mornings dealing with emails.
- 20) Drop in - To make a short visit somewhere. Eg: I will drop in later tonight.
- 21) Fill out - Complete (a form). Eg: It took me several hours to fill out the visa application form.
- 22) Hold on - To wait. Eg: Please hold on as I reach out to my boss.
- 23) Join in - To participate. Eg: I would be pleased to join in long-term projects.
- 24) Lay off - Fire (staff). Eg: During the Covid-19 pandemic, many companies had to lay off to cut costs.
- 25) Run out of - Have no more of something. Eg: Many companies are running out of financial resources.
- 26) Sort out - To fix or organise. Eg: I need to sort out many things in my life.
- 27) Take over - To take control of something. Eg: Bruno took over the company when his father passed away.
- 28) Bail out - To help/rescue someone or a company from a difficult situation, especially a financial problem. Eg: The Central bank bailed out Americanas with shareholders' funds.
- 29) Cut back - To reduce something. Eg: Many tech companies are cutting back on staff in the last 6 months.
- 30) Fall through - If an agreement or plan falls through, it means not completed successfully. Eg: The plan to set up another business fell through.