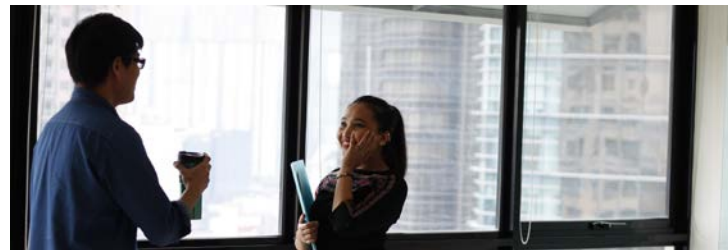
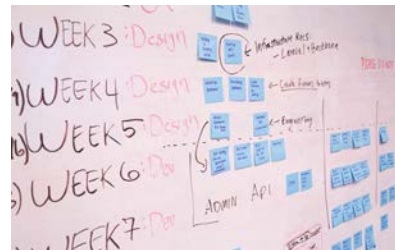



# Phrasal Verbs to Use at Work

**20 Phrasal Verbs  
Plus Common Expressions  
to Use to talk About Work**

**With Kat from High Level Listening**





Are phrasal  
verbs too  
informal  
for the  
workplace?

# At Work

- **Small Talk is Big**
- **First Name Basis**
- **Informality = Friendliness**



# Go by

Introduce Yourself – Nickname

She introduced me as Katarina,  
but I usually *go by* Kat.

Do you *go by* Kate? –It's Kat  
actually.

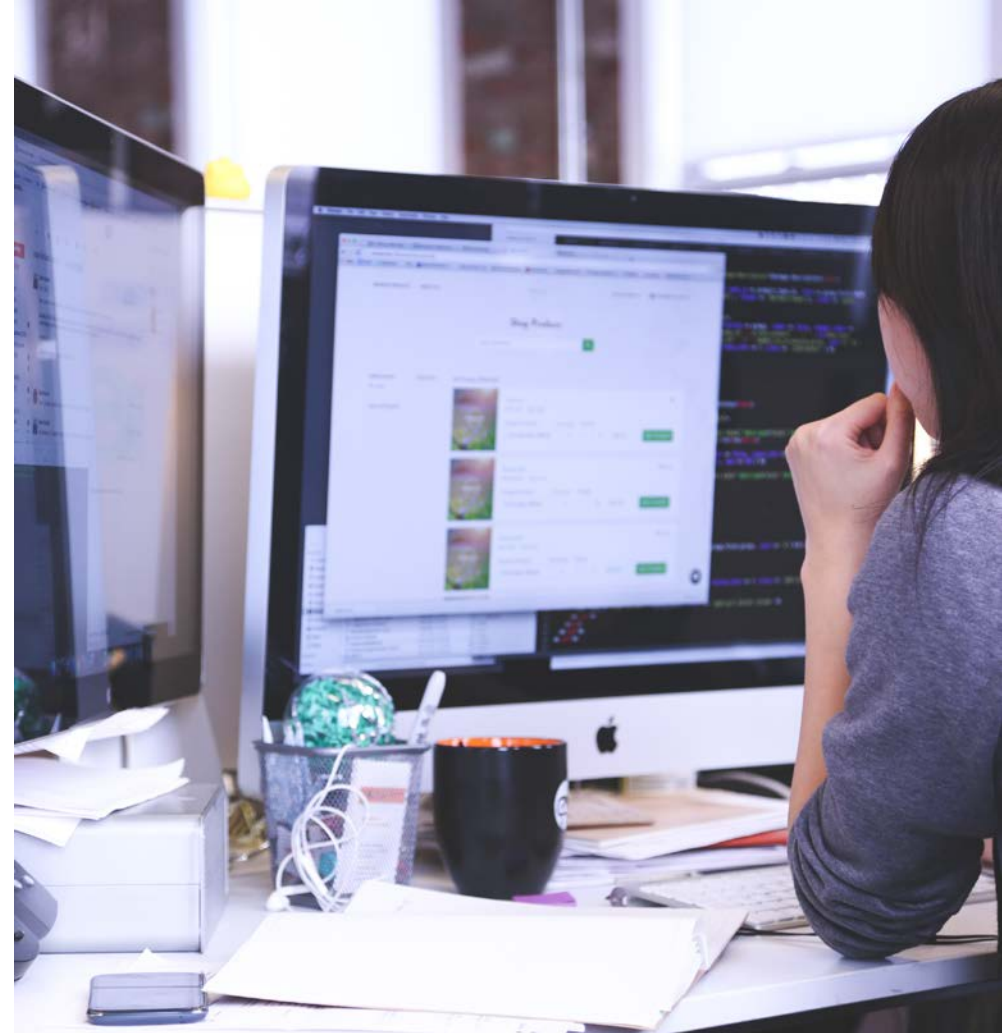
# Work on

Improve or Develop

What've you been *working on*?

I started *working on* this new project this week.

I really need you to *work on* something for me.





# Go over / Look over

Review, Check, Examine

Let's get together and *go over* the details.

*Look over* this document for me before the meeting.

Similar but a little different

# Look Into

Investigate, Research, Find Information

My boss had me *look into* new markets in Europe.

We're *looking into* last month's reports to see where we might've made an error.





# Hand in / Hand over

Submit / Give Control

I'm supposed to *hand* this *in* to Louise by the end of the day Friday. Complete your portion, then *hand* it *over* to Marketing.

# Put Off / Push Back

Postpone, Delay

She usually *puts* everything *off* 'til the last minute.

I think we should *put* the meeting *off until* next week.

We've gotta *push* the meeting *back to* Tuesday.





# Bring Forward / Move Up

Change to an Earlier Time

Boss wants to *bring* the meeting *forward* a few hours, so we'll have it before lunch instead of after.

Our deadline's been *moved up* to Wednesday, which means we'll probably be staying late this week.

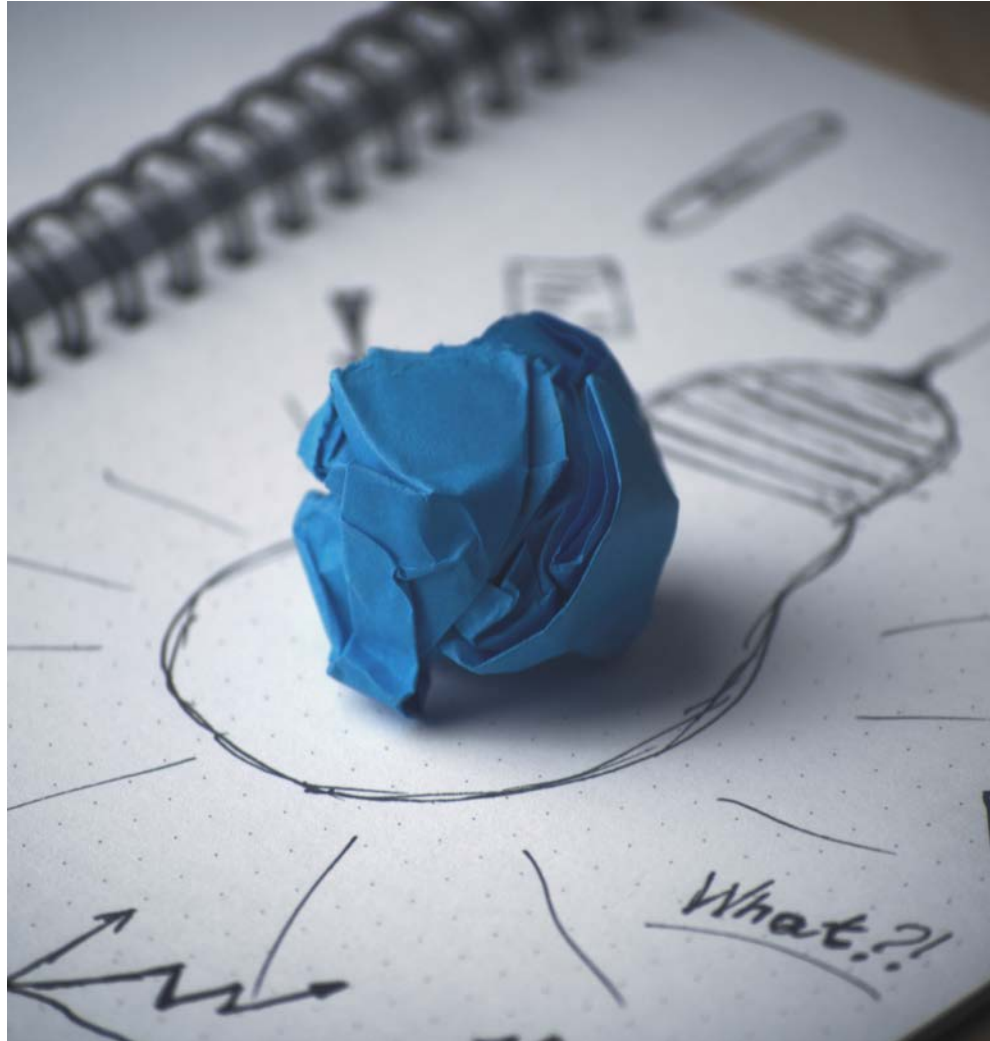
# Put Together

Assemble, Organize

You'll be in charge of *putting* a team *together* for the project.

She's *put together* lots of presentations like this, you should ask her for advice.





## Sort Out / Figure out

Solve a problem, Find a Solution

There's just a few things we need to *sort out* before I sign.

Let's *figure out* what we should do.

Figure out: think

Sort out: take action

# Run by / Run Past

Inform, Get an Opinion, Ask Permission, Discuss

The report looks good, just *run* it *by* Marcia before uploading it.

While I love the idea, I think you should *run* it *past* Mark in Engineering to see if it's possible.





# Burn Out

Become Exhausted due to Difficult Work

I've been feeling a bit *burnt out* this week, good thing we have Friday off. (also, burned out)

I know you're a hard worker, but don't *burn yourself out*, it's not worth it.

## Draw up

Prepare/Create a draft

I'm having Louis *draw up* some plans for the new building.

She'll *draw up* the initial report, and I'll revise it next week.





## Fill in

Complete / Give Information / Substitute

3 separate meanings

You'll just need to *fill in* the missing information and we'll hand it in.

The meeting was pretty standard, I'll fill you in about it later.

Lesley's *filling in* for Jeff this week while he's on vacation.

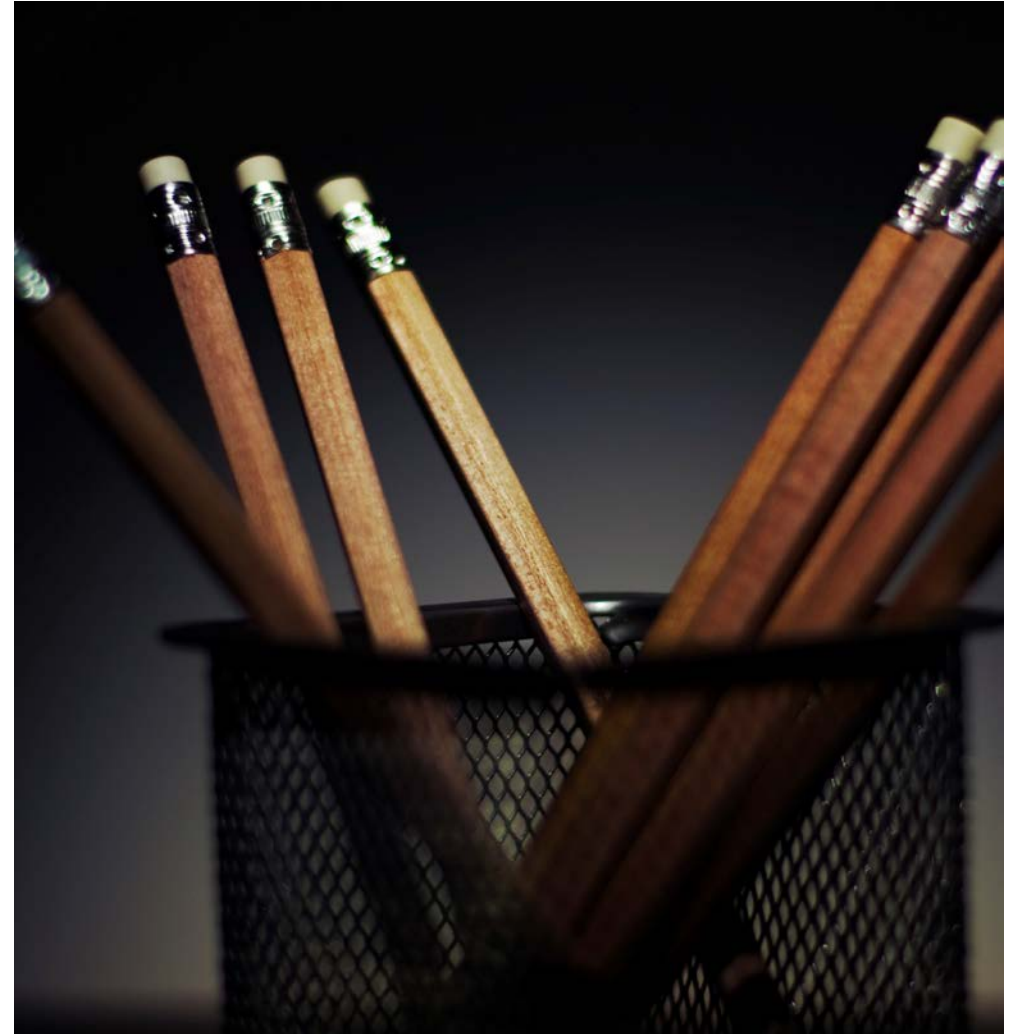
# Pencil in / Put Down

## Schedule

Could you *pencil* me *in* on  
Tuesday at 5?

*Pencil* him *in*, and we can change  
it if we need to.

More confident: *Put* me *down* for  
4:30.





# Pick Up / Slow Down

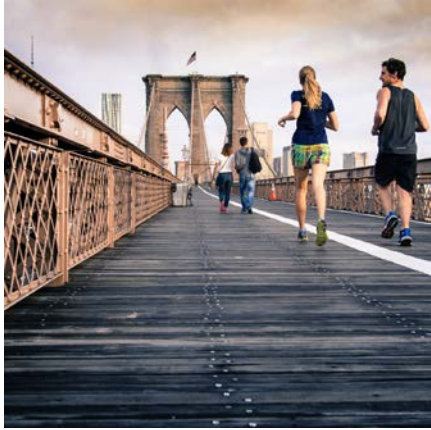
Increase / Decrease

## Opposites

Sales have really *picked up* this past week.

Everything's *slowed down* since we hired all those new staff members.

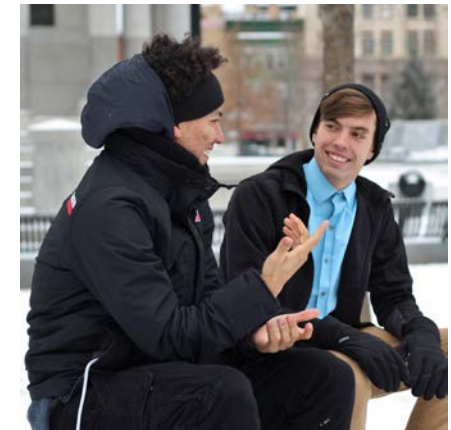
# Talking about Work



**How's work  
going?**



**Work going  
okay?**



**How's  
work?**

**How's work  
been going?**

**How's work  
been this week?**

**How was work  
today?**

Good!



## Work's been good

Work's been good, I've been... verb + ing (p.p.)

Work's been great. I verb'ed...

Today was great. The end of the month is usually pretty quiet, so I'm just taking advantage of it and getting everything in order.

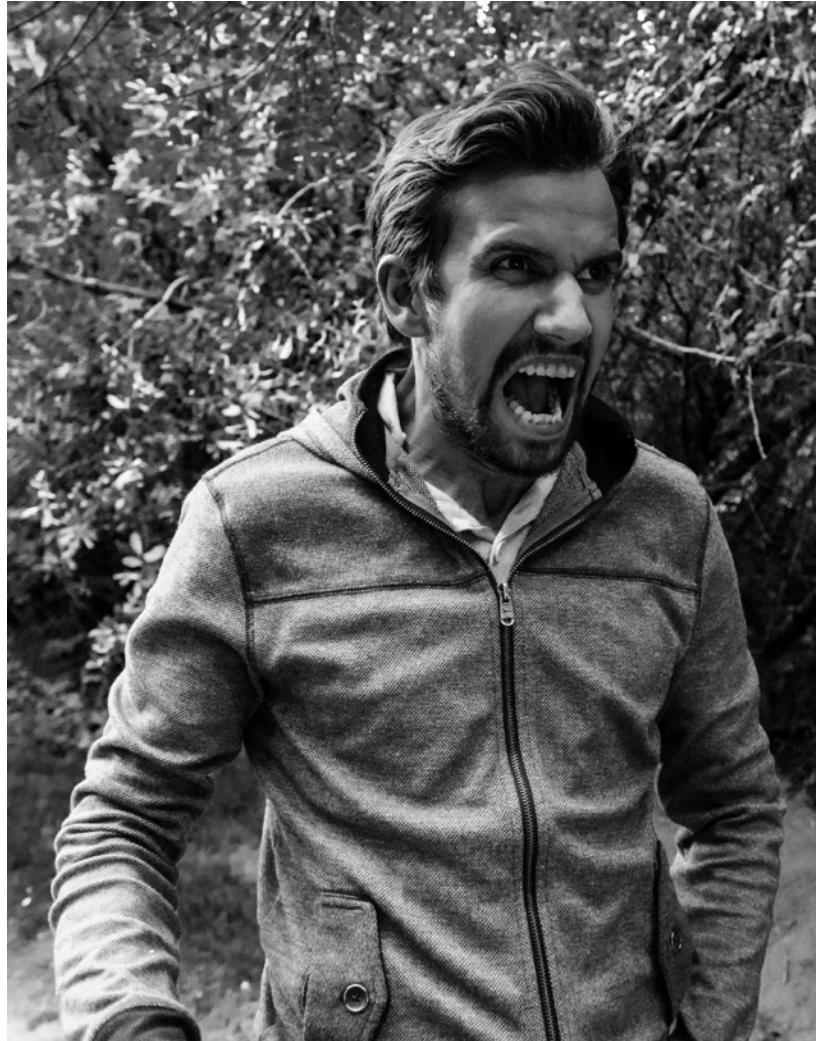
Okay.



# Work's been okay.

Can't complain. Work is work.

Same old same to be honest, my job doesn't really change much week to week.



## Eh, not so great.

Just finished up all of the end of year madness. Just in time too, I've been feeling really run down this week.

Hectic, but I'm getting through it.

A little burnt out this week, but busy season's almost over.

Work's been crazy. I've got a really heavy workload, and I'm just trying to get through it.

**HIGH LEVEL LISTENING**

# **ADVANCED ENGLISH**

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**LISTENING PRACTICE**

**NATURALLY SPOKEN ENGLISH**