

English Vocabulary: Common Business Phrasal Verbs

Introduction

Business phrasal verbs are commonly used in workplaces, meetings, emails, and professional conversations. Learning them will help you communicate more naturally and confidently in English.

1. Carry Out

Meaning: To perform or complete a task.

Example:

The team carried out a market research project last month.

2. Set Up

Meaning: To establish or start something.

Example:

They set up a new office in Singapore.

3. Take Over

Meaning: To gain control of a company or position.

Example:

She will take over the management role next week.

4. Look Into

Meaning: To investigate or examine.

Example:

The manager is looking into the customer's complaint.

5. Bring Up

Meaning: To mention a topic.

Example:

He brought up an interesting idea during the meeting.

6. Follow Up

Meaning: To check on something after an initial action.

Example:

I will follow up with the client tomorrow.

7. Turn Down

Meaning: To reject an offer or proposal.

Example:

The company turned down the partnership proposal.

8. Work Out

Meaning: To find a solution or develop successfully.

Example:

We worked out a plan to improve sales.

Practice Exercise

Choose the correct phrasal verb:

The company decided to _____ a new branch in Cebu.

The manager will _____ the issue immediately.

We need to _____ with the client after the meeting.

Answers:

set up

look into

follow up

Key Takeaway

Business phrasal verbs are essential for professional communication. Try using them in your emails, meetings, and workplace conversations to sound more fluent and natural in English.