



**Department of Commerce**

**Module: English**

**Responsible of the Module: Mr Ait Abderrahmane**

**Semester: II**

# **Commercial English/Business English**

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## **Common phrasal verbs in Business English (part 1)**

<b>PHRASAL VERB</b>	<b>DEFINITION</b>	<b>EXAMPLE</b>
to ask around	to ask many people the same question	I need a good real estate agent. Could you ask around and see if anyone knows one?
to back * up	to support	Thanks for backing me up in the meeting.
to call * back	to return a phone call	We have a bad connection. I'll call you back in a few minutes.

PHRASAL VERB	DEFINITION	EXAMPLE
to call * off	to cancel	Management is going to call the meeting off because so many people are out sick today.
to check in	to arrive and register at a hotel or airport	We checked in around 5 p.m. and then got something to eat.
to check in (with someone)	to talk with someone to ensure things are going okay	As a manager, I feel it's important to check in with everyone on my team at least once a day.
to check out	to leave a hotel	We checked out a few hours late and had to pay an extra fee.
to check * out	to look at carefully, investigate	I'm not sure why the copier isn't working. I'll check it out.
to chip/pitch in	to help	We should be able to finish quickly if

PHRASAL VERB	DEFINITION	EXAMPLE
		everyone pitches in.
to come across	to find unexpectedly	I was reading last night and I came across a couple of phrasal verbs I had never seen before.

## Part 2

PHRASAL VERB	DEFINITION	EXAMPLE
to count on	to rely on	We have a great team. I can count on everyone to do their best.
to cut back on	to consume less	It's a tough economy. We're trying to cut back on unnecessary expenses.
to cut in	to interrupt	Can I cut in and say something, please?
to do * over	to do again	I can't believe I closed the document without

PHRASAL VERB	DEFINITION	EXAMPLE
		saving. Now I'm going to have to do the whole thing over.
to do away with	to discard; to put an end to	They did away with bonuses last year because their profits were so low.
to drop * off	to take someone/something somewhere and leave them/it there	My car was in the shop, so Kevin dropped me off at my house.
to drop/stop by	to come without an appointment; to visit briefly	John dropped by my office to talk about last month's sales figures.
to end up	to eventually reach, do, or decide	At first I thought I wanted to be an accountant. Then, I studied finance. I ended up getting my degree in management, though.
to figure * out	to understand; to find	I can't figure out why

PHRASAL VERB	DEFINITION	EXAMPLE
	the answer	the printer isn't working. I've tried everything, and it still won't work.
to fill * out	to write information in blanks	Please fill out these forms and bring them on your first day of work.