



## Phrasal Verbs for The Office

I work in a big office with all my colleagues and bosses. My working day completely varies.

My day **kicks off** with a team meeting to **bring up** any issues, to **come up with** solutions to any ongoing problems and to **set out** goals for the weeks and months ahead. Occasionally if the workload is too big we need to **push back** or even **call off** the meetings.

After our meeting, sometimes I need to **call back** clients or send over emails. I've recently **taken on** a new project and need to speak to lots of our clients to get their feedback.

# Phrasal Verbs for The Office

**to kick off**

intransitive / transitive - separable

**to start**

*How do you kick off your day?*

# Phrasal Verbs for The Office

**to bring up**

transitive - separable

to mention, to talk about

*Can you bring it up at the meeting?*

# Phrasal Verbs for The Office

**to come up with**

transitive - inseparable

to think of a new idea

*We need to come up with something better!*

# Phrasal Verbs for The Office

## to set out

transitive - separable

to decide a rule, policy or guideline

*Let's set out the plan for next week*

# Phrasal Verbs for The Office

**to push back**

transitive - separable

**to delay**

*Can we push back the meeting today?*

# Phrasal Verbs for The Office

**to call off**

transitive - separable

**to cancel**

*We're going to call off the party!*



# Phrasal Verbs for The Office

**to call back**

transitive - separable

to return a telephone call

*I'll call you back later!*

# Phrasal Verbs for The Office

**to take on**

transitive - separable

to start a new responsibility

*Can you take on my workload?*