

## 《超实用的邮件万能短语都在这儿~！》

### 100 Commonly Used Business Phrasal Verbs with Examples

#### 100个常用商务短语动词举例

1. Aim for – to make it a goal or target.

1.目标-使之成为目标或目标。

You need to aim for four more clients this month.

这个月你需要争取另外四个客户。

2. Ask around – to ask multiple people to find the answer to something.

2.四处询问——让多个人找到某件事情的答案。

Tim, could you please ask around and find out what causing this problem?

蒂姆，你能四处问问是什么引起这个问题吗？

3. Back up #1 – To make a copy of something to protect against loss.

三.备份1 – 复制一些东西以防丢失。

Please make sure to back up all your work each day on the company ' s server.

请确保每天在公司服务器上备份所有工作。

4. Back up #2 – To talk about an earlier point in a conversation.

4.倒退2 – 谈论谈话的前一点。

Let ' s back up for a minute. You said earlier that the customer couldn ' t log in?

让我们往前一分钟。你刚才说客户不能登录？

5. Bail out – to save from, or pull out of, failure/loss. (most often using money).

5.纾困——从失败/损失中拯救或撤出。（最常用的是用钱）。

In 2008-2009, the US government had to bail out many banks.

2008-2009年，美国政府不得不救助许多银行。

Bail out of – to leave quickly when unfinished. (see also: pull out)

跳出-未完成时快速离开。（另请参见：拉出）

We had to bail out of the Sydney deal. We didn't have the manpower to complete it.

我们不得不从悉尼交易中脱身。我们没有人力来完成。

Bank on – to count on something or base plans on expecting it to happen.

指望——指望某事或计划能发生。

The design team at Toyota were banking on the new Escobar line to be a success.

丰田的设计团队指望新的Escobar系列能取得成功。

Be snowed under – to have a lot or too much work to do.

被大雪覆盖-有很多或太多的工作要做。

I am snowed under this week. Can we do it next week?

这星期我下雪了。我们下周能做吗？

Booked out – when all tickets or spaces are already reserved or taken.

已预订-当所有车票或车位都已预订或占用时。

Our business event is nearly booked out because of ticket pre-orders.

由于预购机票，我们的商务活动几乎被预订一空。

Branch out – to start something new that is similar and in addition to what you have been doing.

开拓领域-开始一些新的东西，是相似的，除了你一直在做的。

The electric car company, Tesla, is branching out into the motorcycle industry.

电动汽车公司特斯拉正在向摩托车行业发展。

Break down – to make something into smaller parts.

分解-把某物分成更小的部分。

We need to break down our sales process to see where we can improve it.

我们需要打破我们的销售流程，看看我们能在哪里改进它。

Break into – to enter a new market (with effort).

打入一个新的市场。

It ' s tough to break into the beauty industry right now.

现在很难打入美容行业。

Bring forward – to move a deadline or agreed time closer to now.

提前-将最后期限或约定的时间移到现在。

Do you mind if we bring our meeting forward to 3 o ' clock?

你介意我们把会议提前到3点吗？

Bring off – to successfully achieve something that is difficult to do.

成功地完成一些很难做到的事情。

Tony promised two times more sales this March. Think he can bring it off?

托尼答应今年三月再增加两倍的销售量。你觉得他能成功吗？

Bring up – to begin a discussion on a topic.

提出-开始一个话题的讨论。

I would like to bring up the problems we ' re facing in our Asian factories.

我想提出我们在亚洲工厂面临的问题。

Burn out – to become sick or exhausted because of working too much.

筋疲力尽——由于工作太多而生病或筋疲力尽。

Jill looks burned out this year. I think the change of job has been tough for her.

吉尔今年看起来精疲力尽。我认为换工作对她来说很难。

Buy out – to buy a large enough portion of a company to take control of it.

收购——收购一家公司足够大的一部分来控制它。

Many companies buy out their competitors to increase their market share.

许多公司买下竞争对手以增加他们的市场份额。

Call back – to phone someone in reply to their (missed) call.

回拨-给某人打电话以回复他们（未接）的电话。

Sarah, could you tell Tom I ' ll call him back later? I ' m going to a meeting right now.

莎拉，你能告诉汤姆我过会儿再打给他吗？我现在要去开会。

Call for – to demand or need something.

要求-要求或需要某物。

The shareholders are calling for the CEO ' s resignation.

股东们要求首席执行官辞职。

Call off – to cancel.

取消 – 取消。

Sorry John, I ' m going to have to call off our business lunch tomorrow.

对不起，约翰，我明天要取消我们的商务午餐。

Carry on – to continue to do something.

继续-继续做某事。

Carry on with your lunch. We can discuss it later.

继续吃午饭吧。我们可以稍后再讨论。

Carry out – to perform an action.

执行-执行一个动作。

Steve will carry out our social media campaign starting next month.

史蒂夫将从下个月开始开展我们的社交媒体活动。

Cash in on – to use an event or external opportunity in your benefit (normally for money).

兑现——利用一个事件或外部机会为自己谋取利益（通常是为了钱）。

Colgate is cashing in on market interest in natural products with a new organic toothpaste.

高露洁正在利用一种新的有机牙膏在市场上对天然产品的兴趣。

Cash up – to keep/hold large amounts of money instead of investing or spending it.

套现——保留/持有大量资金，而不是投资或消费。

Apple is cashed up and ready to buy small tech companies.

苹果已经兑现并准备收购小型科技公司。

Catch on to – to realize something that is happening.

抓住-意识到正在发生的事情。

If large media companies don't catch on to social media quickly, they'll go out of business.

如果大型媒体公司不迅速赶上社交媒体，它们就会倒闭。

Catch up – to become up to date with current work to be done.

赶上进度-跟上当前要完成的工作。

I need to catch up with some work I haven't finished.

我需要赶上一些我还没做完的工作。

Chase up – to try and get someone to pay a bill.

追查——试着找人付账。

Tesla has a whole team of accountants who chase up unpaid invoices.

特斯拉有一个完整的会计团队负责追查未付的发票。

Chip in – to put something in towards a greater goal (normally ideas, work, or money).

投入——把某物投入一个更大的目标（通常是想法、工作或金钱）。

Jerry, could you chip in and help the guys in the factory today?

杰瑞，你今天能插手帮助工厂里的人吗？

Close down – to permanently stop a business, or part of a business.

关闭-永久性地停止一项业务或一部分业务。

We are closing down our Mexico factory next quarter.

下个季度我们将关闭墨西哥工厂。

Close up – to temporarily stop or close a business (at the end of each day for example).

关闭-暂时停止或关闭业务（例如每天结束时）。

Could you help Sarah close up the shop tonight?

今晚你能帮莎拉把商店关起来吗？

Come up – to happen or be created.

出现-发生或被创造。

Something unplanned has come up and we won't make our deadline.

有些意外的事情发生了，我们不能按时完成。

Contract out to – to give work to someone outside of the company to do.

把工作交给公司以外的人去做。

We ' re going to contract our website design out to an Indian company

我们将把网站设计外包给一家印度公司

Cross sell – to promote or suggest similar products at the time of customers purchase.

交叉销售-在客户购买时推广或建议同类产品。

Companies like Vista Print and Amazon use cross selling to maximize spending.

像vista print和amazon这样的公司使用交叉销售来最大化支出。

Cut out – to get rid of, or take away, something/someone.

删掉-去掉或拿走某物/某人。

If we cut out the middle man we can lower our costs.

如果我们去掉中间人，我们就能降低成本。

Deal with – to handle, work, or interact with, something/someone.

处理-处理、工作或某物/某人互动。

Our company deals with dentists all over the country.

我们公司与全国各地的牙医打交道。

Draw up – to prepare paperwork/contracts/plans/etc. Normally to do with written work.

起草-准备书面文件/合同/计划等。

Let ' s talk again after Timothy in our legal department draws up a contract.

我们法律部的蒂莫西起草合同后再谈吧。

Drop in/by – to visit.

顺便来看看。

Greg from head office is going to drop in

总部的格雷格要来拜访。

Drop off – to deliver something.

下车-送东西。

The FedEx guy dropped off something for you this morning, sir.

今天早上联邦快递的人给你送了东西，先生。

Drum up – to increase or gain something. Normally business/sales/awareness/customers.

鼓起-增加或获得某物。通常业务/销售/意识/客户。

Little bakeries are having a hard time drumming up business after Tesco opened its own in-store bakeries.

在乐购开设自己的店内面包店后，小面包店正忙着打鼓生意。

Fall short – to not have enough of something. Often money or time.

做不到-没有足够的东西。通常是金钱或时间。

If a cash register falls short, the cashier has to pay the difference themselves.

如果收银机缺钱，出纳员必须自己付差额。

Fall through – to not be successful. To fail or lose something.

失败-不成功。失败或失去某物

Google had a deal to sell to Yahoo! ten years ago but it fell through.

谷歌有一笔交易要卖给雅虎！十年前但是失败了。

File away – to put in organized storage (normally documents, and files)

文件存放-存放在有组织的存储中（通常是文档和文件）

Remember to file away those invoices after you 're finished with them.

别忘了把那些发票用完后归档。

Fill in for – to temporarily replace something or someone.

填写-临时替换某物或某人。

Can you come into work today? We need someone to fill in for Sam, who 's sick.

你今天能上班吗？山姆病了，我们需要有人来代替他。

Fill out – to complete or put details into a form or survey.

填写-完成或将细节放入表格或调查中。

Could you please take the time to fill out our customer survey?

请您花点时间填写我们的客户调查表好吗？

Find out – look for information or to discover something previously unknown.

发现-寻找信息或发现以前未知的东西。

Tom, please find out what happened to the supplier 's delivery.

汤姆，请查查供应商的交货情况。

Get ahead – to become successful in your career or business.

勇往直前-在事业或事业上取得成功。

You have to be tough to get ahead in the finance industry.

要想在金融业取得领先地位，你必须坚强。

Get on – to make improvement or progress.

继续前进-取得进步或进步。

How did you get on with the marketing plan this week?

这周你是如何进行市场营销计划的？

Go through – to read, discuss, or examine something, usually paper.

阅读，讨论，或检查一些东西，通常是纸。

Tom from legal will get back to us after going through the contracts.

法务部的汤姆在签完合同后会回来找我们的。

Hire out – to allow others to use a resource you own in return for money.

出租-允许他人使用你拥有的资源来换取金钱。

The boss wants to hire out the 3rd floor of our office building to a small business.

老板想把我们办公楼的三楼出租给一家小企业。

Hold off on – to postpone something until a later date.

推迟——把某事推迟到以后的日期。

They will need to hold off on the release of their new phone until they fix the battery.

他们需要推迟新手机的发布，直到他们修好电池。

Hold on – to wait (usually for a small period of time).

坚持——等待（通常是很小的一段时间）。

Please hold on for a minute until I finish this call.

请稍等，直到我打完电话。

Hold out – to wait before taking action or remain in the same difficult situation.

坚持——在行动之前等待，或处于同样困难的境地。

Sir, I think we should hold out for a better offer before selling.

先生，我想我们应该在出售前先争取一个更好的报价。

Hone in on – to focus on one thing. Or, to focus down in detail.

专注于一件事。或者，把注意力放在细节上。

GoPro has been successful in honing in on the extreme sports market.

Gopro已经成功地在极限运动市场上磨练了。

Join in on – to take part in an activity.

参加-参加一项活动。

Let ' s get Steve from accounting to join in on this meeting.

让会计部的史蒂夫参加这次会议。

Keep up with – to stay up to date. Or to stay at the same level or speed as something else.

跟上-保持最新。或者保持与其他事物相同的水平或速度。

Small businesses find it difficult to keep up with technology changes.

小企业发现很难跟上技术的变化。

Key in – to type something on a computer or keyboard.

键入-在计算机或键盘上键入内容。

We ' re looking for a data entry specialist to key in customer ' s purchase history.

我们正在寻找一个数据输入专家来输入客户的购买历史。

Knuckle down – to focus on the task or job to be done.

全神贯注——专注于要完成的任务或工作。

The design team will have to really knuckle down to finish this by Christmas.

设计团队必须全力以赴在圣诞节前完成这项工作。

Lay off – to fire. To tell to leave the company.

解雇-解雇。告诉他离开公司。

They had to lay off He was stealing paperclips.

他们不得不解雇他，因为他在偷回形针。

Look into – to research to find more information.

调查-研究以发现更多信息。

Our office keeps losing paperclips. Can you please look into it Stacy?

我们的办公室老是丢回形针。你能帮我查一下吗史黛西？

Look through – to examine or read briefly on the surface

浏览-在表面上检查或简短地阅读

The team had a quick look through your proposal.

小组很快就看完了你的建议。

Look up to – to respect and admire.

尊敬-尊敬和钦佩。

I know you look up to Larry like a father, which makes this hard.

我知道你像父亲一样尊敬拉里，这让事情变得很难。

Make up – to compensate for something. (also see: Catch up)

补偿-补偿某物。（另见：追赶）

There ' s a lot to do today. The office needs to make up for being closed last week.

今天有很多事要做。这间办公室需要弥补上星期关门的损失。

Measure up – to be at the right level or good enough to do something.

衡量——处于正确的水平或足够好地做某事。

We hired an ex-Apple Marketing Director. I hope he measures up to expectations.

我们雇了一位前苹果市场总监。我希望他能达到预期。

Meet up – to get together.

相聚——相聚。

The department heads are meeting up next week to talk about Larry ' s behavior.

部门主管下周开会讨论拉里的行为。

note down – to write something quickly to use again later.

记下来——快速地写下一些东西以便以后再次使用。

Stacy, could you join us and note down the key points to the meeting?

史黛西，你能和我们一起记下会议的要点吗？

Pencil in – To make flexible plans for something that can still change.

临时安排-为一些仍然可以改变的事情制定灵活的计划。

Shall we pencil in next Wednesday at 1 pm for your interview?

我们下星期三下午一点来面试好吗？

Phone up – to call by phone.

打电话——打电话。

Customers have been phoning up with complaints about the new Furby toy.

顾客们一直打电话投诉新的富比玩具。

Pick up – to increase or improve after a period of slow or no results.

恢复-在一段时间缓慢或没有结果后增加或改善。

Business really has really picked up since the month of June.

六月份以来生意真的很好。

Point out – to bring attention to something.

指出-引起对某事的注意。

I need to point out that we have not yet decided on new product ' s name yet.

我需要指出的是，我们还没有决定新产品的名称。

Pull out of – to stop doing something. Or, to stop being a part of something.

退出-停止做某事。或者，停止成为某件事的一部分。

Many companies are pulling out of their advertising contracts with YouTube.

许多公司正退出与youtube的广告合同。

Put back – to stall or delay something to a later date (also see: Hold off on)

推迟——推迟或推迟某物的日期（另见：推迟）

The delivery date will be put back by two days because of the hurricane.

由于飓风的影响，交货期将推迟两天。

Put off – to know longer feel positive about something.

推迟——去了解更多对某事的积极感觉。

Many Samsung customers were put off by the Note 7 battery problems.

许多三星的客户被Note7电池问题耽搁了。

Report Back – to return to a boss or superior person with new information found.

向上司或上级汇报新的信息。

It ' s part of your job to report back any issues you find within the company ' s servers.

报告在公司服务器中发现的任何问题是您工作的一部分。

Rip off – when a product/service is expensive in comparison to its value.

次品-当产品/服务比它的价值昂贵时。

Some say the iPhone 7 is a rip off because little has been changed since the iPhone 6.

有人说iPhone7是个骗局，因为自iPhone6以来几乎没有什么变化。

Run by / past – to check with someone first.

路过/路过-先和某人确认一下。

Shouldn't we run it by the supervisor, first?

我们不应该先由主管来处理吗？

Run late – when you will not be somewhere at the planned time.

晚点——你不会在计划的时间出现在某个地方。

He is running a little late this morning because of traffic.

由于交通堵塞，他今天早上有迟到。

Run out of – to not have any more of an item.

用完-不再拥有任何物品。

We are about to run out of printing ink, could you order more, please?

我们的墨水快用完了，请再点一点好吗？

Sell off – to sell a part of or a whole business.

出售-出售部分或全部业务。

Nokia plans to sell off its mobile phone department to Samsung.

诺基亚计划将其手机部门出售给三星。

Sell out – to have sold all items of something with nothing left.

卖完——把某物的所有东西都卖光了。

We always sell out of that perfume brand during this time of year.

在每年的这个时候，我们总是卖掉那个香水品牌。

Set up – to arrange/create. Or, to start a new business or a new department of a business

设置-安排/创建。或者，开办一家新公司或一个新部门

Virgin Airways plans to set up offices in Berlin next year.

维珍航空计划明年在柏林设立办事处。

Shop around – to compare prices and products at different places before buying.

货比三家——在购买前比较不同地方的价格和产品。

Most large companies constantly shop around for the cheapest materials.

大多数大公司经常到处采购最便宜的材料。

Sign off on – to formally approve of something

签字-正式批准某事

You ' re going to need the boss to sign off on this order.

你需要老板在这张订单上签字。

Sign up – to agree to receive or to do something.

注册-同意接收或做某事。

Many website companies want their site ' s visitors to sign up for a newsletter.

许多网站公司希望他们网站的访问者注册一份时事通讯。

Sort out – to fix or solve a problem.

解决-解决或解决一个问题。

The company had to recall all the phones to sort out the battery problem.

公司不得不召回所有的电话来解决电池问题。

Spell out – to explain in plain and simple terms.

用简单明了的语言解释。

Tech companies need to really spell out their product ' s advantages to customers.

科技公司需要真正向客户阐明他们产品的优势。

Step Down – to give up their position or title.

下台-放弃他们的职位或头衔。

The CEO of Malaysia Airways stepped down on Tuesday after the news report.

马来西亚航空首席执行官周二在新闻报道后辞职。

Step up – to try/work harder

更上一层楼-努力工作

Our company needs to step it up if we want to compete with Tesla.

如果我们想和特斯拉竞争，我们公司需要加大力度。

Stock up – to collect or buy a lot of something.

备货——收集或购买很多东西。

Most restaurants stock up on champagne before New Year 's Eve.

大多数餐馆在除夕夜前都备有香槟。

Take off #1 – to become highly successful or popular quickly.

迅速走红1-迅速成为非常成功或受欢迎的人。

The Harry Potter books took off even faster than the publisher expected.

哈利波特的书比出版商预期的要快得多。

Take off #2 – to not go to work.

请假2-不去上班。

Boss, can I take Tuesday off to visit my friend in the hospital?

老板，星期二我可以请假去医院看我的朋友吗？

Take on – to accept or agree to deal with.

接受或同意处理。

The boss thinks that you 've taken on too much work and wants me to help you.

老板认为你承担了太多的工作，要我帮你。

Take over – to gain control. Or, to do something someone else was responsible for.

接管-获得控制权。或者，做别人应该负责的事。

The Financial controller has taken over the accountants duties.

财务总监接管了会计师的职责。

Talk over – to discuss a topic for decision.

讨论-讨论一个要做决定的话题。

Let ' s talk it over tomorrow during the Sales meeting.

我们明天在销售会议上再谈吧。

Team up – to work together with another on something.

团队合作-在某件事情上与另一个人一起工作。

Malcolm and John, you two team up to solve this issue.

马尔科姆和约翰，你们两个一起解决这个问题。

Trade in – to give something old as part of the price paid for new things.

以旧换新——以旧换新。

All customers get \$100 off the new S8 when trading in their old S7.

所有顾客在旧的s7上交易时都能从新的s8上得到100美元的折扣。

Trade off – to negotiate or make a deal

权衡——谈判或达成交易

I had to trade off my paid vacation leave for a smaller workload.

我不得不把带薪休假换成一个小工作量的工作。

Turn down – to reject or say no.

拒绝-拒绝或拒绝。

He turned down my request for a raise

他拒绝了我的加薪要求

Up sell – to promote a more premium product option or add-ons during the sales process.

追加销售 – 在销售过程中推广更优质的产品选项或附加组件。

McDonald ' s up sells at every opportunity. “ Want to make it jumbo size for \$1? ”

麦当劳每一个机会都在销售。“ 想把它做成1美元的特大号吗？ “ 。”

Weigh up – to think about both sides of something. Ie cost vs benefit.

举重——思考事物的两面。即成本与效益。

A company must weigh up the costs and benefits when changing their pricing.

公司在改变定价时必须权衡成本和收益。

Work out – to find the solution for something or to calculate something.

解决-为某事找到解决方案或计算某事。

The boss wants me to work out the total cost per unit.

老板要我计算出每个单位的总成本。