

Grammar notes: phrasal verbs m-p

make something out

to manage to see or hear

make it out to someone

to write a cheque

What's this figure here in the accounts? I can't **make it out**.

You'll really have to improve your accent when you speak Spanish. I can't **make out what you're saying**.

Who shall I **make it out to**?

Shall I **make the cheque out** for cash?

make up for something

to compensate for

At least the sales contract from the Ministry will **make up for the orders we lost** because of the transport strike.

When everyone comes back from holiday we'll have to work extra hours to **make up for lost time**.

miss something out

to not include

Can you check through the list and see if I've **missed anything out**?

If you **miss out the @ in an email address**, the message won't get sent.

own up (to something)

to admit to

OK. **Own up!** Who's taken my cigarettes?

The boss is never going to forget about that report being lost. I suppose I should **own up to having left it in a taxi**.

pass someone over

to not consider for promotion

If they **pass me over** for promotion again this year I'm going to find a new job.

He's depressed because **he's been passed over** again.

pay something off

to finish paying money you owe

Once we **pay off the bank loan**, we'll be able to invest our profits in the company.

If you took out a 25-year mortgage in 1995 to buy your house, **it won't be paid off** until 2020.

phase something in

to introduce gradually

The changes in pension contributions can be phased in gradually as people join the firm.

We'll be phasing the changes in over the next few years so as to minimise disruption to the production process.

pick up

to improve

pick something up

to learn by experience

Sales are often slow in the summer. Things should pick up around October.

If orders don't pick up soon we'll have to think about reducing production.

Probably the best way to learn the job is to sit with one of the staff and see what they do. You'll soon pick it up.

The new secretary speaks four languages. Apparently she picked them up while travelling around Europe.

point something out

to draw attention to

I really must point out how important this meeting is. The company's future depends on it.

I pointed it out to him in the meeting but he didn't seem to think it was important.

pull something off

to succeed in doing something

The negotiations went on and on, but he finally pulled off the deal.

He's pulled it off! We've won the order!

pull out (of something)

to not continue

Once the other company discovered the size of the order, they pulled out.

We made it completely clear that we wouldn't sell for less than £3m, so the buyer pulled out of the deal.

put something forward

to make a suggestion

The new manager put forward her ideas for cutting costs as soon as the meeting started.

She wanted a ban on overtime, but I put that forward at the last meeting and everyone thought it was a terrible idea.

put in for something

to request officially

I've put in for three weeks' holiday next August, but they probably won't let me have more than two.

There's a job going now that the Head of Personnel has retired. Why don't you put in for it?

put something off

to postpone

put someone off

to dissuade

to distract

The report isn't finished yet, so we'll have to put the meeting off until next week.

The expansion programme has been put off until the economy improves.

What do you mean, he wants to come to the office this afternoon? Can't you put him off?

Can I borrow your office? The roadworks outside my window are putting me off my work.

put someone through

to connect by phone

Hello, could you put me through to the Sales Department, please?

I'm sorry, you were put through to this extension by mistake. I'll transfer you to the right department.