

## Grammar notes: phrasal verbs r-s

reckon on something

to expect

He's decided to resign from his job? Well, I hadn't **reckoned on that** happening.

I think we can probably **reckon on a minimum of 25 people** coming to the training course.

ring (someone) back

to phone again

He'll be in the office after 3 o'clock, if you'd like to **ring back** then.

Sorry, I've got a meeting now. I'll **ring you back** as soon as it's finished.

ring off

to end a phone call

I was speaking to him earlier, but his boss called him into the office so he **rang off** without telling me the news.

I'll have to **ring off** now because the meeting's about to start. See you later.

rule something/someone out

to eliminate

So who gets the manager's job when he leaves? Well, **both of us** can be **ruled out** because we've only been working here six months.

If we lower the prices of our products, we can't **rule out the possibility** that our competitors will do exactly the same.

run out (of something)

to have no more

I can't print any more copies. The ink's **run out**.

I can't print any more copies. The printer's **run out of ink**.

run through something

to check by repeating

I want to **run through the presentation** just once more to make sure I've got it right.

Let's **run through the names** again and see if we can think of anyone else.

### rush into something

to decide too quickly

I'm not going to **rush into anything** now. Leave me the details and I'll look at them when I have a bit more time.

Let's not **rush into a decision** on this. Think about it over the weekend, and we'll meet back here at 10 o'clock on Monday morning.

### scale something down

to reduce in size

We're going to have to **scale down the plans for expansion** until there's an upturn in the economy.

Your **projected costs** will have to be **scaled down**. Remember, there are other departments that want money for new equipment too!

### see to something

to do, to deal with

I'll **see to the arrangements** for next week's meeting if you deal with the work outstanding for today.

The **photocopier** needs **seeing to**. It hasn't been working properly for at least a week.

### set someone back something

to cost

I know that this building isn't big enough for us now, but a new building will **set the company back millions of pounds**.

The new equipment we bought for the R&D Department **set us back over £500,000**.

### set off

to leave on a journey

I had to book you on the early flight because the usual one was full. You'll need to **set off** really early.

If we **set off** from here at around eleven, we should be there in plenty of time for the meeting.

### set something up

to start, to establish, to install equipment

The **company** was **set up** by the current director in 1987.

We can **set up a committee** to look at the possibility of changing the company's pension scheme.

**Set up the screen and the camera** in front of the table so we can see them and they'll be able to see us.

### shoot up

to increase rapidly

The number of accidents in the factory has **shot up** recently. We'll have to check our safety measures because something's clearly going wrong.

The price of raw materials is **shooting up**, and soon we'll have to think about passing the cost on to the consumer.

### sink in

to be slowly understood

How long is it going to take to **sink in**? The company's in trouble and something needs to be done about it now!

The news of the company cutbacks may take a while to **sink in**, but you should prepare yourself to deal with lots of queries from the staff.

### sort something out

to solve a problem

I'll speak to you as soon as I've **sorted out this problem** with the Inland Revenue.

We're still having problems with the internet connections. I thought you were going to **sort it out**.

### speak up

to speak more loudly

I'm sorry, this is a very bad line. Can you **speak up**?

You'll have to **speak up** or the people at the back won't be able to hear.

### stand for something

to represent

This company has always **stood for quality and reliability**, and that's not going to change.

The letters R&D **stand for Research and Development**.

### stand in (for someone)

to take someone's place

I'm sorry, I can't help you. I'm just **standing in (for her)** until she comes back to work tomorrow. Could you ring back then?

The personnel manager's just phoned in sick, so we need to find someone to **stand in for him** on the training course.

### step something up

to increase

If we get any more orders we'll need to **step up production**.

The **speed with which we deal with complaints** needs to be **stepped up**.

### sum (something) up

to summarise the main points

So, to **sum up**, the main points to remember are that we need to find new markets, invest in new technology....

If I had to **sum it up** in one word, I would say that the image of this company is reliability.