

Grammar notes: phrasal verbs t-z

take something down

to note information

You'll need to **take down everything we say** in the meeting, enter it on the computer, then print it out and give everyone a copy.

OK, I'll **take down all your details** and then your complaint can be passed to the relevant department.

take something on

to assume responsibility

to employ

Your secretary can **take on the extra work** until we find a permanent replacement.

I don't really want to be promoted because I don't want to **take on the extra responsibility**.

We'll need to **take on extra staff** over the summer to cover the people on holiday.

take something out

to obtain a legal or official document

The company can **take out a short-term loan** to pay for the new computer system, and then pay it back with the money saved by reducing the number of staff.

We **took out extra insurance** to cover possible losses caused by computer viruses.

take something over

to gain control

take over from someone

to replace

The shop was **taken over** by one of its competitors.

We **took the company over** in 1996, and since then we have doubled profits.

We need to recruit a new secretary to **take over from yours** while she's on maternity leave.

touch on something

to mention

I'd like to **touch on a number of subjects** in this meeting.

The manager didn't **touch on the subject** of staff reductions in the meeting with the union rep.

turn something down

to refuse, reject, to reduce

I'm afraid **your application** has been **turned down** again.

I'd love to accept your offer of a job, but I'll have to **turn it down** because I'm happy with my present company.

It's so hot in this office! Can't we **turn the heating down**?

turn (something) out

to produce

turn out to be

turn out that

to end as

Once we get the new machinery installed, the factory will be able to turn out twice the number of cars it produces today.

Your plan for cutting costs turned out to be very successful, so we've decided to give you a bonus.

It turned out that the new manager went to school with the director, but they hadn't seen each other for 20 years.

walk out

to leave in protest

The factory staff walked out when they heard that the union representative had been disciplined for attending a meeting.

If you walk out now you won't have the opportunity to come back!

weigh something up

to assess

We'll have to weigh the situation up very carefully before we take any action.

I weighed up all the pros and cons before I decided to leave the old job and take the new one.

wind (something) down

to reduce business

The business has been winding down ever since the director left it to his brother.

When production was relocated to Manchester, the London branch was gradually wound down.

work something out

to solve a problem

work out

to be all right in the end

Can you give me a hand? I can't work this calculation out at all.

I've read the instructions, but I still can't work out how this program works.

Don't worry. It'll all work out OK.