

# Hello I'm your worksheet!



## 10 Phrasal verbs relacionados con el trabajo

To settle down	Ok everyone, settle down, the meeting is about to start.
To get through	We have a lot to get through in this meeting.
To crack on	So, let's crack on with it!
To be off work	He's off work with measles.
To fill in	She's the perfect candidate to fill in that position.
To take over	Isabel will take over his work.
To call off	Unfortunately the event has been called off due to some issues with the flights.
To bring up	Thanks for bringing that up, I was just about to mention it.
To point out	Good observation, thanks for pointing that out!
To look into	I'm looking into the problem with the printer.

(En la tercera página tienes las traducciones, otros significados y más ejemplos)

By Phillip & Isabel from Amigos Ingleses



## ¿Has entendido estas frases?

English	Spanish
Let's get down to business!	Pongámonos a trabajar/ manos a la obra.
Who's doing the minutes for the meeting?	¿Quién va a hacer el acta / la minuta de la reunión?
He's off sick	Está de baja por enfermedad.
I'll try my best	Lo haré lo mejor que pueda.
We're short of time	Vamos mal de tiempo.
Until further notice	Hasta el próximo aviso
Is it still going on?	¿Todavía sigue en pie?
The meeting will be rescheduled	La reunión será reprogramada.

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## Aquí vemos los phrasal verbs con más detalle ...

**1. To settle down:** en el contexto del vídeo, quiere decir relajarse, ponerse cómodo, prepararse para la reunión que va a empezar. Otro significado es asentarse, establecerse o como se suele decir en plan informal, sentar la cabeza.

*“Please put your phones away and settle down as the exam is just about to start”.*

*“My mum keeps saying that I need to stop travelling and settle down, but I’m still too young for that”.*

**2. To get through:** en el vídeo Phillip quería decir que había mucho trabajo que hacer, pero veamos unos ejemplos con otros significados:

Encontrar, comunicarse: *“I’ve been trying to reach Sarah, but I can’t get through to her”.*

Atravesar, traspasar: *“The street was so narrow that only children could get through”.*

**3. To crack on:** comenzar, continuar o ponerse en serio con algo. También es darse prisa.

*“Stop talking and crack on with your homework”.*

*“The bar closes in 5 min, so we had better crack on with these drinks”.*

**4. To be off work:** quiere decir no estar trabajando y puede ser por vacaciones, baja por enfermedad, permiso especial, etc.

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*“The manager is off sick so all the meetings have been cancelled until further notice”.  
“I’m planning to go travelling this summer as I’ll be off work for the whole month of August”.*

**5. To fill in:** reemplazar o sustituir a otro trabajador. Otro significado habitual es rellenar.

*“We need someone to fill in the secretary position before the end of the week”.  
“Before you visit the doctor, you need to fill in this form”.  
“Don’t worry, I’ll fill in the hole in your wall later on this evening”*

**6. Take over:** encargarse, tomar el control, la responsabilidad.

*- “I need to file all these documents before 7 pm but I have to pick up my daughter.  
- Don’t worry, off you go, I’ll take over!”*

**7. Call off:** anular.

*“The department meeting has been called off this week so please use your time wisely”.*

**8. To bring up:** sacar un tema. También puede significar criar, educar.

*“Please don’t bring up the divorce issue, he’s still very sensitive about it”.*

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*“My cousin was brought up in the countryside by my grandmother”.*

**9. To point out:** señalar, indicar, puntualizar.

*“I couldn’t see where the error was, but my teacher immediately pointed it out”.*

*“Paris is a nice city to visit, but I should point out that meals can be expensive”.*

**10. To look into:** investigar, evaluar, revisar o estudiar un asunto.

*“Something is wrong with my car, I need to look into it this weekend”.*

*“Our sales have dropped dramatically in the last month, we need to look into it as soon as possible”.*

*“So did you make a decision about where to go on holiday? No, I haven’t managed to look into it yet”.*

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