

## English Phrases used in Business

### #1 – Draw Up

To draw up an agreement, a contract, a list, etc. means to compose the document and put it in written form.

My lawyer will draw up a contract and send it for your review.

### #2 – Get Ahead

To get ahead means to be successful in your career or life; to make more progress than others:

You need to make lots of connections in order to get ahead in this industry.

### #3 – Burn Out

To burn out means to work too hard, so that you become completely stressed and exhausted. The noun form, burnout, is also used.

If you keep working 16-hour days, you'll burn out within a month.

After one month of working 15-hour days, I could see that my friend was suffering from burnout.

### #4 – (Not) Measure Up

If something doesn't measure up; it means it is not satisfactory; it doesn't compare well with the standards.

This designer's work just doesn't measure up to the quality we've come to expect.

### #5 – Zero In On

To zero in on something means to focus closely on it.

We've tried a lot of strategies, but we need to zero in on what's actually working.

## #6 – **Lay Off**

If an employee is **laid off**, he/she loses her job; the company terminates their employment.

The R&D department had to **lay off** a couple of people. They were **laid off** for three months before they were called back to work.

## #7 – **Pencil In**

To **pencil in** an appointment means to set the appointment, but not confirm it as final.

Let's **pencil in** a lunch meeting next Wednesday – but I'll call you later to confirm it.

## #8 – **Close Down**

If a company, a program, a factory, etc. **closes down**, it means it stops operating and is no longer open for business.

The company **closed down** the factory because it wasn't meeting production quotas.

## #9 – **Run By/Past**

To **run something by or running something past** someone means to show an idea or proposal to that person and ask for their approval or feedback.

That's an interesting idea. Let's **run it by** the boss and see what she thinks.

## #10 – **Sign Off On**

To **sign off on** something means to give official approval for it.

The manager **signed off on** the revised budget for 2015.