

Phrasal verbs para el trabajo

Expresiones que aparecen en reuniones, correos, seguimiento de proyectos y conversaciones de equipo.

24

usos contextuales

6

subtemas

14

conexiones

Ruta de aprendizaje

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Escanea para abrir la lista web, consultar los otros significados de cada expresión y practicar con el quiz de 12 preguntas.

01 · Reuniones

5 expresiones para este momento o función.

bring up

mentonar un tema

- 1 She brought up the budget during the meeting.
- 2 I would like to bring up one risk before we approve the plan.

Conexión: 3 contextos · 3 sentidos

go over

revisar

- 1 Let us go over the agenda first.
- 2 The finance lead went over each forecast with the department heads.

Conexión: 3 contextos · 2 sentidos

speak up

hablar con más fuerza

- 1 Please speak up if you disagree.
- 2 Junior analysts are encouraged to speak up when something looks wrong.

Conexión: 2 contextos · 2 sentidos

wrap up

concluir

- 1 We wrapped up the meeting at noon.
- 2 Let us wrap the call up with clear owners and deadlines.

set up

organizar

- 1 I set up a call for Thursday.
 - 2 Nadia set a short review meeting up for Monday morning.
- Conexión: 2 contextos · 2 sentidos

02 · Proyectos

5 expresiones para este momento o función.

kick off

iniciar

- 1 The team kicked off the project in May.
- 2 We will kick the research phase off with stakeholder interviews.

Conexión: 2 contextos · 1 sentidos

map out

planificar en detalle

- 1 We mapped out the next three releases.
- 2 The product manager mapped out every dependency on a shared timeline.

Conexión: 3 contextos · 3 sentidos

carry out

llevar a cabo

- 1 They carried out a full process review.
- 2 An external firm carried the workplace survey out anonymously.

Conexión: 2 contextos · 2 sentidos

follow up

dar seguimiento

- 1 I will follow up with the client tomorrow.
- 2 Please follow up on the three actions from yesterday's meeting.

Conexión: 4 contextos · 2 sentidos

push back

posponer o cuestionar

- 1 The deadline was pushed back by a week.
- 2 The vendor pushed the installation back until the parts arrived.

03 · Comunicación

4 expresiones para este momento o función.

reach out

contactar

- 1 Reach out to support if the issue continues.
- 2 Our recruiter reached out after seeing my portfolio online.

Conexión: 2 contextos · 1 sentidos

get back

responder más tarde

- 1 I will get back to you this afternoon.
- 2 The legal team got back to us with revised wording the same day.

point out

señalar

- 1 He pointed out an error in the report.
- 2 Ana pointed the cost difference out before the invoice was approved.

Conexión: 4 contextos · 3 sentidos

pass on

transmitir

- 1 Please pass the update on to the team.
- 2 I will pass your feedback on to the design team.

04 · Equipo

4 expresiones para este momento o función.

back up

respaldar

- 1 Thanks for backing me up in the meeting.
- 2 The data in the report backs our recommendation up.

Conexión: 2 contextos · 2 sentidos

step in

intervenir

- 1 Maya stepped in while the manager was away.
- 2 A senior engineer stepped in to unblock the launch.

hand over

entregar responsabilidad

- 1 He handed the account over to a new lead.
- 2 Before her leave, Elena handed all open negotiations over to Luis.

Conexión: 3 contextos · 3 sentidos

take over

asumir el control

- 1 Priya will take over the regional team.
- 2 A new provider will take payroll operations over next month.

05 · Operaciones

3 expresiones para este momento o función.

look into

investigar

- 1 Operations will look into the delay.
- 2 We are looking into why the supplier missed the service target.

Conexión: 4 contextos · 1 sentido

sort out

resolver u organizar

- 1 We need to sort out the delivery problem.
- 2 Human Resources helped us sort the scheduling conflict out.

cut down on

reducir

- 1 The company is cutting down on travel costs.
- 2 The team cut down on unnecessary meetings by sharing weekly updates.

Conexión: 2 contextos · 1 sentido

06 · Carrera

3 expresiones para este momento o función.

move up

ascender

- 1 She moved up to a senior role.
- 2 After two strong reviews, he moved up into management.

take on

asumir una responsabilidad

- 1 He took on a larger portfolio.
- 2 I cannot take another project on until this release is complete.

step down

renunciar a un cargo

- 1 The director stepped down last month.
- 2 She stepped down as chair but remained on the board.

Práctica transversal

Doce preguntas distribuidas entre todos los subtemas. Responde sin mirar la lista; después compara con las soluciones.

1. ¿Qué expresión significa **mencionar un tema**?
A. go over B. set up C. speak up D. bring up
2. Explica en español qué significa **kick off** en esta frase:
The team kicked off the project in May.
3. Escribe el phrasal verb que significa **contactar** en comunicación.
4. ¿Qué expresión significa **respaldar**?
A. back up B. hand over C. step in D. take over
5. Explica en español qué significa **look into** en esta frase:
We are looking into why the supplier missed the service target.
6. Escribe el phrasal verb que significa **ascender** en carrera.

7. ¿Qué expresión significa **revisar**?
A. speak up B. go over C. bring up D. set up
8. Explica en español qué significa **map out** en esta frase:
We mapped out the next three releases.
9. Escribe el phrasal verb que significa **responder más tarde** en comunicación.
10. ¿Qué expresión significa **intervenir**?
A. hand over B. take over C. step in D. back up
11. Explica en español qué significa **sort out** en esta frase:
Human Resources helped us sort the scheduling conflict out.
12. Escribe el phrasal verb que significa **asumir una responsabilidad** en carrera.

Soluciones: 1. bring up · 2. iniciar · 3. reach out · 4. back up · 5. investigar · 6. move up · 7. go over · 8. planificar en detalle · 9. get back · 10. step in · 11. resolver u organizar · 12. take on