

## Phrasal Verbs PDF

### Phrasal Verbs of Time

I have a very busy schedule, which makes it difficult to **fit in** everything that I need to do. Since the team I work in is understaffed, we are always **running out** of time to meet deadlines. Working under constant pressure means that mistakes in my work are possible. I'd be happier in my job if we could work at a more relaxed pace. But instead, there is barely enough time to finish what I am doing before my manager expects me to **move on** to the next task.

I have a performance review **coming up** soon. I'm not looking forward to it because I can anticipate what my manager is going to say. She will say I need to **speed up** the pace of my work by prioritising tasks. The truth is that I would **hurry up** if I could!

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1. fit in = have enough time to deal with something or something.

- ◇ I can fit you in for an appointment at 10am on Wednesday. Is that good for you?
- ◇ I'll try and fit you in after lunch.
- ◇ We work long hours and we rush around trying to fit everything in.
- ◇ I'm much too busy to fit in regular training sessions at the gym.

2. run out of (something) = to finish a supply of something, such as time or money.

*\*When something is 'running out', it means you don't have much left and it will finish/end soon.*

- ◇ I ran out of time to answer the last question on the test.
- ◇ Time is running out for a deal to be agreed.
- ◇ The shop has run out of toilet paper. \*They have sold all their supply.
- ◇ If you don't send the invitations now, you'll run out of time to do it.

3. move on (to something) = to continue or proceed to something new.

- ◇ Let's move on to the next item on the agenda.
- ◇ Sorry, but there is no time to answer your question. We have to move on.
- ◇ I've been in this job long enough—it's time I moved on.
- ◇ When you've finished task one, move on to the next section.

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4. (something) is coming up = something is approaching in time / happening soon.

- ◇ My exams are coming up soon.
- ◇ The summer holidays will soon be coming up.
- ◇ An important deadline is coming up at work.
- ◇ The annual meeting is coming up in a couple of weeks.

5. speed up (something) = to make something move or happen faster.

- ◇ Is there a way to speed up the visa application process?
- ◇ Can you try and speed things up a bit?
- ◇ I had so much fun that time sped up. \*past tense inflection.
- ◇ The car sped up when it got on the motorway. \*past tense inflection.

6. hurry up = to increase the speed of doing something.

\*Note that this verb is often functions as an imperative (command verb) which always takes the second person form.

- ◇ Tell Sarah to hurry up. Everyone is waiting for her.
- ◇ Tell her to ~~hurrying up~~. **X** \*don't use imperatives in the continuous tense.
- ◇ Hurry up and finish your soup.
- ◇ I wish the train would hurry up and come.

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