## phrasal verbs

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check out something/someone = to find out if something is correct, or if somebody is acceptable check out something = to borrow a book from a library check out something/someone = to examine something or visit a place to see whether you like them something (e.g. information/a story) checks out = to be found to be true or acceptable after being examined walk in = not arranged in advance; where you do not need to arrange a time in advance try something on = to put on a piece of clothing to see if it fits and how it looks settle up = to pay all of an amount of money that you owe to a particular person or company come in = enter a place get on/along (with someone) = they like each other and are friendly to each other pick up something = to learn a new skill or start a habit without intending to hang out = to spend a lot of time in a place check up on someone = to make sure that somebody is doing what they should be doing something lies around = to be left somewhere in an untidy or careless way, not put away in the correct place butter someone up = to say nice things to somebody so that they will help you or give you something build something up = to increase, or to make something increase
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## fixed phrases

in advance = before a particular time, or before doing a particular thing on time = happening or done at the particular moment that it was expected to happen or be done one by one = separately and in order on the spot = immediately **bear something in mind** = to remember something When in Rome (do as the Romans do) = (saying) used to say that when you are in a foreign country, or a situation you are not. open my eyes (to something) = to realize or make somebody realize the truth about something under the same roof = in the same building or house crack a joke = to tell a joke have the knack of/for something = a natural skill or ability agree to disagree/differ = if two people agree to differ/disagree, they accept that they have different opinions about something, but they decide not to discuss it any longer. in a ... way/fashion = in a particular way/style at the end of the day = used to introduce the most important fact after everything has been considered be set in your ways = to have habits or opinions that you have had for a long time and that you do not want to change by hook or by crook = using any method you can, even a dishonest one one good turn deserves another = (saying) you should help somebody who has helped you think twice (about something) = to think carefully before deciding to do something That said/Having said that = used to introduce an opinion that makes what you have just said seem less strong make a monkey (out) of someone = to make somebody seem stupid **good for you** = used to praise somebody for doing something well

## vocabulary

orientation date = a day arranged by an organisation for training or providing information that you are given before starting a new job, course, etc. **crucial** = very important **grateful** = showing or expressing thanks, especially to another person **punctual** = happening or doing something at the arranged or correct time; not late **crucial** = very important offend = to make somebody feel upset because of something you say or do that is rude or embarrassing **receptive** = willing to listen to or to accept new ideas or suggestions a treat = something very pleasant that somebody can enjoy, especially something that you give somebody or do for them reciprocation = the fact of feeling or behaving towards someone else in the same way as they feel or behave towards you **shenanigans** = secret or dishonest activities that people find interesting and sometimes funny jealous = feeling angry or unhappy because you wish you had something that somebody else has embrace = to accept an idea, a proposal, a set of beliefs, etc., especially when it is done with enthusiasmfeeling angry or unhappy because you wish you had something that somebody else has **diversity** = a range of many people or things that are very different from each other **unique** = being the only one of its kind perspective = the ability to think about problems and decisions in a reasonable way without making them seem worse or more important than they really are