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until stress management, time management, prioritise tasks, put something back phrasal verb to arrange for an event to start at a later time or date 推迟 #8596. back to The meeting has been put back to next Thursday. 这次会议推迟到下周举行。 work out phrasal verb #9664. 带来好结果；有预期的结果 if a problem or complicated situation works out, it gradually gets better or gets solved Things will work out, you'll see. 你会看到一切都会好的。 #9664. to make your body fit and strong by doing exercises 锻炼身体 4. H mobile phone client urgently proposal get involved to take part in an activity or event, or be connected with it in some way be/get involved in More than 30 software firms were involved in the project. 30多家软件公司参与了该项目。 I don't want to get involved in some lengthy argument about who is to blame. 我不想被牵涉进这场旷日持久的关于到底是谁应该被指责的争论当中。 5.

Optimistic (pessimistic) get off 寄出，发出 #9664. to send a letter or package by post I'll have to get this letter off by tonight. 我必须要在今晚之前把信寄出去。 I'll get the forms off to you today. 我今天会把表格寄给你。 Leaving answering machine messages I Hello, person who is calling, time, day, place, purpose Analysis: Call 1 and 2 are precise and call 4 and 5 are quite difficult. Call 3 is intended to be in-between. Call 3 Call 3 is relatively concise. However, it is difficult for the use of socializing added in before Sue gets down to the

message (How are you? I hope you 're not too busy...). They may also find her use of phrasal verbs difficult (work out, put back). Sue also uses a rather British way of asking for postponement (I don 't suppose..., could we?). It may be helpful for her to say when exactly she called and to give her number. Call 4 Call 4 is longer and it is therefore difficult to retain the message. One reason is that Colin includes unnecessary information (e.g. I 'm traveling to a meeting with a client). The purpose of the call comes rather late and the sentences are very long, with more than one idea in each. It may be more helpful to leave his number at the end rather than near the beginning of the message. Once again, it may be helpful to say exactly when he rang. Call 5 Once again, Call 5 is quite long. Steve uses many of the features of British English mentioned in the article: understanding (e.g. a little bit on the optimistic side), get used with different meanings (e.g. which I 'll get off to you today), and a generally idiomatic approach to language. Again, Colin could say when he called and give a telephone or extension number. Taking messages

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