

Meeting English — A1

Meeting Phrasal Verbs

Name: _____ Date: _____ Score: _____

What is a Phrasal Verb?

A phrasal verb is a verb plus a small word (like up, on, down, off, or back). Together they make a new meaning. Here are 8 simple phrasal verbs you will hear in meetings.

Phrasal Verb	Meaning	Example
set up	to prepare or organise something before it happens	Can you set up the room before the meeting?
start off	to begin	Let's start off with the agenda.
carry on	to continue	Please carry on, I am listening.
write down	to put something on paper	Please write down the main points.
come back	to return	I will come back in five minutes.
go over	to look at something again, to check or review	Let's go over the notes together.
wrap up	to finish or end something	It's time to wrap up the meeting.
follow up	to do something after, to check on progress	I will follow up by email.

Exercise 1: True or False

Read each statement. Write True or False on the line.

1. To set up a room means to prepare it before a meeting. _____
2. To start off means to finish something. _____
3. To carry on means to continue. _____
4. To write down means to say something out loud. _____
5. To come back means to return. _____
6. To go over something means to review it again. _____
7. To wrap up a meeting means to begin it. _____
8. To follow up means to check on progress after something. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. Can you _____ the room before the meeting starts?
a) wrap up b) set up c) come back d) write down
2. Let's _____ with a quick introduction.

- a) go over b) start off c) follow up d) carry on
3. Please _____ — I am listening carefully.
a) carry on b) write down c) wrap up d) come back
4. Please _____ the key points in your notebook.
a) go over b) write down c) start off d) follow up
5. I need a break, but I will _____ in ten minutes.
a) wrap up b) go over c) come back d) start off
6. Let's _____ the main ideas before we finish.
a) go over b) come back c) set up d) write down
7. It's getting late — let's _____ the meeting now.
a) start off b) set up c) wrap up d) go over
8. I will _____ with you by email tomorrow.
a) follow up b) carry on c) write down d) set up

Exercise 3: Matching

Match each phrasal verb (1–8) with its meaning (a–h).

- | | |
|---------------|---|
| 1. set up | a. to check on progress after something |
| 2. start off | b. to continue |
| 3. carry on | c. to prepare something before it happens |
| 4. write down | d. to look at something again |
| 5. come back | e. to return |
| 6. go over | f. to begin |
| 7. wrap up | g. to put something on paper |
| 8. follow up | h. to finish something |

Exercise 4: Gap Fill

Word bank: set up | write down | come back | start off | go over | carry on | wrap up | follow up

- Can you _____ the chairs and the projector?
- Let's _____ with the agenda for today.
- Please _____ — don't stop now.
- Please _____ your ideas on paper.
- I will _____ after a short break.
- Let's _____ the report one more time.
- We need to _____ the meeting soon.
- I will _____ with an email next week.

Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. Can / you / set / up / the / room?
2. Let's / start / off / with / the / agenda.
3. Please / carry / on / with / your / report.
4. Please / write / down / the / main / points.
5. I / will / come / back / in / five / minutes.
6. Let's / go / over / the / notes / together.
7. It's / time / to / wrap / up / the / meeting.
8. I / will / follow / up / by / email.

Exercise 6: Word Sort

Sort the phrasal verbs into the correct category.

Phrasal verbs: write down | wrap up | start off | come back | set up | follow up | carry on | go over

Beginning

During

Ending / After

Exercise 7: Complete the Conversation

Fill in the missing phrasal verb in each line.

Anna: Good morning! Can you _____ the chairs and the screen?

Ben: Yes, all done. Shall we _____ now?

Anna: Yes, please _____ with the first topic.

Ben: OK. Everyone, please _____ the key points.

Anna: I need five minutes. I will _____ soon.

Ben: No problem. Let's _____ the notes when you return.

Anna: Good idea. Then we can _____ the meeting.

Ben: Great. I will _____ with everyone by email.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

1. True
2. False
3. True
4. False
5. True
6. True
7. False
8. True

Exercise 2: Multiple Choice — Answers

1. b) set up
2. b) start off
3. a) carry on
4. b) write down
5. c) come back
6. a) go over
7. c) wrap up
8. a) follow up

Exercise 3: Matching — Answers

1. set up → c) to prepare something before it happens
2. start off → f) to begin
3. carry on → b) to continue
4. write down → g) to put something on paper
5. come back → e) to return
6. go over → d) to look at something again
7. wrap up → h) to finish something
8. follow up → a) to check on progress after something

Exercise 4: Gap Fill — Answers

1. set up
2. start off
3. carry on
4. write down
5. come back
6. go over
7. wrap up
8. follow up

Exercise 5: Word Order — Answers

1. Can you set up the room?

2. Let's start off with the agenda.
3. Please carry on with your report.
4. Please write down the main points.
5. I will come back in five minutes.
6. Let's go over the notes together.
7. It's time to wrap up the meeting.
8. I will follow up by email.

Exercise 6: Word Sort — Answers

Beginning: start off, set up

During: carry on, write down, go over

Ending / After: wrap up, come back, follow up

Exercise 7: Complete the Conversation — Answers

1. Anna: Good morning! Can you set up the chairs and the screen?
2. Ben: Yes, all done. Shall we start off now?
3. Anna: Yes, please carry on with the first topic.
4. Ben: OK. Everyone, please write down the key points.
5. Anna: I need five minutes. I will come back soon.
6. Ben: No problem. Let's go over the notes when you return.
7. Anna: Good idea. Then we can wrap up the meeting.
8. Ben: Great. I will follow up with everyone by email.