

Meeting English — A2

Meeting Phrasal Verbs

Name: _____ Date: _____ Score: _____

What is a Phrasal Verb?

A phrasal verb is a verb plus a small word (like up, out, off, on, or through). Together they make a new meaning. Here are 8 phrasal verbs at A2 level that are useful for discussing problems, ideas, and tasks in meetings.

Phrasal Verb	Meaning	Example
bring up	to introduce a topic or idea into a discussion	She brought up the budget problem in the meeting.
point out	to tell someone about something, to draw attention to a fact	He pointed out a mistake in the report.
deal with	to handle or take action on a problem or situation	We need to deal with this issue today.
put off	to delay something until a later time	Let's put off the decision until next week.
get back to	to contact someone again later, often with an answer	I will get back to you after lunch.
sort out	to organise or solve a problem	Can we sort out the schedule conflict?
run through	to go over something quickly from start to finish	Let's run through the main points again.
take on	to accept a new responsibility or task	She agreed to take on the new project.

Exercise 1: True or False

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

1. To bring up a topic means to remove it from the agenda. _____
2. To point out something means to draw attention to it. _____
3. To deal with a problem means to ignore it. _____
4. To put off something means to delay it. _____
5. To get back to someone means to contact them again later. _____
6. To sort out a problem means to make it worse. _____
7. To run through something means to go over it quickly. _____
8. To take on a task means to accept new responsibility. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. She _____ the budget problem in the meeting.
a) put off b) brought up c) sorted out d) took on
2. He _____ a mistake in the financial report.
a) dealt with b) got back to c) pointed out d) ran through
3. We need to _____ this issue before the deadline.
a) put off b) deal with c) point out d) bring up
4. Let's _____ the decision until we have more information.
a) sort out b) run through c) put off d) get back to
5. I will _____ you after I check the figures.
a) take on b) get back to c) point out d) run through
6. Can we _____ the schedule conflict before Friday?
a) sort out b) put off c) bring up d) deal with
7. Let's _____ the main points again before the client arrives.
a) take on b) run through c) get back to d) point out
8. She agreed to _____ the new marketing project.
a) take on b) sort out c) put off d) point out

Exercise 3: Matching

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

- | | |
|----------------|---|
| 1. bring up | a. to accept a new responsibility |
| 2. point out | b. to handle or take action on a problem |
| 3. deal with | c. to introduce a topic into a discussion |
| 4. put off | d. to organise or solve a problem |
| 5. get back to | e. to contact someone again later |
| 6. sort out | f. to draw attention to a fact |
| 7. run through | g. to delay something |
| 8. take on | h. to go over something quickly |

Exercise 4: Gap Fill

Word bank: bring up | put off | get back to | point out | sort out | deal with | run through | take on

1. She wants to _____ the budget issue at the next meeting.
2. Could you _____ the error on page two?
3. We must _____ this complaint before the client calls again.
4. Let's _____ the final decision until tomorrow.
5. I'll _____ you once I have spoken to the team.
6. Can we _____ the room booking problem today?
7. Let's _____ the agenda before everyone arrives.

8. He decided to _____ extra responsibilities this quarter.

Exercise 5: Word Order

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

1. She / brought / up / the / budget / problem.
2. He / pointed / out / a / mistake / in / the / report.
3. We / need / to / deal / with / this / issue / today.
4. Let's / put / off / the / decision / until / next / week.
5. I / will / get / back / to / you / after / lunch.
6. Can / we / sort / out / the / schedule / conflict?
7. Let's / run / through / the / main / points / again.
8. She / agreed / to / take / on / the / new / project.

Exercise 6: Word Sort

Sort the phrasal verbs into the correct category.

Phrasal verbs: deal with | put off | bring up | get back to | point out | take on | run through | sort out

Discussing & Explaining

_____	_____	_____
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Handling Problems

_____	_____
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Time & Responsibility

_____	_____	_____
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Exercise 7: Complete the Conversation

Fill in the missing phrasal verb in each line.

Maria: I'd like to _____ a concern about the budget.

Sam: Of course. Can you _____ which figures are wrong?

Maria: Yes, look at slide three. We need to _____ this quickly.

Sam: I agree, but let's _____ the final decision until tomorrow.

Maria: OK. I will _____ you with more details by email.

Sam: Thanks. Can we also _____ the room booking issue?

Maria: Sure. Let's _____ the whole agenda once more.

Sam: Good idea. I'm happy to _____ the follow-up tasks.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. b) brought up
2. c) pointed out
3. b) deal with
4. c) put off
5. b) get back to
6. a) sort out
7. b) run through
8. a) take on

Exercise 3: Matching — Answers

1. bring up → c) to introduce a topic into a discussion
2. point out → f) to draw attention to a fact
3. deal with → b) to handle or take action on a problem
4. put off → g) to delay something
5. get back to → e) to contact someone again later
6. sort out → d) to organise or solve a problem
7. run through → h) to go over something quickly
8. take on → a) to accept a new responsibility

Exercise 4: Gap Fill — Answers

1. bring up
2. point out
3. deal with
4. put off
5. get back to
6. sort out
7. run through
8. take on

Exercise 5: Word Order — Answers

1. She brought up the budget problem.

2. He pointed out a mistake in the report.
3. We need to deal with this issue today.
4. Let's put off the decision until next week.
5. I will get back to you after lunch.
6. Can we sort out the schedule conflict?
7. Let's run through the main points again.
8. She agreed to take on the new project.

Exercise 6: Word Sort — Answers

Discussing & Explaining: bring up, point out, run through

Handling Problems: deal with, sort out

Time & Responsibility: put off, get back to, take on

Exercise 7: Complete the Conversation — Answers

1. Maria: I'd like to bring up a concern about the budget.
2. Sam: Of course. Can you point out which figures are wrong?
3. Maria: Yes, look at slide three. We need to deal with this quickly.
4. Sam: I agree, but let's put off the final decision until tomorrow.
5. Maria: OK. I will get back to you with more details by email.
6. Sam: Thanks. Can we also sort out the room booking issue?
7. Maria: Sure. Let's run through the whole agenda once more.
8. Sam: Good idea. I'm happy to take on the follow-up tasks.