

Meeting English — B1

Meeting Phrasal Verbs

Name: _____ Date: _____ Score: _____

What is a Phrasal Verb?

A phrasal verb is a verb plus one or two small words (like off, up, into, or forward). Together they make a new meaning. Here are 8 phrasal verbs at B1 level that are commonly used when managing discussions, proposals, and decisions in meetings.

Phrasal Verb	Meaning	Example
call off	to cancel something that was planned	They called off the meeting due to the storm.
go ahead	to proceed with a plan or activity	We got approval to go ahead with the project.
back up	to support a claim or person; also to save data	Can you back up that statement with some data?
come up with	to think of or produce an idea or solution	She came up with a brilliant solution.
look into	to investigate or research something	We will look into the complaint immediately.
put forward	to suggest or propose an idea formally	He put forward a new proposal at the meeting.
step in	to become involved to help or take control	The manager stepped in to resolve the dispute.
move on	to stop discussing something and go to the next topic	Let's move on to the next item on the agenda.

Exercise 1: True or False

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

1. To go ahead means to cancel a plan. _____
2. To call off means to cancel something planned. _____
3. To look into something means to investigate it. _____
4. To back up a statement means to provide evidence for it. _____
5. To put forward an idea means to remove it from discussion. _____
6. To step in means to become involved to help or take control. _____
7. To come up with something means to think of an idea. _____
8. To move on means to return to the previous topic. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. The board gave approval to _____ with the expansion.
a) call off b) step in c) go ahead d) move on
2. The manager had to _____ when the argument got out of hand.
a) put forward b) step in c) look into d) back up
3. Can you _____ that claim with some supporting figures?
a) move on b) call off c) come up with d) back up
4. HR will _____ the complaint and report back next week.
a) move on b) look into c) go ahead d) put forward
5. She _____ a practical solution that saved the project.
a) called off b) stepped in c) came up with d) put forward
6. The storm forced us to _____ the site visit.
a) back up b) call off c) move on d) go ahead
7. He _____ a new pricing model at the board meeting.
a) looked into b) moved on c) stepped in d) put forward
8. Can we _____ to the next item? We are running out of time.
a) back up b) move on c) call off d) come up with

Exercise 3: Matching

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

- | | |
|-----------------|--|
| 1. call off | a. to stop discussing and go to the next topic |
| 2. go ahead | b. to support a claim with evidence |
| 3. back up | c. to cancel something that was planned |
| 4. come up with | d. to suggest or propose an idea formally |
| 5. look into | e. to investigate or research something |
| 6. put forward | f. to proceed with a plan or activity |
| 7. step in | g. to think of or produce an idea |
| 8. move on | h. to become involved to help or take control |

Exercise 4: Gap Fill

Word bank: call off | come up with | look into | go ahead | put forward | back up | step in | move on

1. We had to _____ the product launch due to supply issues.
2. The CEO gave us the green light to _____ with the merger.
3. Please _____ your figures with the latest data.
4. The team managed to _____ a creative solution overnight.
5. We need to _____ the recent drop in customer satisfaction.

6. He decided to _____ a revised budget at the next meeting.
7. The director had to _____ when negotiations broke down.
8. Shall we _____ and discuss the next agenda item?

Exercise 5: Word Order

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

1. They / called / off / the / meeting / due / to / the / storm.
2. We / got / approval / to / go / ahead / with / the / project.
3. Can / you / back / up / that / statement / with / data?
4. She / came / up / with / a / brilliant / solution.
5. We / will / look / into / the / complaint / immediately.
6. He / put / forward / a / new / proposal / at / the / meeting.
7. The / manager / stepped / in / to / resolve / the / dispute.
8. Let's / move / on / to / the / next / item / on / the / agenda.

Exercise 6: Word Sort

Sort the phrasal verbs into the correct category.

Phrasal verbs: call off | move on | go ahead | look into | put forward | back up | come up with | step in

Planning & Proposing		
_____	_____	_____

Managing a Meeting		
_____	_____	_____

Investigating & Supporting	
_____	_____

Exercise 7: Complete the Conversation

Fill in the missing phrasal verb in each line.

Chair: I'm afraid we need to _____ tomorrow's board meeting.

Ana: Really? Can we still _____ with the client call at least?

Chair: Yes. Can you _____ an alternative plan for the board?

Ana: I'll _____ our options and report back by midday.

Chair: Good. Please _____ any proposals with solid data.

Ana: I will. I'd also like to _____ a revised timeline.

Chair: Excellent. If there are disagreements, I'll _____.

Ana: Understood. Shall we _____ to the next item for now?

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. c) go ahead
2. b) step in
3. d) back up
4. b) look into
5. c) came up with
6. b) call off
7. d) put forward
8. b) move on

Exercise 3: Matching — Answers

1. call off → c) to cancel something that was planned
2. go ahead → f) to proceed with a plan or activity
3. back up → b) to support a claim with evidence
4. come up with → g) to think of or produce an idea
5. look into → e) to investigate or research something
6. put forward → d) to suggest or propose an idea formally
7. step in → h) to become involved to help or take control
8. move on → a) to stop discussing and go to the next topic

Exercise 4: Gap Fill — Answers

1. call off
2. go ahead
3. back up
4. come up with
5. look into
6. put forward
7. step in
8. move on

Exercise 5: Word Order — Answers

1. They called off the meeting due to the storm.

2. We got approval to go ahead with the project.
3. Can you back up that statement with data?
4. She came up with a brilliant solution.
5. We will look into the complaint immediately.
6. He put forward a new proposal at the meeting.
7. The manager stepped in to resolve the dispute.
8. Let's move on to the next item on the agenda.

Exercise 6: Word Sort — Answers

Planning & Proposing: go ahead, put forward, come up with

Managing a Meeting: call off, step in, move on

Investigating & Supporting: look into, back up

Exercise 7: Complete the Conversation — Answers

1. Chair: I'm afraid we need to call off tomorrow's board meeting.
2. Ana: Really? Can we still go ahead with the client call at least?
3. Chair: Yes. Can you come up with an alternative plan for the board?
4. Ana: I'll look into our options and report back by midday.
5. Chair: Good. Please back up any proposals with solid data.
6. Ana: I will. I'd also like to put forward a revised timeline.
7. Chair: Excellent. If there are disagreements, I'll step in.
8. Ana: Understood. Shall we move on to the next item for now?