

Meeting English — B2

Meeting Phrasal Verbs

Name: _____ Date: _____ Score: _____

What is a Phrasal Verb?

At B2 level, phrasal verbs become more formal and precise. Here are 8 advanced phrasal verbs used in high-level business meetings — for negotiating, approving plans, analysing data, and managing risk.

Phrasal Verb	Meaning	Example
iron out	to resolve the remaining problems or difficulties	We need to iron out a few issues before signing the contract.
build on	to use something as a foundation to develop further	Let's build on the progress we made last quarter.
draw up	to prepare a formal document or plan	Legal will draw up the contract by Friday.
push through	to force a proposal or plan to be accepted despite opposition	She managed to push through the restructuring plan.
flag up	to highlight or draw attention to a potential problem	I want to flag up a risk before we proceed.
break down	to analyse something in detail; or to fail completely	Let's break down the figures by region.
sign off on	to give formal approval to something	The CEO needs to sign off on this before we proceed.
weigh up	to carefully consider the advantages and disadvantages	We need to weigh up all the options before deciding.

Exercise 1: True or False

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

1. To iron out problems means to create new ones. _____
2. To build on something means to develop it further. _____
3. To draw up a document means to destroy it. _____
4. To push through a plan means to get it approved despite opposition. _____
5. To flag up an issue means to bring it to someone's attention. _____
6. To break down figures means to analyse them in detail. _____
7. To sign off on something means to formally reject it. _____
8. To weigh up options means to consider their pros and cons. _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. Before we sign, we need to _____ a few outstanding issues.
a) draw up b) push through c) iron out d) flag up
2. The team should _____ the success of the pilot programme.
a) break down b) build on c) sign off on d) weigh up
3. Could you _____ the contract ready for Monday?
a) draw up b) flag up c) iron out d) weigh up
4. Despite strong opposition, she managed to _____ the new policy.
a) build on b) sign off on c) push through d) break down
5. I need to _____ a concern about the data security risk.
a) weigh up b) flag up c) draw up d) iron out
6. Let's _____ the revenue figures by product line and region.
a) flag up b) weigh up c) break down d) sign off on
7. The board needs to _____ the proposal before we announce it.
a) iron out b) build on c) weigh up d) sign off on
8. We must carefully _____ the risks before committing resources.
a) push through b) draw up c) flag up d) weigh up

Exercise 3: Matching

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

- | | |
|-----------------|---|
| 1. iron out | a. to consider advantages and disadvantages carefully |
| 2. build on | b. to prepare a formal document or plan |
| 3. draw up | c. to resolve remaining problems or difficulties |
| 4. push through | d. to analyse something in detail |
| 5. flag up | e. to highlight a potential problem |
| 6. break down | f. to use something as a base to develop further |
| 7. sign off on | g. to get a plan approved despite opposition |
| 8. weigh up | h. to give formal approval to something |

Exercise 4: Gap Fill

Word bank: iron out | push through | flag up | build on | break down | draw up | sign off on | weigh up

1. We need to _____ the final contractual issues before launch.
2. The team should _____ the momentum from last year.
3. The lawyers will _____ the partnership agreement by Thursday.
4. It took months to _____ the new restructuring programme.

5. I'd like to _____ a potential compliance risk to the committee.
6. Can you _____ the cost projections by department?
7. The director needs to _____ the final budget before release.
8. Let's _____ the pros and cons before we make a final decision.

Exercise 5: Word Order

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

1. We / need / to / iron / out / a / few / outstanding / issues.
2. Let's / build / on / the / progress / from / last / quarter.
3. Legal / will / draw / up / the / contract / by / Friday.
4. She / managed / to / push / through / the / restructuring / plan.
5. I / want / to / flag / up / a / risk / before / we / proceed.
6. Let's / break / down / the / figures / by / region.
7. The / CEO / needs / to / sign / off / on / this / proposal.
8. We / need / to / weigh / up / all / the / options / carefully.

Exercise 6: Word Sort

Sort the phrasal verbs into the correct category.

Phrasal verbs: break down | iron out | draw up | sign off on | build on | flag up | push through | weigh up

Preparing & Developing

_____	_____	_____
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Analysing & Reviewing

_____	_____	_____
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Approval & Risk

_____	_____
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Exercise 7: Complete the Conversation

Fill in the missing phrasal verb in each line.

Chair: Before we proceed, I want to _____ a legal risk.

Ana: Good point. Let's _____ our options carefully.

Chair: We should also _____ what we agreed last month.

Ana: Agreed. Can we _____ the budget figures first?

Chair: Of course. We also need to _____ the staffing issue.

Ana: I'll ask legal to _____ a revised contract this week.

Chair: Good. I'll try to _____ the board approval quickly.

Ana: Once that's done, the CEO can _____ the whole plan.

■ ANSWER KEY — Do Not Distribute to Students

Exercise 1: True or False — Answers

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

Exercise 2: Multiple Choice — Answers

1. c) iron out
2. b) build on
3. a) draw up
4. c) push through
5. b) flag up
6. c) break down
7. d) sign off on
8. d) weigh up

Exercise 3: Matching — Answers

1. iron out → c) to resolve remaining problems or difficulties
2. build on → f) to use something as a base to develop further
3. draw up → b) to prepare a formal document or plan
4. push through → g) to get a plan approved despite opposition
5. flag up → e) to highlight a potential problem
6. break down → d) to analyse something in detail
7. sign off on → h) to give formal approval to something
8. weigh up → a) to consider advantages and disadvantages carefully

Exercise 4: Gap Fill — Answers

1. iron out
2. build on
3. draw up
4. push through
5. flag up
6. break down
7. sign off on
8. weigh up

Exercise 5: Word Order — Answers

1. We need to iron out a few outstanding issues.

2. Let's build on the progress from last quarter.
3. Legal will draw up the contract by Friday.
4. She managed to push through the restructuring plan.
5. I want to flag up a risk before we proceed.
6. Let's break down the figures by region.
7. The CEO needs to sign off on this proposal.
8. We need to weigh up all the options carefully.

Exercise 6: Word Sort — Answers

Preparing & Developing: draw up, build on, push through

Analysing & Reviewing: break down, weigh up, iron out

Approval & Risk: sign off on, flag up

Exercise 7: Complete the Conversation — Answers

1. Chair: Before we proceed, I want to flag up a legal risk.
2. Ana: Good point. Let's weigh up our options carefully.
3. Chair: We should also build on what we agreed last month.
4. Ana: Agreed. Can we break down the budget figures first?
5. Chair: Of course. We also need to iron out the staffing issue.
6. Ana: I'll ask legal to draw up a revised contract this week.
7. Chair: Good. I'll try to push through the board approval quickly.
8. Ana: Once that's done, the CEO can sign off on the whole plan.