

10 Must-Know Phrasal Verbs for Business Meetings

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English

I. Match the phrasal verbs to their definitions.

MAP OUT

a) to say something is not possible or not an option

ZERO IN (ON)

b) to move something to a later time

RULE OUT

c) to mention or introduce a topic

BRING UP

d) to plan something in detail

PUSH BACK

e) to give your full attention to one specific thing

DOUBLE DOWN (ON)

f) to solve small problems or disagreements

IRON OUT

g) to finish something

FOLLOW THROUGH (ON)

h) to do what you promised or planned

GO OVER

i) to give even more effort or commitment to something

WRAP UP

j) to check or review something carefully by reading or discussing it



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II. Fill in the blanks with the correct phrasal verb from each box. Make sure to use the correct form.

PUSH BACK

RULE OUT

IRON OUT

BRING UP

FOLLOW THROUGH

- The manager _____ hiring more staff this quarter because of budget limits.
- They needed to discuss outstanding invoices, so she _____ the issue of late payments during the finance meeting.
- The product demo _____ to Friday due to technical problems.
- We still need to _____ the payment terms before finalizing the contract. The client wants monthly payments, we want quarterly.
- He promised to send the updated report and _____ on it the same day.

WRAP UP

DOUBLE DOWN

GO OVER

MAP OUT

ZERO IN

- Let's _____ the marketing plan for the next month. First we'll focus on social media, then on emails.
- After seeing strong sales online, the company _____ on digital marketing.
- We need to _____ the client's feedback before we make any changes.
- Before we move forward with the strategy, we need to _____ on which markets give us the highest return.
- Before we _____, does anyone have final questions about the new policy?

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I.

map out d)
zero in (on) e)
rule out a)
bring up c)
push back b)

double down (on) i)
iron out f)
follow through (on) h)
go over j)
wrap up g)

II.

1. ruled out
2. brought up
3. was pushed back
4. iron out
5. followed through

6. map out
7. doubled down
8. go over
9. zero in
10. wrap up

For more practice, check out the links below:

[6 Common Business English Phrases for Problems and Delays at Work](#)

[7 Business English Idioms About Innovation and Creativity \(With Easy Definitions & Quiz\)](#)

[7 Phrasal Verbs to Describe Achievements in Business English](#)

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