

Level: B1 | B2

Skill: Vocabulary

T

## Module 1: Introduction To Business English Phrasal Verbs

**Activity:** Complete the email with the correct form of the following phrasal verbs:

SUM UP

LAY OUT

POINT OUT

FOLLOW THROUGH ON

GET BACK TO

Subject: Recap of Our Meeting and Upcoming Plans

Dear [Recipient's Name],

I hope this email finds you well. I wanted to take a moment to ..... the key points from our recent meeting and ..... the action items and plans for the coming quarter.

### Summing Up the Meeting:

During our meeting last week, we had a productive discussion about our marketing strategy for the new product launch. I'd like to ..... the main takeaways:

- We ..... the need to refine our target audience to maximize campaign effectiveness.
- We discussed the budget allocation and ..... a plan to reallocate resources to digital marketing efforts.
- The team agreed to ..... on implementing weekly progress reports to ensure we stay on track.

### Laying Out Our Action Plan:

In line with our meeting discussions, we need to ..... a clear action plan for the next quarter:

- ..... the specific changes required in our target audience definition.
- ..... the revised budget allocation for approval in our next meeting.
- ..... creating detailed progress report templates and assign responsibilities.
- ..... the team with the finalized quarterly marketing calendar.

I'd like to emphasize that following through on these action items is crucial for the success of our marketing campaign. Please review the attached document, which ..... the detailed plan and timelines for your reference.

If you have any questions or need further clarification on any of the points ..... in this email, please feel free to ..... to me. Your feedback and input are highly valued as we move forward with our plans.

Thank you for your dedication and commitment to our marketing efforts. I look forward to working with you to ..... our goals.

Best regards,

Mr Smith.