ACTIVITY 1:

Choose the correct phrasal verb to complete each sentence:

1) After the presentation, the manager asked the team to ___ a short analysis of customer feedback.

2) Let's ___ a quick check-in meeting for Friday morning before the deadline.

3) The CEO had to ___ the meeting because the internet went down across the office.

4) Could we ___ the training session? Half of the team is travelling today.

5) I'll ___ with the supplier and confirm the delivery date.

6) Before we move forward, we should ___ a risk assessment of the project.

7) They want to ___ a call with the new clients to welcome them to the company.

ACTIVITY 2:

Read each short business situation and choose the phrasal verb that best fits:

1) Your colleague didn't answer your email about the proposal.

You decide to ___ with them tomorrow to check if they received it.

2) Your client wants an update on last month's performance.

You tell them you'll ___ a detailed review before the call.

3) Your team wants to start planning the new campaign together.

You offer to ___ a brainstorming session for next Tuesday.

4) A storm hits the city and the office closes unexpectedly.

The HR department needs to ___ today's onboarding session.

5) Half your team is unavailable due to a sudden internal audit.

You ask if the meeting can be ___ until next week.

6) You need to review the competitor analysis you discussed last week.

You plan to ___ with the marketing team to check the results.