

## Phrasal verbs - Making arrangements

Here are some phrasal verbs that you can use when making arrangements. They are usually found in more semi-formal/informal situations.

Phrasal verb	Meaning	Example
<b>to be on</b>	<i>to find out if a meeting/appointment/event/party is happening/still scheduled/is taking place.</i>	"Is the meeting on tomorrow?" "No, it's been postponed until Wednesday."
<b>to meet up</b>	<i>to get together with colleagues professionally or friends socially.</i>	"Can we meet up to discuss the details of the contract?"
<b>to put on</b>	<i>to host an event, a conference, exhibition, large gathering.</i>	"They put on a very informative conference this year."
<b>to have (a lot) on</b>	<i>to have a lot of professional / personal arrangements or scheduled events.</i>	"I'm afraid I have a lot on this week. Can we arrange something for the following one?"
<b>to be off</b>	<i>to say that a meeting / a deal / an arrangement is cancelled or is not valid anymore.</i>	"I'm afraid the deal is off with Geeves & Sons."
<b>to call off</b>	<i>to cancel a scheduled event / meeting.</i>	"He had to call off the meeting as he was ill."
<b>to put off</b>	<i>to postpone an appointment / a meeting / an event to a later time or day.</i>	"Can we put the meeting off until Thursday?"
<b>to bring forward</b>	<i>to make a meeting / an appointment / an event happen sooner than originally planned</i>	"Can we bring forward the meeting to 3pm instead of 4pm?"
<b>to get back</b>	<i>to return/call /report back at a later time / date</i>	"I'll get back to you as soon as I have the information you've requested."
<b>to make it</b>	<i>to be able to arrive/ get somewhere at a specified time or date.</i>	"I'm afraid I'll never make it to the meeting at 5pm. I have a previous engagement on the other side of town."