

Phrasal verbs - Making arrangements

Complete the sentences with one of the phrasal verbs in the box below. Take care to put the verb into the correct tense.

1. put on	2. put off	3. is on	4. brought forward	5. get back
6. have.....on	7. meet up	8. is off	9. make it	10. called off

- Hi Jack, Can you confirm if the meeting _____ for today, please? Thanks. Susan
- When can we _____ to discuss our goals and objectives for 2012?
- We need to discuss the budget, and recruit and work with the right people to ensure successful completion of the tasks required to _____ this conference.
- I'm sorry but I _____ a lot _____ next week. It's going to be difficult to find some time to meet.
- The meeting had to be _____ because too many people had flu!
- We'll have to _____ launching the product until we find a new marketing manager.
- The meeting has been _____ to Monday instead of Thursday as too many people weren't available.
- I was sure you weren't coming to the meeting, so I am really pleased you managed to _____!
- "John, I urgently need last month's sales figures." "OK, Bob, I'll _____ to you as soon as I can."
- After all that hard work the deal with Johns & Beech _____.