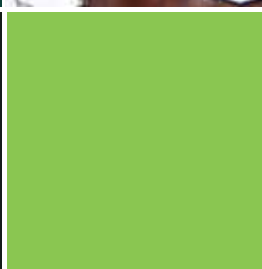
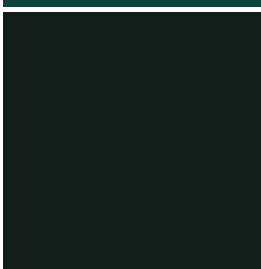
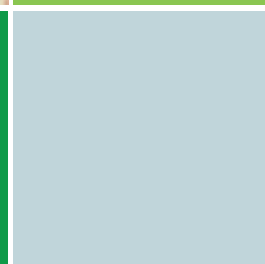
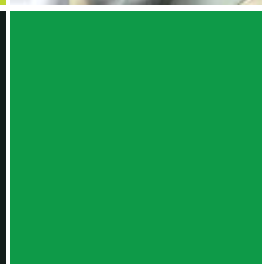
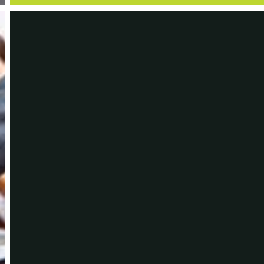
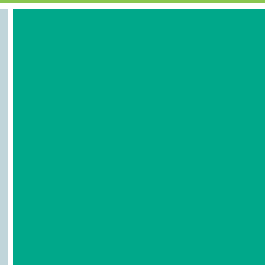
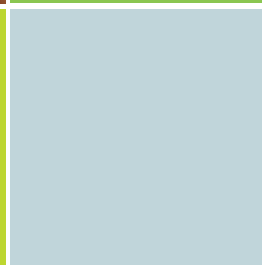
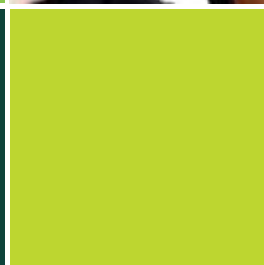
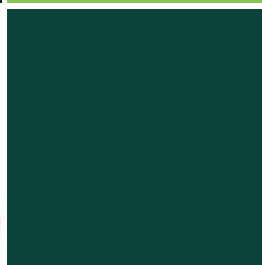
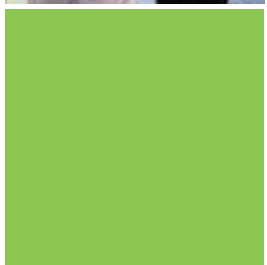




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3

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4

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PHRASAL VERBS: MEETINGS

Complete the sentences (1 to 8) with the words from below.

report useful remember proposals concisely idea figures fail

1



Press on / ahead

To continue in a determined way, despite the difficulties.
 "They pressed on with the meeting despite knowing that it was doomed to _____."

2



Put across

To communicate your ideas / feelings successfully
 "She managed to put her ideas across clearly and _____."

3



Jump in

To interrupt someone in order to say what you want.
 "Before Sandra jumps in here, because I know she will, I'd just like to say that it wasn't my _____."

4



Speak for

To act as a representative for someone as you say something for them.
 "I think I speak for everyone here when I say that this meeting has been extremely _____."

5



Sum up

To explain the main points of something in a few words.
 "So, just to sum up, there are three main points to _____."

6



Hand over to someone

If you "hand over" to someone during a discussion, you invite or allow that other person to start talking after you have finished.
 "Now I'd just like to hand over to Marsha, who'll explain the _____ in more detail."

7



Hand out

If you "hand out" something, you give each person in the meeting a copy of that thing.
 "They handed out copies of the _____ for everyone to look at."

8



Put together

If you "put something together", you organise and create it by arranging and joining its separate parts.
 "They put together a series of _____ for us to consider."

PHRASAL VERBS: MEETINGS

Answers at the back

1 Definitions

Complete the definitions with the correct words.

- If you "press on", you _____ in a determined way, despite the difficulties.
- If you "put across" your ideas or feelings, you _____ them or tell someone about them.
- If you "jump in", you interrupt someone in order to _____ what you want.
- If you "speak for" someone, you act as a _____ for that person and speak on their behalf or pass on any messages from them.
- If you "sum up" the main points, you _____ those points in a few words.
- If you "hand over" to someone during a discussion, you invite or allow that other person to start talking after you've _____.
- If you "hand out" papers (for example), you give each person in the meeting a _____ of those papers.
- If you "put together" a proposal (for example), you create the proposal, often after consulting with other _____.

2 Sentence completion

Complete the sentences with the correct prepositions.

- So, just to sum _____, there are three main points that we need to discuss at the next meeting. Firstly...
- They handed _____ copies of the report for everyone to look at.
- She managed to put her ideas _____ clearly and succinctly.
- I think I speak _____ everyone here when I say that this meeting has been extremely useful.



- They pressed _____ with the meeting despite knowing that they'd never come to an agreement.
- Now I'd just like to hand _____ to Marsha, who'll explain the plan in more detail.
- They put _____ a series of ideas for us to consider.
- Before Sandra jumps _____ here, I'd just like to say that it wasn't my idea.

3 Matching

Match the words to form phrasal verb collocations.

- Speak for ☐
 - Hand out ☐
 - Jump in ☐
 - Press on ☐
 - Hand over ☐
 - Sum up ☐
 - Put together ☐
 - Put ☐
- a. to someone
b. what you've said
c. someone
d. copies of a document
e. with a comment
f. with a discussion
g. across an idea
h. a proposal

4 Vocabulary drill

Answer the questions with full

answers. Invent where necessary.

- Have you had to press ahead with anything lately? What was it?
- Have you ever had difficulty putting across your ideas? When? Why?
- Have you had to put across something complicated lately? What was it?
- What do you say when you want to jump in during a conversation? What's a polite way to jump in?
- Have you had to speak for someone recently? Who? Why?
- How would you sum up your life so far? What have the highs and lows been?
- Have you had to hand over any duties to anyone lately? Who? Why?
- When was the last time you handed something out to people? What was it?
- Have you had to put together any ideas lately? What for? Why?
- Have you ever had to put together a proposal for something? What was it?

5 Video

Watch a video on speaking

confidently in meetings.

Search YouTube for "How can I speak with more confidence in meetings".

First viewing

Watch the video once. Of the tips mentioned to help you speak more confidently in meetings, which one do you find the most useful? Why?

Second viewing

Watch the video again. Then, answer the questions.

- What are the four elements to the rule she mentions?
- What does she say that "turn up" means?
- What does she mean by "listen"?
- What should you do if you like interrupting?
- What does she mean by "speak the truth"?
- What does she mean by "don't be too attached to an outcome"?

6 Extension

Write an e-mail to a work colleague reporting back on a meeting you attended. Give details of who was there, what it was about, where it was, how long it lasted and what was said. Include information on an argument that took place during the meeting.