

B1

MEETINGS

≈ 27 MIN

Interrupting Politely – *get a word in*

You have met the three toolkits — now practise them in new meeting situations.

Soften first, then step in: **sorry** plus a modal question with **just** — then hand the floor back visibly.

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY FUNCTION · APPROX. 4 MIN

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Put each phrase in one column: does it get you **into** the conversation, or does it **hold your turn**? Write it in the matching column.

Sorry to interrupt – could I check one figure?

Let me just finish this thought first.

May I add one thing here?

I'll get to that in a moment.

Before we move on, can I flag one risk?

Can I finish this point first?

Could I just come in on the deadline?

I hear you, but let me finish.

COMING IN	KEEPING THE FLOOR

BRICK 2 · FILL IN THE MISSING PHRASE · APPROX. 6 MIN

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Fill in the missing word. It always comes from one of the three toolkits: step in softly, keep the floor, get back on track.

01 Could I _____ add one point about the timeline?

02 _____ I add something on the training budget?

03 _____ we move on, could I flag one risk on the pilot?

04 Let me finish this slide, and I'll _____ to your question in a second.

05 I _____ you, but my figures are different.

06 _____ I was saying, the second supplier is cheaper.

07 Sorry, _____ was I? Ah yes, the risk register.

08 You wanted to _____ something?

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence contains exactly one typical German-speaker error in an English meeting. Underline it and write the full polite version.

01 Wait! That number is from the old forecast.

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02 Can I? I have one point on the timeline.

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03 No, that's wrong — the deadline is in October.

.....

04 Excuse me, could I add one thing to our team update?

.....

05 How many licences do we have actually?

.....

06 Sorry, just could I ask about the delivery date?

.....

BRICK 4 · WRITE YOUR OWN INTERRUPTIONS · APPROX. 8 MIN



Write one English sentence for each situation. Use the given sentence starter and keep the meeting tone.

01 Wrong figure in a status call: start with "Sorry to interrupt ..." and ask about the number.

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02 Somebody cuts into your turn: start with "Let me just finish ..." and keep the floor.

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03 The question comes too early: start with "I'll ..." and say when you will return to it.

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04 After the interruption: start with "As I was saying ..." and pick your point back up.

.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I pad every interruption: sorry, just, or could I first, then my point.
- ☐ I do not give way at once — I hold my turn with "Let me just finish this point".
- ☐ I park questions with "I'll come to that in a second" and keep that promise later.
- ☐ I know that "Wait!" is a command, and that "actually" does not mean "aktuell".

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

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| <p>01 Coming in Sorry to interrupt — could I check one figure?
<i>The apology cushions the interruption.</i></p> <p>02 Keeping the floor Let me just finish this thought first.
<i>"Let me just finish" defends your turn.</i></p> <p>03 Coming in May I add one thing here?
<i>The modal question asks for the floor.</i></p> <p>04 Keeping the floor I'll get to that in a moment.
<i>The promise parks the question for later.</i></p> | <p>05 Coming in Before we move on, can I flag one risk?
<i>"Before we move on" keeps a topic open.</i></p> <p>06 Keeping the floor Can I finish this point first?
<i>The calm question holds your thread.</i></p> <p>07 Coming in Could I just come in on the deadline?
<i>"Just" shrinks the request for the floor.</i></p> <p>08 Keeping the floor I hear you, but let me finish.
<i>Acknowledge first, then carry on.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 just
<i>"Just" sits before the main verb and shrinks the request.</i></p> <p>02 May
<i>"May I add something?" is the formal request for the floor.</i></p> <p>03 Before
<i>"Before we move on" keeps the topic open.</i></p> <p>04 come
<i>"I'll come to that" parks the question with a promise.</i></p> | <p>05 hear
<i>"I hear you, but ..." acknowledges the person before you disagree.</i></p> <p>06 As
<i>"As I was saying" picks your own thread back up.</i></p> <p>07 where
<i>"Where was I?" helps when the thread is gone.</i></p> <p>08 add
<i>"You wanted to add something?" lets others in.</i></p> |
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BRICK 3 · CORRECT

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| <p>01 Sorry to interrupt — that number is from the old forecast.
<i>"Wait!" is a command with no padding.</i></p> <p>02 Can I just come in here? I have one point on the timeline.
<i>A bare "Can I?" is missing "just" and an object.</i></p> <p>03 I hear you, but I have October as the deadline.
<i>A softener corrects the statement, not the person.</i></p> | <p>04 Sorry to interrupt, could I add one thing to our team update?
<i>"Excuse me" is too formal inside a team meeting.</i></p> <p>05 How many licences do we have at the moment?
<i>"Actually" means "in reality" — the current situation needs "at the moment".</i></p> <p>06 Sorry, could I just ask about the delivery date?
<i>"Just" goes before the main verb, not before "could".</i></p> |
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BRICK 4 · WRITE

Your sentences may differ — just check that the given starter is there and your tone stays polite.

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| <p>01 Sorry to interrupt — could I just ask where that number comes from?
<i>Apology plus modal question cushions the correction.</i></p> <p>02 Let me just finish this slide, and then the floor is yours.
<i>You hold the thread and promise the handover at once.</i></p> | <p>03 I'll get to that in a moment, right after the timeline slide.
<i>The promise parks the question without dismissing it.</i></p> <p>04 As I was saying, we still need sign-off from legal.
<i>"As I was saying" closes the gap after the interruption.</i></p> |
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PREREQUISITE

Taking Part in Meetings

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