

B1

NEGOTIATIONS

DIALOG · 3 MIN.

Agreeing on a Delivery Date · Podcast

A buyer and a supplier agree on a firm delivery date — and clear up the classic "until" vs. "by" mistake on the way.

Listen to the episode + comprehension test:

<https://www.englisch-lehrer.com/podcasts/agreeing-on-a-delivery-date>

NAME

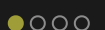
DATE

BRICK 1 · LEARN THE KEY PHRASES



Read the eight phrases with meaning and example. You will hear all of them in the episode.

ENGLISH	DEUTSCH	EXAMPLE
firm delivery date	verbindlicher Liefertermin	<i>Before we sign, we need a firm delivery date from the supplier.</i>
in production	in der Fertigung / wird gerade produziert	<i>Your order is already in production and ships next week.</i>
by the tenth	bis (spätestens) zum Zehnten — Achtung: Termine brauchen „by“, nicht „until“	<i>Please send us the signed contract by the tenth.</i>
That's cutting it close	Das ist ziemlich knapp (zeitlich).	<i>Landing at nine for a ten o'clock meeting? That's cutting it close.</i>
partial delivery	Teillieferung	<i>We accepted a partial delivery so the line could keep running.</i>
Would that work for you?	Würde Ihnen das passen?	<i>We could deliver on Friday instead — would that work for you?</i>
order confirmation	Auftragsbestätigung	<i>The order confirmation lists the price, quantity and delivery date.</i>
in writing	schriftlich	<i>Please confirm both delivery dates in writing.</i>



BRICK 2 · FILL THE GAPS

Complete the missing word from the conversation.

until

by

since

at

partial

part-time

divided

half

- 01 Just to make sure I understand: you need _____ the tenth, so the latest possible arrival is the tenth itself?
- 02 We could send a _____ delivery: eighty per cent of the brackets by the fifth.

BRICK 3 · TRUE OR FALSE?

Tick one. T = true, F = false.

- 01 Stefan's assembly team starts work on the eleventh of September. T ☐ F ☐
- 02 Sarah promises to deliver the complete order by the third of September. T ☐ F ☐

BRICK 4 · ORDER

Number the steps of the conversation (1–5).

- 01 ☐ Sarah promises a written order confirmation within the hour
- 02 ☐ Sarah clarifies that Stefan means "by the tenth"
- 03 ☐ Sarah proposes a partial delivery
- 04 ☐ Stefan names his order and asks for a firm delivery date
- 05 ☐ Stefan says the ninth is too close for his taste

BRICK 5 · YOUR VERSION

Write two sentences of your own using phrases from Brick 1.

.....

.....

.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I can announce a delay politely.
- ☐ I can propose an alternative.
- ☐ I can promise written confirmation.

Listened twice and ticked everything? Then you are ready for the real conversation.

Cut-out flashcards

× Cut out, fold on the line – English in front, German on the back. Or practise digitally:

<https://www.englisch-lehrer.com/podcasts/agreeing-on-a-delivery-date>

firm delivery date

Before we sign, we need a firm delivery date from the supplier.

verbindlicher Liefertermin

in production

Your order is already in production and ships next week.

in der Fertigung / wird gerade produziert

by the tenth

Please send us the signed contract by the tenth.

bis (spätestens) zum Zehnten — Achtung:
Termine brauchen „by“, nicht „until“

That's cutting it close

Landing at nine for a ten o'clock meeting? That's cutting it close.

Das ist ziemlich knapp (zeitlich).

partial delivery

We accepted a partial delivery so the line could keep running.

Teillieferung

Would that work for you?

We could deliver on Friday instead — would that work for you?

Würde Ihnen das passen?

order confirmation

The order confirmation lists the price, quantity and delivery date.

Auftragsbestätigung

in writing

Please confirm both delivery dates in writing.

schriftlich

Answer key

Check only when you have finished. Every answer comes with the **why**.

BRICK 2 · FILL THE GAPS

01 **by**

German "bis" for deadlines = English "by". "Until" describes a duration ("open until 6 pm"), never a deadline.

02 **partial**

"Partial delivery" is the standard term for delivering part of an order.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — he says the assembly team starts work on the eleventh.

02 **False**

False — production finishes on the third. Delivery comes in two parts, by the fifth and by the ninth.

BRICK 4 · ORDER

- 01 **1.** Stefan names his order and asks for a firm delivery date
- 02 **2.** Sarah clarifies that Stefan means "by the tenth"
- 03 **3.** Stefan says the ninth is too close for his taste
- 04 **4.** Sarah proposes a partial delivery
- 05 **5.** Sarah promises a written order confirmation within the hour

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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