

B1

MEETINGS & STATUS UPDATES

DIALOG · 3 MIN.

Announcing That a Project Is Back on Schedule · Podcast

After five days of delay the project has caught up — how to deliver good news credibly in English.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/announcing-that-a-project-is-back-on-schedule>

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
back on schedule	wieder im Zeitplan	<i>After two hard weeks, the project is back on schedule.</i>
to catch up	aufholen	<i>We caught up by testing in parallel.</i>
in parallel	parallel, gleichzeitig	<i>Running the two test phases in parallel saved three days.</i>
to hand over	übergeben (an den Kunden / Betrieb)	<i>We hand over the new system on the thirtieth.</i>
back on track	wieder auf Kurs	<i>Tell the board the project is back on track.</i>
possibly	eventuell, möglicherweise	<i>The parts will possibly arrive this week.</i>
by lunchtime	bis (spätestens) Mittag	<i>Please send me the updated plan by lunchtime.</i>
Will do.	„Mach ich.“ (informelle Zusage)	<i>"Can you copy Legal on that email?" — "Will do."</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

eventually

possibly

finally

actually

schedule

plan

time

term

01 Right — I mean _____. Possibly this week.

02 Good morning, Sarah. And for once I have good news: we are back on _____.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The scanner parts arrived two days earlier than the supplier had promised.

T ☐ F ☐

02 The staff training has to be postponed because of the delay.

T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Sarah asks for the updated plan by lunchtime
- 02 ☐ Jonas explains how the team caught up
- 03 ☐ Sarah corrects the word "eventually"
- 04 ☐ Jonas announces that the project is back on schedule
- 05 ☐ Jonas confirms the original handover date

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/announcing-that-a-project-is-back-on-schedule>

back on schedule

After two hard weeks, the project is back on schedule.

wieder im Zeitplan

to catch up

We caught up by testing in parallel.

aufholen

in parallel

Running the two test phases in parallel saved three days.

parallel, gleichzeitig

to hand over

We hand over the new system on the thirtieth.

übergeben (an den Kunden / Betrieb)

back on track

Tell the board the project is back on track.

wieder auf Kurs

possibly

The parts will possibly arrive this week.

eventuell, möglicherweise

by lunchtime

Please send me the updated plan by lunchtime.

bis (spätestens) Mittag

Will do.

"Can you copy Legal on that email?" — "Will do."

„Mach ich.“ (informelle Zusage)

Answer key

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

BRICK 2 · FILL THE GAPS

01 **possibly**

German trap: "eventuell" means "possibly / perhaps". "Eventually" means "at some point, in the end" — to a board that sounds like weeks of delay.

02 **schedule**

"Back on schedule" is the fixed phrase; "back on plan" is not idiomatic English.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — they arrived on Monday, two days before the promised Wednesday.

02 **False**

False — the training starts on Monday as planned.

BRICK 4 · ORDER

01 **1.** Jonas announces that the project is back on schedule

02 **2.** Jonas explains how the team caught up

03 **3.** Jonas confirms the original handover date

04 **4.** Sarah corrects the word "eventually"

05 **5.** Sarah asks for the updated plan by lunchtime

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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