

B1

MEETINGS & STATUS UPDATES

DIALOG · 3 MIN.

Asking a Colleague to Repeat an Action Point · *Podcast*

You missed a point at the end of the meeting — how to ask again in English without seeming inattentive.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/asking-a-colleague-to-repeat-an-action-point>

NAME

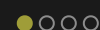
DATE

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
action point	Aufgabe / To-do aus einem Meeting	<i>Every action point needs a name and a deadline.</i>
to sum up	zusammenfassen	<i>To sum up: we launch in May and review in June.</i>
I didn't quite catch it	Ich habe es nicht ganz mitbekommen	<i>Sorry, I didn't quite catch it — could you say the number again?</i>
due	fällig	<i>The report is due on Friday morning.</i>
currently	zurzeit / aktuell (nicht: actually!)	<i>The budget is currently under review.</i>
under review	wird gerade geprüft	<i>The contract is still under review by the legal team.</i>
in writing	schriftlich	<i>Please confirm the action points in writing.</i>
just to confirm	nur zur Bestätigung	<i>Just to confirm: the meeting starts at nine, not ten?</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

actually

currently

eventually

newly

catch

take

fetch

hold

01 It's _____ under review, yes.

02 Sorry, Anna, could you repeat that last point? I didn't _____ it — who is updating the website texts?

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Tom is preparing the cost overview for the Berlin project.

T ☐ F ☐

02 Anna will post the action points in the chat after the meeting.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ Daniel confirms his action point one final time

02 ☐ Daniel asks her to repeat the last point

03 ☐ Anna explains that the budget is currently under review

04 ☐ Anna sums up the three action points

05 ☐ They agree the cost overview is due Friday at twelve

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/asking-a-colleague-to-repeat-an-action-point>

action point

Every action point needs a name and a deadline.

Aufgabe / To-do aus einem Meeting

to sum up

To sum up: we launch in May and review in June.

Zusammenfassen

I didn't quite catch it

Sorry, I didn't quite catch it — could you say the number again?

Ich habe es nicht ganz mitbekommen

due

The report is due on Friday morning.

fällig

currently

The budget is currently under review.

zurzeit / aktuell (nicht: actually!)

under review

The contract is still under review by the legal team.

wird gerade geprüft

in writing

Please confirm the action points in writing.

schriftlich

just to confirm

Just to confirm: the meeting starts at nine, not ten?

nur zur Bestätigung

Answer key

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

BRICK 2 · FILL THE GAPS

01 **currently**

German "aktuell" = English "currently". "Actually" means "in fact" — the classic false friend in status updates.

02 **catch**

"To catch" here means "to hear properly". "I didn't quite catch it" is the standard polite phrase for asking again.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — Tom is updating the website texts. The cost overview is Daniel's action point.

02 **True**

True — she will post them right after the meeting, with names and deadlines.

BRICK 4 · ORDER

- 01 **1.** Anna sums up the three action points
- 02 **2.** Daniel asks her to repeat the last point
- 03 **3.** They agree the cost overview is due Friday at twelve
- 04 **4.** Anna explains that the budget is currently under review
- 05 **5.** Daniel confirms his action point one final time

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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