

B1

NEGOTIATIONS

DIALOG · 3 MIN.

Asking for More Time to Review an Offer · Podcast

A supplier wants a decision — you need one more week. How to ask for time to think it over, professionally, in English.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/asking-for-more-time-to-review-an-offer>

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
to have a chance to look at something	dazu kommen, sich etwas anzusehen	<i>Have you had a chance to look at the new contract?</i>
to be honest	ehrlich gesagt	<i>To be honest, the price is higher than we expected.</i>
to review	prüfen, durchsehen	<i>Our lawyer will review the agreement before we sign.</i>
to commit	sich festlegen, verbindlich zusagen	<i>We can't commit to a two-year contract without board approval.</i>
to ask for more time	um mehr Zeit / Bedenkzeit bitten	<i>I'd like to ask for more time to discuss this internally.</i>
valid until	gültig bis	<i>The quotation is valid until the end of September.</i>
a fixed price	ein Festpreis	<i>We agreed a fixed price for the first twelve months.</i>
to get back to you	sich (mit einer Antwort) bei Ihnen melden	<i>I'll get back to you with our decision on Monday.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

control

review

overlook

prove

By

Until

To

Since

01 But I need to _____ the numbers with our finance team before we commit.

02 _____ Friday next week — that works for me.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The offer is valid until the end of the month.

T ☐ F ☐

02 Sarah refuses to give Stefan more time.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ They agree on an answer by Friday next week

02 ☐ Stefan explains he needs to review the numbers with finance

03 ☐ Sarah says the offer is valid until the end of the month

04 ☐ Sarah asks whether Stefan has looked at the offer

05 ☐ Stefan asks for one more week

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-for-more-time-to-review-an-offer>

to have a chance to look at something

Have you had a chance to look at the new contract?

dazu kommen, sich etwas anzusehen

to be honest

To be honest, the price is higher than we expected.

ehrlich gesagt

to review

Our lawyer will review the agreement before we sign.

prüfen, durchsehen

to commit

We can't commit to a two-year contract without board approval.

sich festlegen, verbindlich zusagen

to ask for more time

I'd like to ask for more time to discuss this internally.

um mehr Zeit / Bedenkzeit bitten

valid until

The quotation is valid until the end of September.

gültig bis

a fixed price

We agreed a fixed price for the first twelve months.

ein Festpreis

to get back to you

I'll get back to you with our decision on Monday.

sich (mit einer Antwort) bei Ihnen melden

Answer key

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

BRICK 2 · FILL THE GAPS

01 **review**

"To review" means to check carefully. "Control" means to steer, and "prove" means to demonstrate — both are false friends here.

02 **By**

For a deadline you use "by", not "until". "Until" describes a state lasting up to that point. German "bis" covers both — hence the classic mistake.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — Sarah says the offer is valid until the end of the month.

02 **False**

False — she agrees immediately and even removes the pressure.

BRICK 4 · ORDER

- 01 **1.** Sarah asks whether Stefan has looked at the offer
- 02 **2.** Stefan explains he needs to review the numbers with finance
- 03 **3.** Stefan asks for one more week
- 04 **4.** Sarah says the offer is valid until the end of the month
- 05 **5.** They agree on an answer by Friday next week

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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· Online.

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