

B1

NEGOTIATIONS

DIALOG · 3 MIN.

Clarifying What Is Actually Included in the Price · *Podcast*

A quotation is on the table — but what is really included in the price? How to ask in English without sounding suspicious.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/clarifying-what-is-actually-included-in-the-price>

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
quotation	Angebot (mit Preisen)	<i>Could you send us a quotation for fifty licences?</i>
to clarify	klären, klarstellen	<i>I would like to clarify one point before we sign.</i>
included in the price	im Preis enthalten	<i>Delivery is included in the price.</i>
to cost extra	extra kosten, Aufpreis kosten	<i>Express shipping costs extra.</i>
charged separately	separat berechnet	<i>Travel expenses are charged separately.</i>
net prices	Nettopreise (ohne MwSt.)	<i>All our list prices are net prices.</i>
hidden costs	versteckte Kosten	<i>Please check the contract for hidden costs.</i>
itemised list	detaillierte Aufstellung, Einzelaufstellung	<i>The invoice includes an itemised list of all services.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

actually

currently

actual

eventually

top

up

over

extra

01 No, sorry — I mean _____. We have forty-two users at the moment.

02 All prices in the quotation are net prices, so VAT comes on _____.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The licence in the quotation covers up to fifty users.

T ☐ F ☐

02 The prices in the quotation already include VAT.

T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Carter promises an itemised list by Friday
- 02 ☐ Carter lists licence, installation and support
- 03 ☐ They discuss training costs and VAT
- 04 ☐ Markus asks what the price includes
- 05 ☐ They clear up the "actually / currently" mix-up

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/clarifying-what-is-actually-included-in-the-price>

quotation

Could you send us a quotation for fifty licences?

Angebot (mit Preisen)

to clarify

I would like to clarify one point before we sign.

klären, klarstellen

included in the price

Delivery is included in the price.

im Preis enthalten

to cost extra

Express shipping costs extra.

extra kosten, Aufpreis kosten

charged separately

Travel expenses are charged separately.

separat berechnet

net prices

All our list prices are net prices.

Nettopreise (ohne MwSt.)

hidden costs

Please check the contract for hidden costs.

versteckte Kosten

itemised list

The invoice includes an itemised list of all services.

detaillierte Aufstellung, Einzelaufstellung

Answer key

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

BRICK 2 · FILL THE GAPS

01 **currently**

German "aktuell" means "currently"; English "actually" means "in fact" — the classic false friend.

02 **top**

"To come on top" is the fixed phrase for an amount added to a net price.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — the price covers the software licence for up to fifty users.

02 **False**

False — all prices are net prices, so VAT comes on top.

BRICK 4 · ORDER

- 01 **1.** Markus asks what the price includes
- 02 **2.** Carter lists licence, installation and support
- 03 **3.** They clear up the "actually / currently" mix-up
- 04 **4.** They discuss training costs and VAT
- 05 **5.** Carter promises an itemised list by Friday

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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