

C1

PHONE & VIDEO CALLS

DIALOG · 5 MIN.

Delivering Confidential News on a Call That May Not Be Private · *Podcast*

Confidential news on a line that may not be private — how to deliver sensitive information in English discreetly and under control.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/delivering-confidential-news-on-a-call-that-may-not-be-private>

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
on speaker	auf Lautsprecher	<i>Careful — I have the client on speaker and my colleague is in the room.</i>
to go into detail	ins Detail gehen	<i>I cannot go into detail until the contract is signed.</i>
an open line	eine offene / unsichere Leitung	<i>Never discuss salaries on an open line.</i>
the headline	die Kernaussage in einem Satz	<i>Give me the headline first; we can discuss the details later.</i>
to merge	fusionieren / zusammenlegen	<i>The two sales regions will be merged next quarter.</i>
steering group	Steuerungsgruppe / Lenkungsausschuss	<i>Only the steering group has seen the full restructuring plan.</i>
works council	Betriebsrat	<i>The works council must be informed before the layoffs are announced.</i>
not affected	nicht betroffen	<i>Your team is not affected by the relocation.</i>

BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

sensitive

sensible

sensational

senseless

headline

details

paper

minutes

01 Quick language note: _____ is the word you want — sensible means vernünftig.

02 Give me the _____. I'd rather know than guess all afternoon.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Miriam takes the call in her car with the loudspeaker on.

T ☐ F ☐

02 Miriam's own position is affected by the merger.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ They agree on a secure call at six o'clock

02 ☐ Miriam explains she is in the car on speaker

03 ☐ Thomas gives the headline about the merger

04 ☐ Thomas asks where Miriam is and who can hear her

05 ☐ Thomas flags the topic as sensitive

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/delivering-confidential-news-on-a-call-that-may-not-be-private>

on speaker

Careful — I have the client on speaker and my colleague is in the room.

auf Lautsprecher

to go into detail

I cannot go into detail until the contract is signed.

ins Detail gehen

an open line

Never discuss salaries on an open line.

eine offene / unsichere Leitung

the headline

Give me the headline first; we can discuss the details later.

die Kernaussage in einem Satz

to merge

The two sales regions will be merged next quarter.

fusionieren / zusammenlegen

steering group

Only the steering group has seen the full restructuring plan.

Steuerungsgruppe / Lenkungsausschuss

works council

The works council must be informed before the layoffs are announced.

Betriebsrat

not affected

Your team is not affected by the relocation.

nicht betroffen

Answer key

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

BRICK 2 · FILL THE GAPS

01 **sensitive**

False friends: "sensitive" means delicate/confidential; "sensible" means reasonable. For delicate information, say "sensitive information".

02 **headline**

"The headline" is the main point in one sentence — without details, perfect for an open line.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — she says she is in the car, on speaker, and her driver can hear.

02 **False**

False — Thomas says explicitly that her position is not affected.

BRICK 4 · ORDER

01 **1.** Thomas asks where Miriam is and who can hear her

02 **2.** Miriam explains she is in the car on speaker

03 **3.** Thomas flags the topic as sensitive

04 **4.** Thomas gives the headline about the merger

05 **5.** They agree on a secure call at six o'clock

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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