

B1

EMAILS & FOLLOW-UP

DIALOG · 3 MIN.

Dictating a Friendly Email to Confirm Tomorrow's Meeting · Podcast

Composing a short, friendly confirmation email out loud: subject line, greeting, key message, sign-off — sentence by sentence.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/dictating-a-friendly-email-to-confirm-tomorrows-meeting>

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
subject line	Betreffzeile	<i>A good subject line says everything at a glance.</i>
I am writing to confirm	hiermit bestätige ich / ich schreibe, um ... zu bestätigen	<i>I am writing to confirm our appointment on Friday.</i>
at a glance	auf einen Blick	<i>The dashboard shows all orders at a glance.</i>
delivery schedule	Lieferplan, Lieferzeitplan	<i>We need to discuss the delivery schedule for autumn.</i>
visitor parking space	Besucherparkplatz	<i>A visitor parking space is reserved at the main entrance.</i>
by tomorrow morning	bis morgen früh (Frist!)	<i>Please send the documents by tomorrow morning.</i>
We look forward to seeing you	Wir freuen uns auf das Treffen mit Ihnen	<i>We look forward to seeing you at the trade fair.</i>
Kind regards	Mit freundlichen Grüßen	<i>Kind regards, Sarah Miller.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

until

by

till

to

forward

ahead

onward

out

- 01 Careful — "until" is the German "bis" trap. "Until" means something _____ ": "by tomorrow morning".
- 02 Now the closing — keep it warm but _____ to seeing you tomorrow. Kind regards, Paul Berger."

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Paul and Mr Hughes have already met several times. T ☐ F ☐
- 02 Anna tells Paul to make the subject line longer. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ The friendly closing and sign-off
- 02 ☐ The greeting and the confirmation sentence
- 03 ☐ The request for the machine numbers by tomorrow morning
- 04 ☐ The subject line with day and time
- 05 ☐ The agenda and the parking information

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/dictating-a-friendly-email-to-confirm-tomorrows-meeting>

subject line

A good subject line says everything at a glance.

Betreffzeile

I am writing to confirm

I am writing to confirm our appointment on Friday.

hiermit bestätige ich / ich schreibe, um ... zu bestätigen

at a glance

The dashboard shows all orders at a glance.

auf einen Blick

delivery schedule

We need to discuss the delivery schedule for autumn.

Lieferplan, Lieferzeitplan

visitor parking space

A visitor parking space is reserved at the main entrance.

Besucherparkplatz

by tomorrow morning

Please send the documents by tomorrow morning.

bis morgen früh (Frist)

We look forward to seeing you

We look forward to seeing you at the trade fair.

Wir freuen uns auf das Treffen mit Ihnen

Kind regards

Kind regards, Sarah Miller.

Mit freundlichen Grüßen

Answer key

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

BRICK 2 · FILL THE GAPS

01 **by**

German "bis" covers both — English does not: "by" = deadline (one-off action no later than), "until" = duration (a state continues).
"Send it by Friday", but "I am on holiday until Friday".

02 **forward**

"We look forward to seeing you" — note: after "look forward to" the verb takes -ing, never "to see".

BRICK 3 · TRUE OR FALSE?

01 **True**

True — Paul says they have met several times.

02 **False**

False — she says the short subject line is perfect.

BRICK 4 · ORDER

- 01 **1.** The subject line with day and time
- 02 **2.** The greeting and the confirmation sentence
- 03 **3.** The agenda and the parking information
- 04 **4.** The request for the machine numbers by tomorrow morning
- 05 **5.** The friendly closing and sign-off

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

Online lessons with real teachers — English training since 2004 · Berlin · Hanover
· Online.

CALL US

+49 511 95733819