

B1

EMAILS & FOLLOW-UP

MONOLOG · 3 MIN.

Dictating a Reminder About an Unpaid Invoice · *Podcast*

An invoice is overdue — how to word the first payment reminder in English: friendly, clear and without threats.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/dictating-a-reminder-about-an-unpaid-invoice>

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
friendly reminder	freundliche (Zahlungs-)Erinnerung	<i>Just a friendly reminder that the report is due tomorrow.</i>
according to our records	laut unseren Unterlagen	<i>According to our records, the contract ends in June.</i>
outstanding	offen, unbezahlt (Rechnung)	<i>Two invoices from May are still outstanding.</i>
to receive	bekommen, erhalten (NICHT „to become“ = werden)	<i>We received your payment this morning — thank you.</i>
due date	Fälligkeitsdatum	<i>The due date on the invoice is the tenth of July.</i>
to slip through	durchrutschen, untergehen	<i>Sorry, your email slipped through during the holidays.</i>
to settle the amount	den Betrag begleichen	<i>Please settle the amount by the end of the week.</i>
cooperation	Zusammenarbeit, Entgegenkommen	<i>Thank you for your cooperation in this matter.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

become

received

gotten

taken

records

notes

papers

lists

01 We have not yet _____ your payment of one thousand two hundred euros.

02 According to our _____, invoice 4711 is still outstanding.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The invoice was due on the tenth of July.

T ☐ F ☐

02 Michael recommends threatening the customer in the first reminder.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ The closing: 'please ignore this email' if already paid

02 ☐ Polite opening and reference to the records

03 ☐ A way out and a new payment date

04 ☐ Subject line: 'Friendly reminder: invoice 4711'

05 ☐ The key sentence: payment not yet received

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-reminder-about-an-unpaid-invoice>

friendly reminder

Just a friendly reminder that the report is due tomorrow.

freundliche (Zahlungs-)Erinnerung

according to our records

According to our records, the contract ends in June.

laut unseren Unterlagen

outstanding

Two invoices from May are still outstanding.

offen, unbezahlt (Rechnung)

to receive

We received your payment this morning — thank you.

bekommen, erhalten (NICHT „to become“ = werden)

due date

The due date on the invoice is the tenth of July.

Fälligkeitsdatum

to slip through

Sorry, your email slipped through during the holidays.

durchrutschen, untergehen

to settle the amount

Please settle the amount by the end of the week.

den Betrag begleichen

cooperation

Thank you for your cooperation in this matter.

Zusammenarbeit, Entgegenkommen

Answer key

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

BRICK 2 · FILL THE GAPS

01 **received**

The false friend: German "bekommen" is "to receive". "To become" means "werden" — "We have not become your payment" is a classic German mistake.

02 **records**

"According to our records" is the fixed phrase — it points neutrally to your documentation, not to blame.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — invoice 4711 for 1,200 euros had a due date of the tenth of July.

02 **False**

False — a first reminder should sound like a helping hand, not like a threat.

BRICK 4 · ORDER

01 **1.** Subject line: 'Friendly reminder: invoice 4711'

02 **2.** Polite opening and reference to the records

03 **3.** The key sentence: payment not yet received

04 **4.** A way out and a new payment date

05 **5.** The closing: 'please ignore this email' if already paid

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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· Online.

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