

B1

EMAILS & FOLLOW-UP

DIALOG · 3 MIN.

Discussing How to Ask for a Missing Attachment · Podcast

"Please find attached" — but no attachment. How to ask for the file in English without embarrassing the sender.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/discussing-how-to-ask-for-a-missing-attachment>

NAME

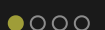
DATE

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
attachment	Anhang (einer E-Mail)	<i>The attachment is missing from your last email.</i>
please find attached	anbei finden Sie / im Anhang finden Sie	<i>Please find attached the updated price list.</i>
to come through	ankommen / durchkommen (Datei, Nachricht)	<i>Your email came through, but the photos didn't.</i>
to resend	erneut senden	<i>Could you resend the invoice as a PDF?</i>
deadline	Frist / Abgabetermin	<i>The deadline for the offer is Friday at noon.</i>
by Friday	bis (spätestens) Freitag – nicht: until!	<i>Please send us the signed contract by Friday.</i>
to soften	abmildern / freundlicher formulieren	<i>She softened the reminder with a friendly first sentence.</i>
Thank you in advance	vielen Dank im Voraus	<i>Thank you in advance for sending the missing file.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

until

by

to

since

through

over

along

across

01 Careful — we need it _____ Friday.

02 I'm afraid the attachment didn't come _____. Could you resend it?

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Paul suggests writing "You forgot the attachment."

T ☐ F ☐

02 Paul advises adding a reason to make the request sound friendlier.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ They agree on a warm closing line like "Thank you in advance"

02 ☐ Paul explains the rule: blame the technology, not the person

03 ☐ Paul suggests softening the request with a reason

04 ☐ Lisa describes the email with the missing attachment

05 ☐ Paul corrects "until Friday" to "by Friday"

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/discussing-how-to-ask-for-a-missing-attachment>

attachment

The attachment is missing from your last email.

Anhang (einer E-Mail)

please find attached

Please find attached the updated price list.

anbei finden Sie / im Anhang finden Sie

to come through

Your email came through, but the photos didn't.

ankommen / durchkommen (Datei, Nachricht)

to resend

Could you resend the invoice as a PDF?

erneut senden

deadline

The deadline for the offer is Friday at noon.

Frist / Abgabetermin

by Friday

Please send us the signed contract by Friday.

bis (spätestens) Freitag – nicht: until

to soften

She softened the reminder with a friendly first sentence.

abmildern / freundlicher formulieren

Thank you in advance

Thank you in advance for sending the missing file.

vielen Dank im Voraus

Answer key

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

BRICK 2 · FILL THE GAPS

01 **by**

German "bis Freitag" is "by Friday" for deadlines. "Until" describes a state lasting up to that point — "until Friday" sounds as if the contract stops existing on Friday.

02 **through**

"To come through" = to arrive (technically). The standard polite phrase for missing attachments: "The attachment didn't come through."

BRICK 3 · TRUE OR FALSE?

01 **False**

False — he warns against exactly that: "Never write 'You forgot the attachment.'" It embarrasses the sender.

02 **True**

True — "A reason always makes a request sound friendlier", e.g. "so that we can start the project on Monday as planned."

BRICK 4 · ORDER

- 01 **1.** Lisa describes the email with the missing attachment
- 02 **2.** Paul explains the rule: blame the technology, not the person
- 03 **3.** Paul corrects "until Friday" to "by Friday"
- 04 **4.** Paul suggests softening the request with a reason
- 05 **5.** They agree on a warm closing line like "Thank you in advance"

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