

B1

MEETINGS & STATUS UPDATES

MONOLOG · 3 MIN.

Explaining a Missing Number in the Weekly Report · Podcast

A number is missing from the weekly report — how to explain the reason in English before anyone asks, and stay credible.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/explaining-a-missing-number-in-the-weekly-report>

NAME

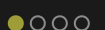
DATE

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
weekly report	Wochenbericht	<i>Please read the weekly report before the Monday call.</i>
missing	fehlend	<i>One figure is missing from the summary table.</i>
delivery figure	Lieferzahl, Lieferkennzahl	<i>The delivery figure for June arrives next week.</i>
to receive	erhalten, bekommen — nicht „to become“ (= werden)!	<i>We received the invoice on Monday.</i>
to confirm	bestätigen	<i>The supplier confirmed the delay by email.</i>
at the latest	spätestens	<i>Send me the file by Tuesday at the latest.</i>
rough estimate	grobe Schätzung	<i>Can you give me a rough estimate of the costs?</i>
shared folder	gemeinsamer Ordner (im Netzwerk/in der Cloud)	<i>The final version is in the shared folder.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

receive

become

overtake

win

latest

last

least

longest

01 The correct verb is 'to _____' or simply 'to get'.

02 They confirmed the problem and promised the complete file by Tuesday, ten o'clock at the _____.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The support team promised the complete file by Tuesday at ten o'clock at the latest.

T ☐ F ☐

02 Martin puts the rough estimate into the official report.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ He says the updated report will be in the shared folder on Tuesday

02 ☐ He explains the technical problem with the export file

03 ☐ He confirms that all other figures are complete and checked

04 ☐ Martin announces that one number is missing on page two

05 ☐ He tells the "become the numbers" email story

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/explaining-a-missing-number-in-the-weekly-report>

weekly report

Please read the weekly report before the Monday call.

Wochenbericht

missing

One figure is missing from the summary table.

fehlend

delivery figure

The delivery figure for June arrives next week.

Lieferzahl, Lieferkennzahl

to receive

We received the invoice on Monday.

erhalten, bekommen – nicht "to become" (= werden)!

to confirm

The supplier confirmed the delay by email.

bestätigen

at the latest

Send me the file by Tuesday at the latest.

spätestens

rough estimate

Can you give me a rough estimate of the costs?

grobe Schätzung

shared folder

The final version is in the shared folder.

gemeinsamer Ordner (im Netzwerk/in der Cloud)

Answer key

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

BRICK 2 · FILL THE GAPS

01 **receive**

"Bekommen" is "to receive" or "to get". "To become" means "werden" — the classic false friend.

02 **latest**

"At the latest" means no later than. "At least" means "mindestens" and is often confused with it.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — the support team confirmed the problem and promised the file by Tuesday, ten o'clock at the latest.

02 **False**

False — he has a rough estimate but refuses to put an unchecked number into an official report.

BRICK 4 · ORDER

01 **1.** Martin announces that one number is missing on page two

02 **2.** He explains the technical problem with the export file

03 **3.** He tells the "become the numbers" email story

04 **4.** He confirms that all other figures are complete and checked

05 **5.** He says the updated report will be in the shared folder on Tuesday

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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