

B1

MEETINGS & STATUS UPDATES

DIALOG · 3 MIN.

Explaining Why a Small Task Is Late · *Podcast*

The price list is half a day overdue — how to explain a small delay in English factually, with a plan B instead of excuses.

Listen to the episode + comprehension test:

<https://www.englisch-lehrer.com/podcasts/explaining-why-a-small-task-is-late>

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
Where do we stand?	Wie ist der (aktuelle) Stand?	<i>Quick question on the audit — where do we stand?</i>
half a day behind	einen halben Tag im Verzug	<i>We are half a day behind, but the launch date is safe.</i>
the reason for the delay	der Grund für die Verzögerung	<i>The reason for the delay was a missing approval.</i>
to redo	noch einmal machen, überarbeiten	<i>The prices changed, so I had to redo the whole table.</i>
to get	bekommen, erhalten — Achtung: „to become“ heißt „werden“, nicht „bekommen“	<i>As soon as I get the figures, I will update the report.</i>
sensible	vernünftig (nicht: sensibel!)	<i>Splitting the delivery was a sensible decision.</i>
to flag	etwas (frühzeitig) melden, auf etwas hinweisen	<i>Please flag any risks before the steering meeting.</i>
a heads-up	eine kurze Vorwarnung / ein früher Hinweis	<i>Just a heads-up: the customer may call you this afternoon.</i>

BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

become

get

take

make

heads-up

hands-up

head-start

stand-up

01 So: as soon as I _____ the numbers, I can finish.

02 From now on, I'll give you a _____ as soon as something slips.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 IT promised the freight costs by two o'clock.

T ☐ F ☐

02 Martin criticises the quality of the price list.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ Martin asks Daniel to flag delays earlier in future

02 ☐ Daniel names the two reasons for the delay

03 ☐ Daniel presents his plan B without the freight column

04 ☐ Martin asks where they stand with the price list

05 ☐ Martin corrects "become" to "get"

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-why-a-small-task-is-late>

Where do we stand?

Quick question on the audit — where do we stand?

Wie ist der (aktuelle) Stand?

half a day behind

We are half a day behind, but the launch date is safe.

einen halben Tag im Verzug

the reason for the delay

The reason for the delay was a missing approval.

der Grund für die Verzögerung

to redo

The prices changed, so I had to redo the whole table.

noch einmal machen, überarbeiten

to get

As soon as I get the figures, I will update the report.

bekommen, erhalten — Achtung: „to become“ heißt „werden“, nicht „bekommen“

sensible

Splitting the delivery was a sensible decision.

vernünftig (nicht: sensibel)

to flag

Please flag any risks before the steering meeting.

etwas (frühzeitig) melden, auf etwas hinweisen

a heads-up

Just a heads-up: the customer may call you this afternoon.

eine kurze Vorwarnung / ein früher Hinweis

Answer key

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

BRICK 2 · FILL THE GAPS

01 **get**

German "bekommen" = English "to get / to receive". "To become" means "werden" — the classic false friend.

02 **heads-up**

"A heads-up" is a short advance warning. A "head start" is an advantage; "hands up" is a command.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — Daniel says IT promised the numbers by two o'clock.

02 **False**

False — Martin only criticises that Daniel did not flag the delay earlier. The quality is never questioned.

BRICK 4 · ORDER

- 01 **1.** Martin asks where they stand with the price list
- 02 **2.** Daniel names the two reasons for the delay
- 03 **3.** Martin corrects "become" to "get"
- 04 **4.** Daniel presents his plan B without the freight column
- 05 **5.** Martin asks Daniel to flag delays earlier in future

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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