

B2

MEETINGS & STATUS UPDATES

DIALOG · 4 MIN.

Getting a Talkative Colleague to Commit to a Deadline . *Podcast*

Interrupt politely, summarise, pin it down: how to get a firm date from a talkative colleague — in English.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/getting-a-talkative-colleague-to-commit-to-a-deadline>

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
Sorry to jump in	Entschuldigung, dass ich unterbreche	<i>Sorry to jump in, but we only have five minutes left.</i>
first draft	erster Entwurf	<i>Please send me the first draft by Wednesday.</i>
to commit to	sich verbindlich festlegen auf	<i>Can you commit to Friday for the final version?</i>
Let's put a date on it	Lassen Sie uns einen Termin festlegen	<i>Good idea — let's put a date on it before we leave the room.</i>
tight	knapp (Zeitplan)	<i>The schedule is tight, but it is doable.</i>
a lot on your plate	viel um die Ohren haben	<i>She has a lot on her plate this quarter.</i>
to pin it down	etwas festnageln, verbindlich machen	<i>Before we finish, let's pin down the next steps.</i>
the minutes	das Protokoll (einer Besprechung)	<i>The deadline is documented in the minutes of the meeting.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

become

get

will

take

pin

press

hold

point

- 01 You mean once _____ the images — careful, 'become' means 'werden' in English, a classic you German trap.
- 02 So, to _____ it down: first draft Monday, close of business.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Sabine agrees to deliver the first draft on Thursday. T ☐ F ☐
- 02 Daniel offers to record the agreed deadline in the minutes. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Daniel confirms the deadline for the minutes
- 02 ☐ Sabine explains she is waiting for the images
- 03 ☐ Sabine decides to move the newsletter instead
- 04 ☐ Daniel interrupts politely and asks for a date
- 05 ☐ Daniel proposes Monday for the first draft

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/getting-a-talk-at-live-colleague-to-commit-to-a-deadline>

Sorry to jump in

Sorry to jump in, but we only have five minutes left.

Entschuldigung, dass ich unterbreche

first draft

Please send me the first draft by Wednesday.

erster Entwurf

to commit to

Can you commit to Friday for the final version?

sich verbindlich festlegen auf

Let's put a date on it

Good idea — let's put a date on it before we leave the room.

Lassen Sie uns einen Termin festlegen

tight

The schedule is tight, but it is doable.

knapp (Zeitplan)

a lot on your plate

She has a lot on her plate this quarter.

viel um die Ohren haben

to pin it down

Before we finish, let's pin down the next steps.

etwas festnageln, verbindlich machen

the minutes

The deadline is documented in the minutes of the meeting.

das Protokoll (einer Besprechung)

Answer key

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

BRICK 2 · FILL THE GAPS

01 **get**

German trap: "bekommen" is "to get / to receive". "To become" means "werden" — "I become the images" is wrong.

02 **pin**

"To pin something down" is the fixed phrase for making an agreement precise and binding.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — Thursday is when the images arrive; the first draft is agreed for Monday, close of business.

02 **True**

True — "I'll put it in the minutes so we both remember it the same way."

BRICK 4 · ORDER

01 **1.** Daniel interrupts politely and asks for a date

02 **2.** Sabine explains she is waiting for the images

03 **3.** Daniel proposes Monday for the first draft

04 **4.** Sabine decides to move the newsletter instead

05 **5.** Daniel confirms the deadline for the minutes

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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