

B2

PHONE & VIDEO CALLS

DIALOG · 4 MIN.

Giving a Concise Project Update on Voicemail · *Podcast*

A short, structured project update left on voicemail — and on the callback, the question of why "Handy" is not English.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/giving-a-concise-project-update-on-voicemail>

NAME

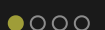
DATE

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
to leave a message	eine Nachricht hinterlassen	<i>She is not in the office — would you like to leave a message?</i>
after the beep	nach dem Signalton	<i>Please state your name and number after the beep.</i>
to get back to someone	sich bei jemandem zurückmelden	<i>I'm in a meeting — I'll get back to you this afternoon.</i>
ahead of schedule	vor dem Zeitplan	<i>The construction work finished two weeks ahead of schedule.</i>
go-live	Produktivstart / Inbetriebnahme	<i>The go-live is planned for the fifteenth of next month.</i>
buffer	Puffer	<i>We have two days of buffer before the deadline.</i>
in writing	schriftlich	<i>Could you confirm the change in writing, please?</i>
mobile phone	Mobiltelefon	<i>You can reach me on my mobile phone until six.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

mobile

handy

laptop

desk

ahead

before

front

early

01 You can reach me on my _____ until six o'clock this evening.

02 The testing phase is finished — two days _____ of schedule.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Sabine must take action immediately after the voicemail.

T ☐ F ☐

02 The go-live date remains the fifteenth.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ Sabine calls back and asks about the bug and the word Handy

02 ☐ Markus says who he is and why he is calling

03 ☐ Markus says how and until when he can be reached

04 ☐ Sabine's voicemail greeting asks for name, number and message

05 ☐ Markus gives the three-point update

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/giving-a-concise-project-update-on-voicemail>

to leave a message

She is not in the office — would you like to leave a message?

eine Nachricht hinterlassen

after the beep

Please state your name and number after the beep.

nach dem Signalton

to get back to someone

I'm in a meeting — I'll get back to you this afternoon.

sich bei jemandem zurückmelden

ahead of schedule

The construction work finished two weeks ahead of schedule.

vor dem Zeitplan

go-live

The go-live is planned for the fifteenth of next month.

Produktivstart / Inbetriebnahme

buffer

We have two days of buffer before the deadline.

Puffer

in writing

Could you confirm the change in writing, please?

schriftlich

mobile phone

You can reach me on my mobile phone until six.

Mobiltelefon

Answer key

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

BRICK 2 · FILL THE GAPS

01 **mobile**

False friend: "Handy" only exists in German. In English it is a "mobile" (UK) or "cell phone" (US) — "handy" is an adjective meaning "useful".

02 **ahead**

The fixed phrase is "ahead of schedule" (earlier than planned) — the opposite is "behind schedule".

BRICK 3 · TRUE OR FALSE?

01 **False**

False — Markus says there is nothing she needs to do; she may call back if she wants the details.

02 **True**

True — the go-live date stays the fifteenth, exactly as planned.

BRICK 4 · ORDER

01 **1.** Sabine's voicemail greeting asks for name, number and message

02 **2.** Markus says who he is and why he is calling

03 **3.** Markus gives the three-point update

04 **4.** Markus says how and until when he can be reached

05 **5.** Sabine calls back and asks about the bug and the word Handy

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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· Online.

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