

B1

MEETINGS & STATUS UPDATES

DIALOG · 3 MIN.

Giving a Quick Update on a Routine Task · *Podcast*

Reporting the status of a routine task in 60 seconds at the weekly meeting — clear, structured and without the classic "actually" mistake.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/giving-a-quick-update-on-a-routine-task>

NAME

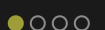
DATE

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
a quick update	ein kurzes Update, ein kurzer Zwischenstand	<i>Could you give us a quick update on the project?</i>
on track	im Zeitplan, planmäßig	<i>The migration is on track for the June deadline.</i>
duplicates	Duplikate, doppelte Einträge	<i>The system found forty duplicates in the customer list.</i>
to merge	zusammenführen	<i>We merge duplicate accounts instead of deleting them.</i>
currently	derzeit, aktuell	<i>We are currently testing the new software.</i>
blockers	Hindernisse, blockierende Punkte	<i>Are there any blockers I should know about?</i>
to chase up	einer Sache nachgehen, nachhaken	<i>I'll chase up the missing invoice with accounting.</i>
at the latest	spätestens	<i>Please send your feedback by Friday at the latest.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

actually

currently

eventually

lately

track

time

plan

course

- 01 Oh — sorry, I mean _____. Right now, at the moment.
- 02 The short version: _____. I've checked about eighty per cent of the customer records, and I found we are on _____ around two hundred duplicates so far.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Julia has already checked about eighty per cent of the customer records. T ☐ F ☐
- 02 Julia has no open requests and needs nothing from the team. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Tom promises to chase up the access request with IT support
- 02 ☐ Julia says the clean-up is on track at eighty per cent
- 03 ☐ Julia names Wednesday afternoon as her finish date
- 04 ☐ Tom asks Julia for a quick update
- 05 ☐ Julia explains how she merges the duplicates

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-quick-update-on-a-routine-task>

a quick update

Could you give us a quick update on the project?

ein kurzes Update, ein kurzer Zwischenstand

on track

The migration is on track for the June deadline.

im Zeitplan, planmäßig

duplicates

The system found forty duplicates in the customer list.

Duplikate, doppelte Einträge

to merge

We merge duplicate accounts instead of deleting them.

zusammenführen

currently

We are currently testing the new software.

derzeit, aktuell

blockers

Are there any blockers I should know about?

Hindernisse, blockierende Punkte

to chase up

I'll chase up the missing invoice with accounting.

einer Sache nachgehen, nachhaken

at the latest

Please send your feedback by Friday at the latest.

spätestens

Answer key

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

BRICK 2 · FILL THE GAPS

01 **currently**

The false friend: German "aktuell" = currently/at the moment. English "actually" means "in fact" — which is why Tom hears a surprise.

02 **track**

"On track" means progressing as planned. "On time" means punctual for a specific moment; the phrase used here is "on track".

BRICK 3 · TRUE OR FALSE?

01 **True**

True — she says she has checked about eighty per cent so far.

02 **False**

False — she is still waiting for read access to the archive database from IT support.

BRICK 4 · ORDER

- 01 **1.** Tom asks Julia for a quick update
- 02 **2.** Julia says the clean-up is on track at eighty per cent
- 03 **3.** Julia explains how she merges the duplicates
- 04 **4.** Julia names Wednesday afternoon as her finish date
- 05 **5.** Tom promises to chase up the access request with IT support

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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