+49 511 95733819
james@englisch-lehrer.com · www.englisch-lehrer.com

B1 · PHONE & VIDEO CALLS · DIALOG · 3 MIN.

Introducing Two Colleagues on a Conference Call · *Podcast*

Two new faces on the project — how to introduce colleagues professionally on a conference call and make clear who is responsible for what.

Listen to the episode + comprehension test: https://www.englisch-lehrer.com/podcasts/introducing-two-colleagues-on-a-conference-call

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
I'd like to introduce	ich möchte (jemanden) vorstellen	*I'd like to introduce our new designer, Daniel.*
to be responsible for	zuständig/verantwortlich sein für	*She is responsible for all customer invoices.*
point of contact	Ansprechpartner/in	*Ms Weber is your point of contact for billing questions.*
on mute	stummgeschaltet	*Please stay on mute while others are speaking.*
good to have you on board	schön, dass Sie dabei sind	*Welcome to the project — good to have you on board.*
to take over	übernehmen (eine Aufgabe/Position)	*She is taking over from Mr Lange next month.*
to hand over	übergeben (Aufgaben, Unterlagen)	*He will hand over all open tasks before he leaves.*
see you	wir sehen uns / bis dann	*See you at the workshop on Tuesday!*

BRICK 2 · FILL THE GAPS

Complete the missing word from the conversation.

contact · person · partner · address · you · us · we · together

01 She will be your point of _____ for all invoices from next month.

02 So: see _____ at the workshop on Tuesday!

BRICK 3 · TRUE OR FALSE?

Tick one. T = true, F = false.

01 Daniel gives a short presentation about the new product pages during the call. T ☐ F ☐

02 Mr Lange is leaving the project at the end of the month. T ☐ F ☐

BRICK 4 · ORDER

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

01 ☐ They say goodbye until the workshop on Tuesday

02 ☐ Markus introduces Daniel from the design team

03 ☐ Julia summarises who her new contacts are

04 ☐ Julia opens the call

05 ☐ Markus introduces Ms Weber from accounting

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/introducing-two-colleagues-on-a-conference-call

I'd like to introduce *I'd like to introduce our new designer, Daniel.*	**to be responsible for** *She is responsible for all customer invoices.*
ich möchte (jemanden) vorstellen	zuständig/verantwortlich sein für
point of contact *Ms Weber is your point of contact for billing questions.*	**on mute** *Please stay on mute while others are speaking.*
Ansprechpartner/in	stummgeschaltet
good to have you on board *Welcome to the project — good to have you on board.*	**to take over** *She is taking over from Mr Lange next month.*
schön, dass Sie dabei sind	übernehmen (eine Aufgabe/Position)
to hand over *He will hand over all open tasks before he leaves.*	**see you** *See you at the workshop on Tuesday!*
übergeben (Aufgaben, Unterlagen)	wir sehen uns / bis dann

Answer key

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

BRICK 2 · FILL THE GAPS

01 **contact**
"Point of contact" is the fixed phrase for "Ansprechpartner" — "contact partner" is a direct translation and not used.

02 **you**
"Wir sehen uns" is "see you" in English — "we see us" is a word-for-word translation and sounds wrong to native speakers.

BRICK 3 · TRUE OR FALSE?

01 **False**
False — it is his first week, so he is on mute and just listening.

02 **True**
True — Mr Lange is leaving at the end of the month and hands over to Ms Weber this week.

BRICK 4 · ORDER

01 **1.** Julia opens the call

02 **2.** Markus introduces Daniel from the design team

03 **3.** Markus introduces Ms Weber from accounting

04 **4.** Julia summarises who her new contacts are

05 **5.** They say goodbye until the workshop on Tuesday

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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+49 511 95733819