

B2

PHONE & VIDEO CALLS

DIALOG · 4 MIN.

Leading a Video Call When Half the Team Is Remote · Podcast

A hybrid team meeting: how to chair a video call so remote colleagues are not forgotten — and why "aktuell" is not "actual".

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/leading-a-video-call-when-half-the-team-is-remote>

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 sound check	eine kurze Tonprobe	<i>Let's do a quick sound check before the clients join.</i>
to bring someone in	jemanden ins Gespräch holen	<i>The chair brought the remote colleagues in before the room answered.</i>
on mute	stumm geschaltet	<i>Please stay on mute while others are presenting.</i>
to give someone the floor	jemandem das Wort erteilen	<i>Marta, I'll give you the floor for the survey results.</i>
to keep an eye on	im Blick behalten	<i>Could you keep an eye on the chat during my presentation?</i>
action items	Aufgaben / Maßnahmen	<i>Let's sum up the action items before we close.</i>
to sum up	zusammenfassen	<i>To sum up: we deliver on Friday and invoice next week.</i>
hybrid team	gemischtes Team (Büro und remote)	<i>Hybrid teams need clear rules for who speaks when.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

current

actual

momentary

present

sum up

wrap up

note down

count

- 01 Those are the _____ figures, not the actual figures.
02 We're almost out of time, so let me _____ the action items.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Last week, Marta raised her hand for almost five minutes and nobody noticed. T ☐ F ☐
02 The satisfaction score dropped because of product quality. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Daniel sums up the action items
02 ☐ Daniel sets the ground rule: remote colleagues speak first
03 ☐ Marta presents the customer survey results
04 ☐ Daniel does a sound check with the remote colleagues
05 ☐ Tom is asked to keep an eye on the chat

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/leading-a-video-call-when-half-the-team-is-remote>

a quick sound check

Let's do a quick sound check before the clients join.

eine kurze Tonprobe

to bring someone in

The chair brought the remote colleagues in before the room answered.

jemandem ins Gespräch holen

on mute

Please stay on mute while others are presenting.

stumm geschaltet

to give someone the floor

Marta, I'll give you the floor for the survey results.

jemandem das Wort erteilen

to keep an eye on

Could you keep an eye on the chat during my presentation?

im Blick behalten

action items

Let's sum up the action items before we close.

Aufgaben / Maßnahmen

to sum up

To sum up: we deliver on Friday and invoice next week.

zusammenfassen

hybrid team

Hybrid teams need clear rules for who speaks when.

gemischtes Team (Büro und remote)

Answer key

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

BRICK 2 · FILL THE GAPS

01 **current**

"Aktuell" is "current" in English — "actual" means "tatsächlich". A classic false friend for German speakers.

02 **sum up**

"To sum up" means to summarise — the standard phrase for collecting the tasks at the end of a meeting.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — she says nobody in the room noticed her raised hand for almost five minutes.

02 **False**

False — the score dropped because of delivery times, not product quality.

BRICK 4 · ORDER

- 01 **1.** Daniel does a sound check with the remote colleagues
- 02 **2.** Daniel sets the ground rule: remote colleagues speak first
- 03 **3.** Tom is asked to keep an eye on the chat
- 04 **4.** Marta presents the customer survey results
- 05 **5.** Daniel sums up the action items

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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