

B1

SMALL TALK & NETWORKING

DIALOG · 3 MIN.

Making Small Talk While Waiting for a Meeting · Podcast

Five minutes in the meeting room before things start — how to fill the waiting time confidently with small talk in English.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/making-small-talk-while-waiting-for-a-meeting>

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
Did you find us all right?	Haben Sie gut hergefunden?	<i>Welcome to our office — did you find us all right?</i>
How was your journey?	Wie war Ihre Anreise?	<i>How was your journey? No delays, I hope.</i>
Can I get you one?	Darf ich Ihnen einen bringen?	<i>We have fresh coffee — can I get you one?</i>
Speaking of ...	Apropos ...	<i>Speaking of deadlines, when do you need the samples?</i>
boss	Chef, Vorgesetzter	<i>My boss will join the meeting in a minute.</i>
managing director	Geschäftsführer	<i>Our managing director founded the company in 2004.</i>
by the way	übrigens	<i>By the way, is this your first visit to Hamburg?</i>
Shall we get started?	Wollen wir anfangen?	<i>Everyone is here — shall we get started?</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

boss

chef

cook

chief

one

it

some one

any

01 In German, 'Chef' means boss. I mean my _____, Mr Falkenberg, our managing director.

02 Speaking of coffee — can I get you _____? We also have tea, if you prefer.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 About a third of the company's customers are in the UK.

T ☐ F ☐

02 Emily has visited Hamburg several times before.

T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ The boss arrives and the meeting begins
- 02 ☐ Stefan offers her a coffee
- 03 ☐ Stefan recommends the harbour for the evening
- 04 ☐ Stefan welcomes Emily and asks about her journey
- 05 ☐ The "chef / boss" misunderstanding happens

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/making-small-talk-while-waiting-for-a-meeting>

Did you find us all right?

Welcome to our office — did you find us all right?

Haben Sie gut hergefunden?

How was your journey?

How was your journey? No delays, I hope.

Wie war Ihre Anreise?

Can I get you one?

We have fresh coffee — can I get you one?

Darf ich Ihnen einen bringen?

Speaking of ...

Speaking of deadlines, when do you need the samples?

Apodos ...

boss

My boss will join the meeting in a minute.

Chef, Vorgesetzter

managing director

Our managing director founded the company in 2004.

Geschäftsführer

by the way

By the way, is this your first visit to Hamburg?

übrigens

Shall we get started?

Everyone is here — shall we get started?

Wollen wir anfangen?

Answer key

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

BRICK 2 · FILL THE GAPS

01 **boss**

German "Chef" = English "boss". An English "chef" works in a kitchen, and "chief" appears almost only in titles like "chief executive".

02 **one**

"Can I get you one?" — "one" stands in for "a coffee"; the most natural office drink offer.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — Stefan says about a third of their customers are in the UK.

02 **False**

False — she says it is her first visit to Hamburg.

BRICK 4 · ORDER

01 **1.** Stefan welcomes Emily and asks about her journey

02 **2.** Stefan offers her a coffee

03 **3.** The "chef / boss" misunderstanding happens

04 **4.** Stefan recommends the harbour for the evening

05 **5.** The boss arrives and the meeting begins

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

Online lessons with real teachers — English training since 2004 · Berlin · Hanover · Online.

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