

B1

NEGOTIATIONS

DIALOG · 2 MIN.

Negotiating a Deadline · *Podcast*

A project date is slipping — how to negotiate a new deadline in English without sounding unprofessional.

Listen to the episode + comprehension test: <https://www.englisch-lehrer.com/podcasts/negotiating-a-deadline>

NAME

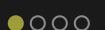
DATE

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 run behind schedule	hinter dem Zeitplan liegen	<i>The project is running two weeks behind schedule.</i>
to break bad news	eine schlechte Nachricht überbringen	<i>He called the client personally to break the bad news.</i>
I'm afraid ...	leider ... (höflicher Einstieg)	<i>I'm afraid we can't deliver on Friday.</i>
May I suggest an alternative?	Darf ich eine Alternative vorschlagen?	<i>May I suggest an alternative? We could split the delivery.</i>
a gesture of goodwill	eine Geste des guten Willens / Kulanz	<i>As a gesture of goodwill, the fee was waived.</i>
in writing	schriftlich	<i>Please confirm the new deadline in writing.</i>
revised timeline	überarbeiteter Zeitplan	<i>The revised timeline moves the launch to May.</i>
at the latest	spätestens	<i>We need the documents by Friday at the latest.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

sign

gesture

symbol

signal

paper

writing

letters

print

01 As a _____ of goodwill, we'd also extend your support package by three months.

02 But I need this in _____, Hugo — my board will ask questions.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Claudia has already scheduled staff training for the sixteenth.

T ☐ F ☐

02 Hugo offers to deliver the reporting features first.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ They agree on the twenty-ninth at the latest

02 ☐ Hugo suggests a split delivery

03 ☐ Claudia asks for written confirmation

04 ☐ Hugo breaks the bad news about the delay

05 ☐ Hugo offers a free support extension

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/negotiating-a-deadline>

to run behind schedule

The project is running two weeks behind schedule.

hinter dem Zeitplan liegen

to break bad news

He called the client personally to break the bad news.

eine schlechte Nachricht überbringen

I'm afraid ...

I'm afraid we can't deliver on Friday.

leider ... (höflicher Einstieg)

May I suggest an alternative?

May I suggest an alternative? We could split the delivery.

Darf ich eine Alternative vorschlagen?

a gesture of goodwill

As a gesture of goodwill, the fee was waived.

eine Geste des guten Willens / Kulanz

in writing

Please confirm the new deadline in writing.

schriftlich

revised timeline

The revised timeline moves the launch to May.

überarbeiteter Zeitplan

at the latest

We need the documents 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 **gesture**

"A gesture of goodwill" is the fixed phrase for a goodwill offer.

02 **writing**

"In writing" is the standard phrase for written confirmation.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — she says the training is already scheduled for the sixteenth.

02 **False**

False — the core module ships on time; the reporting features come two weeks later.

BRICK 4 · ORDER

01 **1.** Hugo breaks the bad news about the delay

02 **2.** Hugo suggests a split delivery

03 **3.** Hugo offers a free support extension

04 **4.** Claudia asks for written confirmation

05 **5.** They agree on the twenty-ninth at the latest

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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+49 511 95733819