

B1

EMAILS & FOLLOW-UP

DIALOG · 3 MIN.

Reading Out a Short Thank-You Email After a Client Visit · Podcast

A colleague reads his thank-you email after a client visit out loud — and stumbles over "eventually", which does not mean "eventuell".

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/reading-out-a-short-thank-you-email-after-a-client-visit>

NAME

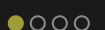
DATE

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 second pair of eyes	ein zweites Paar Augen (jemand, der gegenliest)	<i>Could you be a second pair of eyes on this offer?</i>
thank you for taking the time	danke, dass Sie sich die Zeit genommen haben	<i>Thank you for taking the time to show us the warehouse.</i>
as discussed	wie besprochen	<i>As discussed, I have attached the revised schedule.</i>
I have attached	anbei sende ich / im Anhang finden Sie	<i>I have attached the price list as a PDF.</i>
perhaps	vielleicht, eventuell — Achtung: „eventually“ heißt NICHT „eventuell“, sondern „schließlich“	<i>Perhaps we could meet again after the trade fair.</i>
please don't hesitate to contact me	zögern Sie nicht, mich zu kontaktieren	<i>If anything is unclear, please don't hesitate to contact me.</i>
template	Vorlage, Mustertext	<i>The email felt like a template, not a personal message.</i>
follow-up	Nachfassen, Folgetermin/-nachricht	<i>Put the September follow-up in your calendar today.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

Perhaps

Eventually

Finally

Lastly

hesitate

wait

worry

stop

01 So: ' _____ we could meet again in September.'

02 If you have any questions, please don't _____ to contact me.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Felix has attached the updated offer with the new prices to the email.

T ☐ F ☐

02 Sandra says a thank-you email can be sent up to one week after the visit.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ They agree the email should go out before lunch

02 ☐ Sandra explains the "eventually" trap

03 ☐ Sandra suggests adding a personal sentence

04 ☐ Felix reads the opening of his thank-you email

05 ☐ Felix reads his closing formula

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/reading-out-a-short-thank-you-email-after-a-client-visit>

a second pair of eyes

Could you be a second pair of eyes on this offer?

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gegenliest)

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danke, dass Sie sich die Zeit genommen haben

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wie besprochen

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I have attached the price list as a PDF.

anbei sende ich / im Anhang finden Sie

perhaps

Perhaps we could meet again after the trade fair.

vielleicht, eventuell — Achtung: „eventually“
heißt NICHT „eventuell“, sondern „schließlich“

please don't hesitate to contact me

If anything is unclear, please don't hesitate to contact me.

zögern Sie nicht, mich zu kontaktieren

template

The email felt like a template, not a personal message.

Vorlage, Mustertext

follow-up

Put the September follow-up in your calendar today.

Nachfassen, Folgetermin/-nachricht

Answer key

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

BRICK 2 · FILL THE GAPS

01 **Perhaps**

"Eventuell" = "perhaps/possibly". "Eventually" means "in the end, at some point for sure" — it would firmly promise a meeting.

02 **hesitate**

"Please don't hesitate to contact me" is the fixed closing formula — literally: "do not hesitate".

BRICK 3 · TRUE OR FALSE?

01 **True**

True — the email says: "As discussed, I have attached the updated offer with the new prices."

02 **False**

False — Felix suggests twenty-four hours and Sandra confirms: any later and it loses its effect.

BRICK 4 · ORDER

01 **1.** Felix reads the opening of his thank-you email

02 **2.** Sandra explains the "eventually" trap

03 **3.** Felix reads his closing formula

04 **4.** Sandra suggests adding a personal sentence

05 **5.** They agree the email should go out before lunch

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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