

B2

MEETINGS & STATUS UPDATES

DIALOG · 4 MIN.

Redirecting a Meeting That Has Gone Off Topic · Podcast

The meeting is drifting? How to bring it back to the agenda in English — friendly, firm, and without cutting anyone off.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/redirecting-a-meeting-that-has-gone-off-topic>

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
agenda	Tagesordnung	<i>Please send the agenda the day before the meeting.</i>
to park something	ein Thema zurückstellen	<i>Let us park the pricing discussion until the figures arrive.</i>
to run out of time	keine Zeit mehr haben	<i>We ran out of time before reaching the last agenda item.</i>
objection	Einwand	<i>Are there any objections to moving the launch to May?</i>
to quote	einen Preis nennen, ein Angebot abgeben	<i>The agency quoted three thousand euros for the redesign.</i>
to take something offline	etwas außerhalb des Meetings klären	<i>Good question — let us take the technical details offline.</i>
to sum up	zusammenfassen	<i>To sum up: two decisions made, one topic postponed.</i>
urgent	dringend	<i>Is anything urgent before we close the call?</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

park

stop

hold

pause

us

you

ourselves

each other

01 That is a fair point, but can we _____ the brochure for now?

02 See _____ on Thursday, Anna.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The team approves the first design draft.

T ☐ F ☐

02 The combined photo shoot is cheaper than two separate shooting days.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ Tobias sums up the decisions and closes the meeting

02 ☐ Anna drifts to the print brochure and Tobias parks the topic

03 ☐ They approve the budget for a combined photo shoot

04 ☐ Tobias names the two decisions for today

05 ☐ The team approves design draft two

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/redirecting-a-meeting-that-has-gone-off-topic>

agenda

Please send the agenda the day before the meeting.

Tagesordnung

to park something

Let us park the pricing discussion until the figures arrive.

ein Thema zurückstellen

to run out of time

We ran out of time before reaching the last agenda item.

keine Zeit mehr haben

objection

Are there any objections to moving the launch to May?

Einwand

to quote

The agency quoted three thousand euros for the redesign.

einen Preis nennen, ein Angebot abgeben

to take something offline

Good question — let us take the technical details offline.

etwas außerhalb des Meetings klären

to sum up

To sum up: two decisions made, one topic postponed.

zusammenfassen

urgent

Is anything urgent before we close the call?

dringend

Answer key

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

BRICK 2 · FILL THE GAPS

01 **park**

"To park a topic" is the fixed meeting phrase for setting a topic aside without rejecting it.

02 **you**

False friend! "Wir sehen uns" is "see you" in English, never "we see us" — Anna's version is the classic German mistake.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — draft two is approved: "cleaner navigation, much better mobile layout".

02 **True**

True — around 5,500 euros instead of 8,000 for two separate days: "same photographer, same location, one invoice".

BRICK 4 · ORDER

- 01 **1.** Tobias names the two decisions for today
- 02 **2.** Anna drifts to the print brochure and Tobias parks the topic
- 03 **3.** The team approves design draft two
- 04 **4.** They approve the budget for a combined photo shoot
- 05 **5.** Tobias sums up the decisions and closes the meeting

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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