

B2

NEGOTIATIONS

MONOLOG · 4 MIN.

Renegotiating Responsibilities in a Joint Project · *Podcast*

The division of labour in a joint project quietly tips over — how to renegotiate responsibilities in English without pointing fingers.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/renegotiating-responsibilities-in-a-joint-project>

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
division of labour	Arbeitsteilung	<i>The contract defines the division of labour between the two partners.</i>
to take over	übernehmen (eine Aufgabe, Verantwortung)	<i>Our team had to take over the documentation last quarter.</i>
to hand over	übergeben, abgeben	<i>We will hand over the testing to the new engineer in November.</i>
counterpart	Gegenüber, Ansprechpartner auf der anderen Seite	<i>I discussed the issue with my counterpart at the partner company.</i>
sustainable	tragbar, auf Dauer haltbar	<i>Working sixty-hour weeks is not sustainable for the team.</i>
to receive	erhalten, bekommen (nicht „become“!)	<i>We expect to receive the revised budget next week.</i>
to flag	ansprechen, auf etwas hinweisen	<i>Please flag any capacity problems before the next milestone.</i>
workload	Arbeitspensum, Arbeitsbelastung	<i>We need to rebalance the workload between the two offices.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

over

up

off

along

becoming

getting

turning

growing

- 01 Over the past three months, my team has taken _____ most of the testing.
- 02 What he wanted to say was: 'We are _____ a new test engineer in October.'

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Markus opens the meeting by blaming his Dutch counterpart for the problem. T ☐ F ☐
- 02 The two partners agree to put the revised division of labour in writing. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ They agree on a new division of labour in writing
- 02 ☐ Markus asks his counterpart for a meeting
- 03 ☐ The counterpart mixes up "become" and "bekommen"
- 04 ☐ The testing work drifts quietly onto Markus's team
- 05 ☐ He describes the facts in neutral language

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/renegotiating-responsibilities-in-a-joint-project>

division of labour

The contract defines the division of labour between the two partners.

Arbeitsteilung

to take over

Our team had to take over the documentation last quarter.

übernehmen (eine Aufgabe, Verantwortung)

to hand over

We will hand over the testing to the new engineer in November.

übergabe, abgeben

counterpart

I discussed the issue with my counterpart at the partner company.

Gegenüber, Ansprechpartner auf der anderen Seite

sustainable

Working sixty-hour weeks is not sustainable for the team.

tragbar, auf Dauer haltbar

to receive

We expect to receive the revised budget next week.

erhalten, bekommen (nicht "become"!)

to flag

Please flag any capacity problems before the next milestone.

ansprechen, auf etwas hinweisen

workload

We need to rebalance the workload between the two offices.

Arbeitspensum, Arbeitsbelastung

Answer key

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

BRICK 2 · FILL THE GAPS

01 **over**

"To take over" describes a shift in responsibility — without assigning blame.

02 **getting**

False friend: German "bekommen" is not "become" (= werden). If you obtain something, you "get" or "receive" it.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — he opens neutrally, "no blame, just facts", asking to review how the work is divided.

02 **True**

True — the third agreement point is to put the revised division of labour in writing.

BRICK 4 · ORDER

- 01 **1.** The testing work drifts quietly onto Markus's team
- 02 **2.** Markus asks his counterpart for a meeting
- 03 **3.** He describes the facts in neutral language
- 04 **4.** The counterpart mixes up "become" and "bekommen"
- 05 **5.** They agree on a new division of labour in writing

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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