

B2

MEETINGS & STATUS UPDATES

MONOLOG · 4 MIN.

Reporting Bad News to Senior Management · *Podcast*

Budget overrun, missed date: how to report bad news upwards — headline first, no drama, with a recommendation.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/reporting-bad-news-to-senior-management>

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 flag an issue	auf ein Problem hinweisen, es früh melden	<i>I want to flag an issue with the delivery schedule.</i>
over budget	über dem Budget	<i>The relocation project is eighty thousand euros over budget.</i>
forecast	Prognose, Hochrechnung	<i>The latest forecast shows we will miss the sales target.</i>
headline	Kernaussage, Schlagzeile	<i>Start your report with the headline, then give the details.</i>
realistic options	realistische Handlungsoptionen	<i>The board expects two or three realistic options, not ten.</i>
recommendation	Empfehlung	<i>My recommendation is to delay the launch by one month.</i>
to take full responsibility	die volle Verantwortung übernehmen	<i>She took full responsibility for the reporting error.</i>
to escalate	eskalieren, an die nächste Ebene weitergeben	<i>If the supplier does not react, we will escalate the issue.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

until

by

to

at

responsibility

response

respect

reaction

01 So the correct sentence is: 'We need a decision _____ Friday.'

02 I take full _____ for the late discovery of the overrun.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Martin recommends explaining the causes in detail before stating the problem.

T ☐

F ☐

02 According to Martin, taking responsibility moves the discussion from blame to solutions.

T ☐

F ☐

BRICK 4 · ORDER



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

01 ☐ Give your recommendation and take responsibility

02 ☐ Describe the impact in numbers

03 ☐ Present two or three realistic options

04 ☐ State the headline

05 ☐ Explain the cause briefly

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/reporting-bad-news-to-senior-management>

to flag an issue

I want to flag an issue with the delivery schedule.

auf ein Problem hinweisen, es früh melden

over budget

The relocation project is eighty thousand euros over budget.

über dem Budget

forecast

The latest forecast shows we will miss the sales target.

Prognose, Hochrechnung

headline

Start your report with the headline, then give the details.

Kernaussage, Schlagzeile

realistic options

The board expects two or three realistic options, not ten.

realistische Handlungsoptionen

recommendation

My recommendation is to delay the launch by one month.

Empfehlung

to take full responsibility

She took full responsibility for the reporting error.

die volle Verantwortung übernehmen

to escalate

If the supplier does not react, we will escalate the issue.

eskalieren, an die nächste Ebene weitergeben

Answer key

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

BRICK 2 · FILL THE GAPS

01 **by**

German trap: a deadline takes "by". "Until" only describes a duration ("wait until Friday").

02 **responsibility**

"To take full responsibility" is the fixed phrase; "response" means an answer.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — headline first, then impact, then a brief cause. Causes first would be burying the news.

02 **True**

True — he calls it the fastest way to move the discussion from blame to solutions.

BRICK 4 · ORDER

01 **1.** State the headline

02 **2.** Describe the impact in numbers

03 **3.** Explain the cause briefly

04 **4.** Present two or three realistic options

05 **5.** Give your recommendation and take responsibility

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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

CALL US

+49 511 95733819