

B1

MEETINGS & STATUS UPDATES

MONOLOG · 3 MIN.

Reporting That a Customer Has Approved the Draft · *Podcast*

The customer has approved the draft — how to report the good news in a meeting: result first, details second.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/reporting-that-a-customer-has-a-approved-the-draft>

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 approve	genehmigen, freigeben	<i>The board approved the budget for next year.</i>
draft	Entwurf	<i>Please send me the first draft by Friday.</i>
written approval	schriftliche Freigabe	<i>We never start production without written approval.</i>
change request	Änderungswunsch	<i>The client sent two change requests for the layout.</i>
scheduled for	geplant/angesetzt für	<i>The launch is scheduled for the first of March.</i>
currently	aktuell, derzeit	<i>We are currently waiting for the final figures.</i>
actually	tatsächlich, in Wirklichkeit (NICHT „aktuell“)	<i>Actually, the meeting was moved to Thursday.</i>
That's all from my side.	Das war's von meiner Seite.	<i>That's all from my side — any questions?</i>

BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

actually

currently

eventually

momentary

agreed

approved

allowed

admitted

01 The customer is _____ checking the draft.

02 Quick update on the catalogue project: the customer has _____ the draft.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Print production starts on Monday.

T ☐ F ☐

02 Daniel's colleague used the word 'actually' correctly.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ The handover: 'That's all from my side. Sarah, over to you.'

02 ☐ The details: written approval and two change requests

03 ☐ The warning about "actually" vs. "currently"

04 ☐ The headline: the customer has approved the draft

05 ☐ The next steps: print production and delivery date

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-that-a-customer-has-approved-the-draft>

to approve

The board approved the budget for next year.

genehmigen, freigeben

draft

Please send me the first draft by Friday.

Entwurf

written approval

We never start production without written approval.

schriftliche Freigabe

change request

The client sent two change requests for the layout.

Änderungswunsch

scheduled for

The launch is scheduled for the first of March.

geplant/angesetzt für

currently

We are currently waiting for the final figures.

aktuell, derzeit

actually

Actually, the meeting was moved to Thursday.

tatsächlich, in Wirklichkeit (NICHT „aktuell“)

That's all from my side.

That's all from my side — any questions?

Das war's von meiner Seite.

Answer key

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

BRICK 2 · FILL THE GAPS

01 **currently**

"Aktuell" is "currently". "Actually" is the false friend — it means "in fact".

02 **approved**

"To approve" is the verb for giving official sign-off. "Agree" needs "to/with"; "allow" and "admit" don't fit.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — print production starts on Monday, with delivery scheduled for the end of the month.

02 **False**

False — the colleague meant 'aktuell' (currently) but said 'actually', which means 'in fact'.

BRICK 4 · ORDER

- 01 **1.** The headline: the customer has approved the draft
- 02 **2.** The details: written approval and two change requests
- 03 **3.** The next steps: print production and delivery date
- 04 **4.** The warning about "actually" vs. "currently"
- 05 **5.** The handover: 'That's all from my side. Sarah, over to you.'

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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