

B1

PHONE & VIDEO CALLS

DIALOG · 3 MIN.

Rescheduling a Video Call at Short Notice · *Podcast*

The 2 p.m. slot falls through — how to reschedule a video call at short notice in English, politely and without losing face.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/rescheduling-a-video-call-at-short-notice>

NAME

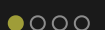
DATE

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
at short notice	kurzfristig	<i>Thank you for joining the call at such short notice.</i>
to reschedule	verschieben, neu terminieren	<i>Could we reschedule the call to Friday?</i>
something has come up	etwas ist dazwischengekommen	<i>I'm sorry, something urgent has come up.</i>
to cancel	absagen	<i>We had to cancel the demo at the last minute.</i>
Would tomorrow work for you?	Würde Ihnen morgen passen?	<i>Would ten o'clock work for you?</i>
calendar invite	Kalendereinladung	<i>I'll update the calendar invite with the new time.</i>
in advance	im Voraus, vorab	<i>Please send the agenda in advance.</i>
see you	wir sehen uns / bis dann	<i>See you on Thursday at nine.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

notice

warning

time

term

see you

we see us

we see

you see

- 01 I'm very sorry to call at such _____, but I'm afraid I have to reschedule our video call this short afternoon.
- 02 Almost, Tim — in English we just say ' _____. ' So: see you on Thursday at nine!

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Tim cancels the call by email because it is faster. T ☐ F ☐
- 02 The new call is at ten o'clock German time, which is nine o'clock for Laura. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Laura corrects "we see us" to "see you"
- 02 ☐ Tim explains that something urgent has come up
- 03 ☐ Tim promises to update the calendar invite
- 04 ☐ Tim apologises and says he has to reschedule
- 05 ☐ They rule out tomorrow and agree on Thursday

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/rescheduling-a-video-call-at-short-notice>

at short notice

Thank you for joining the call at such short notice.

kurzfristig

to reschedule

Could we reschedule the call to Friday?

verschieben, neu terminieren

something has come up

I'm sorry, something urgent has come up.

etwas ist dazwischengekommen

to cancel

We had to cancel the demo at the last minute.

absagen

Would tomorrow work for you?

Would ten o'clock work for you?

Würde Ihnen morgen passen?

calendar invite

I'll update the calendar invite with the new time.

Kalendereinladung

in advance

Please send the agenda in advance.

im Voraus, vorab

see you

See you on Thursday at nine.

wir sehen uns / bis dann

Answer key

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

BRICK 2 · FILL THE GAPS

01 **notice**

"At short notice" is the fixed phrase for "with little warning".

02 **see you**

German "Wir sehen uns!" is not translated word for word. English simply says "See you (on Thursday)" — "we see us" is the classic German error.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — he deliberately calls instead: he did not want to simply cancel by email.

02 **True**

True — ten o'clock German time is nine o'clock her time. Always name the time zone.

BRICK 4 · ORDER

- 01 **1.** Tim apologises and says he has to reschedule
- 02 **2.** Tim explains that something urgent has come up
- 03 **3.** They rule out tomorrow and agree on Thursday
- 04 **4.** Tim promises to update the calendar invite
- 05 **5.** Laura corrects "we see us" to "see you"

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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

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