

C1

MEETINGS & STATUS UPDATES

MONOLOG · 5 MIN.

Revising the Project Forecast During the Meeting · *Podcast*

Ten minutes before the steering meeting your numbers are out of date. How to revise a forecast live — and gain credibility while doing it.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/revising-the-project-forecast-during-the-meeting>

NAME

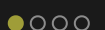
DATE

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
forecast	Prognose, Vorhersage (z. B. Kosten, Umsatz)	<i>The cost forecast is updated at every steering meeting.</i>
to flag	frühzeitig ansprechen, auf etwas hinweisen	<i>I need to flag a risk before we approve the budget.</i>
as of	ab, mit Stand von (Zeitpunkt)	<i>As of this morning, the supplier prices are eight per cent higher.</i>
in the region of	ungefähr, in der Größenordnung von	<i>We expect an overrun in the region of two hundred thousand euros.</i>
at this stage	zum jetzigen Zeitpunkt	<i>At this stage, the figure is an estimate, not a commitment.</i>
robust	belastbar, solide (Zahlen, Pläne)	<i>Give me a robust figure, not a guess.</i>
contingency	Reserve, Puffer für Unvorhergesehenes	<i>The board approved a contingency of ten per cent.</i>
steering meeting	Lenkungsausschuss-Sitzung	<i>The budget decision was taken in the quarterly steering meeting.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

until

by

to

at

rough

robust

rapid

rounded

- 01 We need the revised forecast _____ Friday.
- 02 I would rather give you a _____ figure on Friday than an impressive one today.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Markus decided to present the old numbers and correct them quietly the following month. T ☐ F ☐
- 02 The board approved a contingency of ten per cent in the same meeting. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ The board approves a ten per cent contingency
- 02 ☐ Markus flags the change before going through the figures
- 03 ☐ The sponsor demands the revised forecast by Friday
- 04 ☐ Procurement forwards the supplier email at eight fifty
- 05 ☐ He quantifies the overrun with an honest range

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/revising-the-project-forecast-during-the-meeting>

forecast

The cost forecast is updated at every steering meeting.

Prognose, Vorhersage (z. B. Kosten, Umsatz)

to flag

I need to flag a risk before we approve the budget.

frühzeitig ansprechen, auf etwas hinweisen

as of

As of this morning, the supplier prices are eight per cent higher.

ab, mit Stand von (Zeitpunkt)

in the region of

We expect an overrun in the region of two hundred thousand euros.

ungefähr, in der Größenordnung von

at this stage

At this stage, the figure is an estimate, not a commitment.

zum jetzigen Zeitpunkt

robust

Give me a robust figure, not a guess.

belastbar, solide (Zahlen, Pläne)

contingency

The board approved a contingency of ten per cent.

Reserve, Puffer für Unvorhergesehenes

steering meeting

The budget decision was taken in the quarterly steering meeting.

Lenkungsausschuss-Sitzung

Answer key

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

BRICK 2 · FILL THE GAPS

01 **by**

Deadlines take "by": the action is completed by Friday at the latest. "Until" (the German "bis" trap) describes a continuing state, not a deadline.

02 **robust**

"Robust" = reliable under scrutiny. Markus values accuracy over appearance — the signal that builds his credibility.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — he chose the second option: revising the forecast openly, in the room.

02 **True**

True — the board approved a ten per cent contingency on the spot.

BRICK 4 · ORDER

- 01 **1.** Procurement forwards the supplier email at eight fifty
- 02 **2.** Markus flags the change before going through the figures
- 03 **3.** He quantifies the overrun with an honest range
- 04 **4.** The sponsor demands the revised forecast by Friday
- 05 **5.** The board approves a ten per cent contingency

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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