

B1

SMALL TALK & NETWORKING

DIALOG · 3 MIN.

Starting a Conversation at the Coffee Machine · Podcast

A colleague from the London office is at the coffee machine — how to start a conversation naturally and say goodbye without "We see us".

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/starting-a-conversation-at-the-coffee-machine>

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
in person	persönlich, von Angesicht zu Angesicht	<i>It was great to finally meet the whole team in person.</i>
Any recommendations?	Haben Sie Empfehlungen? / Was können Sie empfehlen?	<i>I've never eaten here before — any recommendations?</i>
How long have you been with the company?	Wie lange sind Sie schon im Unternehmen?	<i>So, how long have you been with the company?</i>
welcoming	herzlich, gastfreundlich	<i>The whole team was very welcoming on my first day.</i>
Good to know	Gut zu wissen	<i>The car park is free after six? Good to know.</i>
before I forget	bevor ich es vergesse	<i>Before I forget — the meeting was moved to Friday.</i>
drop me an email	schreiben Sie mir (kurz) eine E-Mail	<i>Drop me an email and I will send you the slides.</i>
I should get back	ich muss zurück (an die Arbeit) – höflicher Gesprächsausstieg	<i>I should get back — my next call starts soon.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

see you

we see us

we see

you see us

in person

personally

in personal

by person

- 01 We do — although in English it's ' _____ at the meeting'.
- 02 Nice to finally meet you _____ — we've only ever met on video calls.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Jonas recommends the espresso from the coffee machine. T ☐ F ☐
- 02 Emily thanks Jonas for campaign numbers he sent her last week. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Emily corrects "We see us" to "See you"
- 02 ☐ Jonas recommends the cappuccino
- 03 ☐ Emily thanks Jonas for the campaign numbers
- 04 ☐ Jonas introduces himself to Emily
- 05 ☐ Emily talks about her visit and the rain

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/starting-a-conversation-at-the-coffee-machine>

in person

It was great to finally meet the whole team in person.

persönlich, von Angesicht zu Angesicht

Any recommendations?

I've never eaten here before — any recommendations?

Haben Sie Empfehlungen? / Was können Sie empfehlen?

How long have you been with the company?

So, how long have you been with the company?

Wie lange sind Sie schon im Unternehmen?

welcoming

The whole team was very welcoming on my first day.

herzlich, gastfreundlich

Good to know

The car park is free after six? Good to know.

Gut zu wissen

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Before I forget — the meeting was moved to Friday.

bevor ich es vergesse

drop me an email

Drop me an email and I will send you the slides.

schreiben Sie mir (kurz) eine E-Mail

I should get back

I should get back — my next call starts soon.

ich muss zurück (an die Arbeit) – höflicher Gesprächsausstieg

Answer key

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

BRICK 2 · FILL THE GAPS

01 **see you**

"Wir sehen uns" is never translated word for word: English says "See you (at the meeting / tomorrow / later)".

02 **in person**

"In person" means physically present. "Personally" means "speaking for myself" and does not fit here.

BRICK 3 · TRUE OR FALSE?

01 **False**

False — he recommends the cappuccino and advises against the espresso ("I'd avoid it").

02 **True**

True — she thanks him for the campaign numbers, which were helpful for her report.

BRICK 4 · ORDER

01 **1.** Jonas introduces himself to Emily

02 **2.** Jonas recommends the cappuccino

03 **3.** Emily talks about her visit and the rain

04 **4.** Emily thanks Jonas for the campaign numbers

05 **5.** Emily corrects "We see us" to "See you"

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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