

B2

PHONE & VIDEO CALLS

MONOLOG · 4 MIN.

Stopping People from Talking Over One Another · *Podcast*

Three people talking at once and nobody listening — how to chair video calls in English without being rude.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/stopping-people-from-talking-over-one-another>

NAME

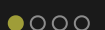
DATE

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 talk over	jemandem ins Wort fallen, gleichzeitig reden	<i>Please stop talking over each other — we cannot follow the audio.</i>
ground rules	Grundregeln (für ein Meeting)	<i>Let us agree on three ground rules before we start.</i>
one at a time	einer nach dem anderen	<i>One at a time, please — the microphones are clipping.</i>
to have the floor	das Wort haben	<i>Elena, you have the floor — everyone else on mute, please.</i>
to jump in	sich einschalten, dazwischengehen	<i>Sorry to jump in, but we only have five minutes left.</i>
to let someone finish	jemanden ausreden lassen	<i>Could we let Elena finish, please?</i>
to come back to someone	auf jemanden zurückkommen	<i>Tom, I will come back to you in a moment.</i>
by Friday	bis (spätestens) Freitag – Frist, nicht Dauer	<i>Please send your comments by Friday.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

by

until

till

since

floor

word

stage

turn

01 Deadlines take "by": "Please send your comments _____ Friday."

02 Instead, I say: "Elena, you have the _____ ."

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 Peter chairs a weekly call with colleagues in Hamburg, Madrid and Leeds.

T ☐F ☐

02 Peter says that interrupting people in a meeting is always rude and should never happen.

T ☐F ☐

BRICK 4 · ORDER



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

01 ☐ The "until Friday" deadline mix-up is explained

02 ☐ Ground rules are announced at the start of every call

03 ☐ Cross-talk is broken up politely and parked speakers return

04 ☐ The weekly calls descend into chaos

05 ☐ The floor is allocated by name

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/stopping-people-from-talking-over-one-another>

to talk over

Please stop talking over each other — we cannot follow the audio.

jemandem ins Wort fallen, gleichzeitig reden

ground rules

Let us agree on three ground rules before we start.

Grundregeln (für ein Meeting)

one at a time

One at a time, please — the microphones are clipping.

einer nach dem anderen

to have the floor

Elena, you have the floor — everyone else on mute, please.

das Wort haben

to jump in

Sorry to jump in, but we only have five minutes left.

sich einschalten, dazwischengehen

to let someone finish

Could we let Elena finish, please?

jemanden ausreden lassen

to come back to someone

Tom, I will come back to you in a moment.

auf jemanden zurückkommen

by Friday

Please send your comments by Friday.

bis (spätestens) Freitag – Frist, nicht Dauer

Answer key

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

BRICK 2 · FILL THE GAPS

01 **by**

German "bis" covers both, English splits them: "until" is a continuing state, "by" is a deadline. A submission "bis Freitag" is "by Friday".

02 **floor**

"To have the floor" means it is your turn to speak. "You have the word" is a direct translation from German and wrong in English.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — he chairs a weekly call with teams in Hamburg, Madrid and Leeds.

02 **False**

False — he deliberately interrupts the interruption, politely and firmly.

BRICK 4 · ORDER

01 **1.** The weekly calls descend into chaos

02 **2.** Ground rules are announced at the start of every call

03 **3.** The floor is allocated by name

04 **4.** Cross-talk is broken up politely and parked speakers return

05 **5.** The "until Friday" deadline mix-up is explained

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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