

B1

MEETINGS & STATUS UPDATES

MONOLOG · 3 MIN.

Summarizing What Was Decided Before the Break · *Podcast*

A meeting chair sums up the decisions before the coffee break — how to structure a mid-meeting summary in English.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/summarizing-what-was-decided-before-the-break>

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 summarize	zusammenfassen	<i>Let me summarize the three decisions we made this morning.</i>
so far	bisher, bis jetzt	<i>So far we have approved two of the five proposals.</i>
to approve	genehmigen, bewilligen	<i>The board approved the additional budget yesterday.</i>
to postpone	verschieben (auf später)	<i>We postponed the survey until October.</i>
action points	Aufgaben / To-dos aus einem Meeting	<i>The minutes list four action points with names and dates.</i>
to report back	Rückmeldung geben, berichten	<i>Markus will report back to the team by email.</i>
at the latest	spätestens	<i>I need your figures by Friday at the latest.</i>
Is that a fair summary?	Ist das eine zutreffende Zusammenfassung?	<i>So we ship in May and invoice in June — is that a fair summary?</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

Until

By

Since

Till

postpone

prolong

remove

approve

01 _____ Friday at the latest, so that I can prepare the board presentation over the weekend.

02 We have decided to _____ it until October, so that it does not overlap with the relaunch.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The customer survey has been postponed until October.

T ☐ F ☐

02 The extra five thousand euros were approved for new product photos.

T ☐ F ☐

BRICK 4 · ORDER



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

01 ☐ Daniel asks if anyone wants to add or correct anything

02 ☐ Extra budget for the translation is approved

03 ☐ Daniel assigns the action points

04 ☐ The go-live moves to the fifteenth of September

05 ☐ The customer survey is postponed until October

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/summarizing-what-was-decided-before-the-break>

to summarize

Let me summarize the three decisions we made this morning.

zusammenfassen

so far

So far we have approved two of the five proposals.

bisher, bis jetzt

to approve

The board approved the additional budget yesterday.

genehmigen, bewilligen

to postpone

We postponed the survey until October.

verschieben (auf später)

action points

The minutes list four action points with names and dates.

Aufgaben / To-dos aus einem Meeting

to report back

Markus will report back to the team by email.

Rückmeldung geben, berichten

at the latest

I need your figures by Friday at the latest.

spätestens

Is that a fair summary?

So we ship in May and invoice in June — is that a fair summary?

Ist das eine zutreffende Zusammenfassung?

Answer key

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

BRICK 2 · FILL THE GAPS

01 **By**

German trap: for deadlines, German "bis Freitag" is "by Friday", not "until Friday". "Until" describes duration, not a deadline.

02 **postpone**

"To postpone" = move to a later time. "Prolong" would mean make longer — the survey moves, it does not grow.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — the survey moves to October so it does not overlap with the relaunch.

02 **False**

False — the money is for the translation of the product pages; the photos are the reason for the new date.

BRICK 4 · ORDER

01 **1.** The go-live moves to the fifteenth of September

02 **2.** Extra budget for the translation is approved

03 **3.** The customer survey is postponed until October

04 **4.** Daniel assigns the action points

05 **5.** Daniel asks if anyone wants to add or correct anything

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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