

B1

MEETINGS & STATUS UPDATES

DIALOG · 3 MIN.

Telling the Team What You Will Finish This Week · *Podcast*

Monday morning stand-up: how to say clearly in English what you will finish this week — and why "until Wednesday" is the wrong deadline.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/telling-the-team-what-you-will-finish-this-week>

NAME

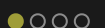
DATE

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
by Wednesday	bis (spätestens) Mittwoch	<i>Please send me the report by Wednesday.</i>
main priority	oberste Priorität	<i>Fixing the login bug is my main priority this week.</i>
to hand something over	etwas übergeben	<i>I will hand the project over to the new team in May.</i>
to flag something	etwas melden, auf etwas hinweisen	<i>Please flag any risks before the deadline.</i>
first draft	erster Entwurf	<i>The first draft of the slides is ready for review.</i>
to be blocked	blockiert sein, nicht weiterkommen	<i>I am blocked until IT resets my access.</i>
to sum up	zusammenfassen	<i>To sum up: we deliver in May and invoice in June.</i>
end of day	bis Geschäftsschluss (EOD)	<i>You will have the figures by end of day.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

until

by

to

at

draft

concept

sketch

version

- 01 So: I'll finish the onboarding guide _____ Wednesday, end of day.
- 02 I'll send you a _____ by Wednesday afternoon, so you have two days for feedback before I build the final version.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Jonas will hand the export function over to the support team on Friday morning if the test works. T ☐ F ☐
- 02 If the test finds problems, Jonas will wait until Friday to tell the team. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Ben sums up the three commitments
- 02 ☐ Ben corrects "until Wednesday" to "by Wednesday"
- 03 ☐ Jonas asks Ben to remind Sarah about the logo files
- 04 ☐ Ben asks Jonas for his plan for the week
- 05 ☐ Jonas describes the export test and the handover

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/telling-the-team-what-you-will-finish-this-week>

by Wednesday

Please send me the report by Wednesday.

bis (spätestens) Mittwoch

main priority

Fixing the login bug is my main priority this week.

oberste Priorität

to hand something over

I will hand the project over to the new team in May.

etwas übergeben

to flag something

Please flag any risks before the deadline.

etwas melden, auf etwas hinweisen

first draft

The first draft of the slides is ready for review.

erster Entwurf

to be blocked

I am blocked until IT resets my access.

blockiert sein, nicht weiterkommen

to sum up

To sum up: we deliver in May and invoice in June.

zusammenfassen

end of day

You will have the figures by end of day.

bis Geschäftsschluss (EOD)

Answer key

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

BRICK 2 · FILL THE GAPS

01 **by**

German "bis" has two English translations: deadline = "by", duration = "until". "I'll finish it until Wednesday" is the classic German error.

02 **draft**

"First draft" is the fixed phrase for the first version of a document.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — if everything works, he will hand it over on Friday morning.

02 **False**

False — he will flag problems in the chat on Thursday afternoon so nobody is surprised on Friday.

BRICK 4 · ORDER

- 01 **1.** Ben asks Jonas for his plan for the week
- 02 **2.** Ben corrects "until Wednesday" to "by Wednesday"
- 03 **3.** Jonas describes the export test and the handover
- 04 **4.** Jonas asks Ben to remind Sarah about the logo files
- 05 **5.** Ben sums up the three commitments

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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