

C1

MEETINGS & STATUS UPDATES

MONOLOG · 5 MIN.

Turning a Vague Status Discussion into Clear Decisions · Podcast

Everyone talks, nothing gets decided? Five English steering sentences turn a rambling status meeting into decisions with an owner and a date.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/turning-a-vague-status-discussion-into-clear-decisions>

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 drift	abschweifen, vom Thema abkommen	<i>The discussion started to drift, so I asked what we were deciding.</i>
recommendation	Empfehlung	<i>So your recommendation is to delay the shipment — is that right?</i>
to capture	festhalten, schriftlich erfassen	<i>Let me capture that as an action point before we move on.</i>
action point	Aufgabe mit Verantwortlichem und Termin	<i>Every action point has exactly one name and a calendar date.</i>
to own	verantwortlich sein für	<i>Who owns this, and by when?</i>
to park	ein Thema zurückstellen (mit festem Folgetermin)	<i>Let's park the budget question and set up a call on Thursday.</i>
to wrap up	abschließen, zum Ende kommen	<i>Before we wrap up, let me summarise the decisions.</i>
the minutes	das Sitzungsprotokoll	<i>The minutes go out the same afternoon — decisions, owners, dates.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

capture

catch

keep

collect

minutes

protocol

protocols

notice

- 01 Let me _____ that as an action point — who owns this, and by when?
- 02 The _____ go out the same afternoon: decisions, action points, owners, dates.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 According to Martin, parking a topic means rejecting it. T ☐ F ☐
- 02 Martin summarises the decisions and action points before the meeting ends. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Summarise all decisions before wrapping up
- 02 ☐ Extract the hidden recommendation and say it back
- 03 ☐ Park the side topic with a follow-up call
- 04 ☐ Ask what the group is actually deciding
- 05 ☐ Capture the action point with an owner and a date

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/turning-a-vague-status-discussion-into-clear-decisions>

to drift

The discussion started to drift, so I asked what we were deciding.

abschweifen, vom Thema abkommen

recommendation

So your recommendation is to delay the shipment — is that right?

Empfehlung

to capture

Let me capture that as an action point before we move on.

festhalten, schriftlich erfassen

action point

Every action point has exactly one name and a calendar date.

Aufgabe mit Verantwortlichem und Termin

to own

Who owns this, and by when?

verantwortlich sein für

to park

Let's park the budget question and set up a call on Thursday.

ein Thema zurückstellen (mit festem Folgetermin)

to wrap up

Before we wrap up, let me summarise the decisions.

abschließen, zum Ende kommen

the minutes

The minutes go out the same afternoon — decisions, owners, dates.

das Sitzungsprotokoll

Answer key

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

BRICK 2 · FILL THE GAPS

01 **capture**

"To capture" = to record so it is not lost — the standard verb for logging decisions and tasks in a meeting.

02 **minutes**

The "Protokoll" trap: the written record of a meeting is "the minutes" (always plural). A "protocol" is a set of technical or diplomatic rules — hence Dave's reply "Which protocol? TCP/IP?".

BRICK 3 · TRUE OR FALSE?

01 **False**

False — parking is not rejecting: the issue is acknowledged and given its own slot.

02 **True**

True — sentence five: "Before we wrap up, let me summarise the decisions" surfaces misunderstandings immediately.

BRICK 4 · ORDER

- 01 **1.** Ask what the group is actually deciding
- 02 **2.** Extract the hidden recommendation and say it back
- 03 **3.** Capture the action point with an owner and a date
- 04 **4.** Park the side topic with a follow-up call
- 05 **5.** Summarise all decisions before wrapping up

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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