

B1

MEETINGS & STATUS UPDATES

DIALOG · 3 MIN.

Updating the Team While Your Manager Is Away · Podcast

Your manager is on holiday — and suddenly you are running the Monday update in English. How to keep it short, clear and professional.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/updating-the-team-while-your-manager-is-away>

NAME

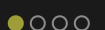
DATE

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 run the team update	das Team-Update leiten	<i>Lukas is running the team update this month.</i>
while she's away	während sie weg/abwesend ist	<i>Please contact me while she is away.</i>
to go live	online gehen, live geschaltet werden	<i>The new website went live on Friday.</i>
under control	unter Kontrolle	<i>The situation is under control — no need to escalate.</i>
a fix	eine Fehlerbehebung, Korrektur	<i>The agency promised a fix by Wednesday.</i>
monthly figures	Monatszahlen	<i>Finance needs the monthly figures by Friday.</i>
by Friday	bis (spätestens) Freitag — nicht „until Friday“!	<i>I will send the report by Friday.</i>
to mix something up	etwas verwechseln	<i>I always mix up "by" and "until".</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

by until till to live alive online open

- 01 Sorry — _____ Friday! In German we say 'bis Freitag', so I always mix that up.
- 02 The test version went _____ on Friday, and so far we have found only two small bugs.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 The agency promised to fix the bugs by Wednesday. T ☐ F ☐
- 02 Lukas asks the team to send urgent topics to Mrs. Berger. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Lukas asks the team to send urgent topics to him
- 02 ☐ Update one: the website relaunch and the two bugs
- 03 ☐ Lukas corrects "until Friday" to "by Friday"
- 04 ☐ Lukas explains why he is running the update
- 05 ☐ Update two: the customer survey results

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/updating-the-team-while-your-manager-is-away>

to run the team update

Lukas is running the team update this month.

das Team-Update leiten

while she's away

Please contact me while she is away.

während sie weg/abwesend ist

to go live

The new website went live on Friday.

online gehen, live geschaltet werden

under control

The situation is under control — no need to escalate.

unter Kontrolle

a fix

The agency promised a fix by Wednesday.

eine Fehlerbehebung, Korrektur

monthly figures

Finance needs the monthly figures by Friday.

Monatszahlen

by Friday

I will send the report by Friday.

bis (spätestens) Freitag — nicht "until Friday"!

to mix something up

I always mix up "by" and "until".

etwas verwechseln

Answer key

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

BRICK 2 · FILL THE GAPS

01 **by**

"By" marks a deadline (no later than). "Until" describes a duration up to a point — the classic German "bis" mistake.

02 **live**

"To go live" is the set phrase for being switched on. "Alive" means living and does not fit.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — Lukas says the agency promised a fix by Wednesday.

02 **False**

False — urgent topics should go directly to Lukas; Mrs. Berger only checks emails once a day.

BRICK 4 · ORDER

01 **1.** Lukas explains why he is running the update

02 **2.** Update one: the website relaunch and the two bugs

03 **3.** Update two: the customer survey results

04 **4.** Lukas corrects "until Friday" to "by Friday"

05 **5.** Lukas asks the team to send urgent topics to him

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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