



The English Workshop

Clarity Checklist

Talk Less. Say More.

Use this checklist before you speak, present, or hit “send.” It helps trim the fluff and bring your message into focus—so you **communicate with purpose and precision.**



What's the core message? *If the listener remembers only one thing, what should it be?*

Example: “Our new training program helps teams reduce email volume by 40%—without losing clarity.”



Is it audience-friendly? *Have I considered the listener's level of understanding, priorities, and context?*

Example: *Instead of saying “We're optimizing asynchronous collaboration,” try “We're making teamwork smoother—especially across time zones.”*



Have I cut the clutter? *Remove redundant words, filler phrases, and jargon.*



Example: “At this point in time, we are currently in the process of reviewing...”



Cleaner version: “We're reviewing it now.”



Am I using active voice? *Keep sentences direct and dynamic.*



Example: “The final report was submitted by the team yesterday.”



Better version: “The team submitted the final report yesterday.”



Is the tone right? *Does it sound respectful, warm, and confident—not overly formal or vague?*

Example: Instead of “It might be okay to proceed,” try “I believe we're ready to move forward.”



Did I end with purpose? *Include a clear CTA, question, or next step.*

Example: “Please let me know your feedback by Friday so we can finalise next steps.”

Now, let's look at a complete example with all the elements mentioned above, shall we?



Hi team, just a quick note before Friday's client call. We're rolling out the updated onboarding script—it's shorter, clearer, and easier for new hires to follow. Since you'll be presenting it, I've attached a 2-minute demo to walk you through the changes. Feel free to share feedback by Thursday so we can tweak if needed.

Notice the elements mentioned above:

- A clear message (“We’re rolling out a new script”)
- Audience awareness (they’re presenting it soon)
- No fluff (short, direct phrasing)
- Active voice (“I’ve attached...”)
- Appropriate tone (professional yet warm)
- A purposeful close (“Share feedback by Thursday”)

NEED PERSONALISED ATTENTION?

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