The English Workshop

Clarity Worksheet
Craft your message before it's delivered.

This worksheet helps you purify your message to its soul—so, whether you're pitching, presenting, or networking, you lead with clarity.

General layout

Part 1: Start with the Core

Look at the following:

> 1. What problem do you solve or value do you offer? *I help / I support / I create...* →
>
> > Example: *"I help small business owners speak confidently in client meetings."*
>
> 2. Who do you help? →
>
> > Example: *"Mid-career professionals transitioning to leadership roles"*
>
> 3. What's the outcome or impact? →
>
> > Example: *"So they can present ideas clearly, even under pressure"*

The fill-in frame will, therefore, look like this:

"I help [audience] [achieve what goal] so they can [desired outcome]."

Part 2: Shorten It to Say More

Now, tighten the above into a single, high-impact line.

So, in our example, it would be:

> *"I help mid-career professionals transitioning to leadership roles speak confidently in client meetings, so that they can present ideas clearly, even under pressure."*

State your core statement:

"I help [audience] [achieve what goal] so they can [desired outcome]."

Try yours here: *"I help _____ so they can _____."*

Part 3: Presentation Intro

Use this if you're delivering a talk or workshop.

Complete this: *"Hi, I'm [Name], and today I'll be talking about [topic]. Why? Because [brief problem or opportunity]—and more importantly, what you take away today will help you [benefit/outcome]. So let's dive in."*

→ Example: *"Hi, I'm Manu, and today I'll share tools to help you 'Talk Less, Say More.' Why? Because communication clutter steals your impact. By the end of this session, you'll know how to be clear, calm, and heard."*

A sales call opener:

Here, you need to lead with value and land with confidence.

This template helps you introduce yourself in a way that immediately connects your service to your prospect's need—without sounding scripted.

Part 1: Identify the Value Hook

What challenge does your prospect face?

> Example: Too many leads drop off after first contact.

> How does your offer solve it*?*
> > Example: *We help businesses convert casual interest into booked calls—by making their message sharper.*

Part 2: Shape Your Intro

✏️ "Hi, I'm [Your Name], and I work with [audience] to [solve problem] so they can [benefit]."

→ Example: "Hi, I'm Manu. I help coaches and consultants speak clearly and confidently—so their message actually lands, and their prospects lean in."

Optional Follow-Up Line:

✏️ "What kind of message are your prospects hearing when they first meet you?"

✦ *Purpose:* Invite dialogue, not a pitch wall.

An interview intro

The key message is to say who you are and it matters.

First impressions count. Use this to craft a confident, relevant self-intro you can deliver in interviews, panels, or introductions.

Part 1: Highlight 3 Key Anchors

- ➢ What do you do well?
- ➢ What problem are you passionate about solving?
- ➢ What's one result or unique edge you bring?

→ Example answers:

- *I specialize in modern Indian cuisine with a focus on plating and presentation.*
- *I want to make regional Indian food more accessible and exciting for younger diners.*
- *I combine traditional flavours with global techniques to create surprising, memorable meals.*

Part 2: Combine Into Your Intro

I'm [name], and I [what you do]. I'm passionate about [value/problem]. What sets me apart is [result/impact/approach].

Example: *I'm Rishi, a chef specializing in modern Indian cuisine. I'm passionate about making regional flavours exciting for the next generation. What sets me apart is how I blend traditional tastes with global techniques to create meals that feel both familiar and fresh.*

Notice the following:

- It's crisp—no wandering details
- It answers not just what, but why
- It closes with a memorable differentiator

NEED PERSONALISED ATTENTION?
Let's connect: +91 92113 92003
TELW.delhi@gmail.com