

Make the Message Clear

English Continuação · 12th year · Document 01

Context before convention

All exchanges are fictional. Read each card's own messages. Line 1: replace the draft with a clear, polite message, or ask for the missing clarification. Line 2: its code(s) and a short reason. Maximum 38 words altogether per card. Preserve the actual action and status.

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

English Continuação · 12th year · Document 01 · Contextual clarification

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Separate example M: "Make the screen lighter." Follow-up: "I mean increase its brightness, not reduce its weight." Clear message: Please increase the screen brightness. Check: M specifies brightness, not weight. This example supplies no facts for your cards.

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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Use context rather than assigning a word to a nationality. When context resolves the issue, name the action and reader. When it does not, ask a precise question. Keep a request distinct from a completed action, and a condition distinct from confirmation. No English variety is ranked as better.

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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Use each card's own codes. Write for the named reader; do not guess missing information.

C1-A: A coordinator asks a colleague to send an image "by 09:00 UTC". C1-B: The note says UTC is the shared reference; the colleague's local time zone is not given. Draft to the colleague: Send it at nine in your local time.

1

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C2-A: A design note says "Use 1,5 metres of fabric." C2-B: Its author clarifies: "I mean one point five metres, not fifteen." Draft to the maker: Please use fifteen metres.

2

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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C3-A: A team notice gives the date as "11/12", with no month written out and no local format identified. Two readers suggest November 12 and December 11. Draft to the organiser: We know the meeting is on December 11.

3

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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C4-A: A chat contains a diagram, some notes, a group of designers and a group of interpreters. "Send it to them" is initially unclear. C4-B: The sender clarifies "the diagram to the interpreters"; nothing has been sent yet. Draft to the helper: The notes have already gone to the designers.

4

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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C5-A: An organiser says "We can host the workshop if captions are ready." C5-B: The room is available, but nobody has checked the captions. Draft to participants: The workshop is confirmed because the room is ready.

5

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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C6-A: A collaborator writes "Your plan needs more work." C6-B: She clarifies "Please add two worked examples; the rest can stay." Draft reply to the author: You rejected my whole plan.

6

Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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A reader with an access barrier

T-A: A sender asks a colleague to compare the cost figures in an annex before 17:00 UTC tomorrow. T-B: The colleague cannot open attachments and asks for the figures in the message itself. The figures have not yet been copied.

Write a reply asking the sender to make the information accessible. Preserve the comparison deadline as a plan. Lines 1–2: the reply. Line 3: T-A/T-B and what is still needed. Maximum 38 words altogether.

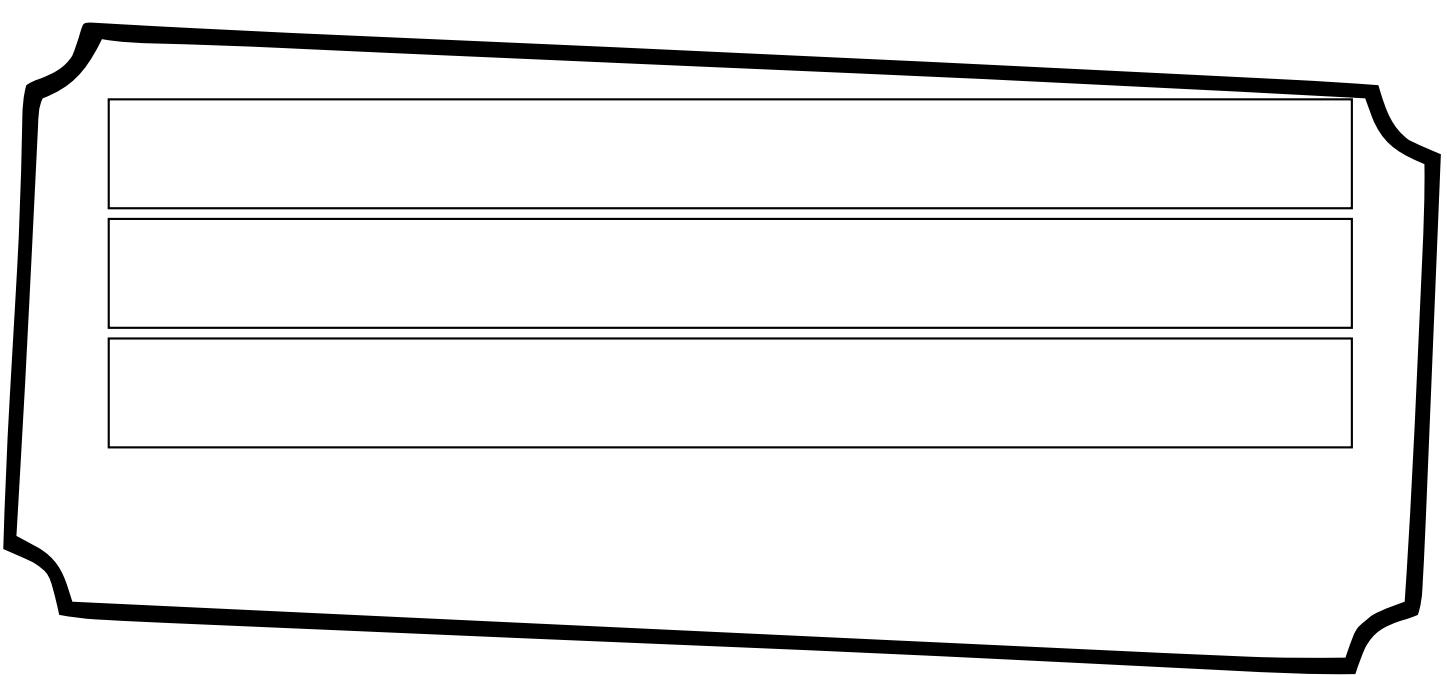
Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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Write a reply asking the sender to make the information accessible. Preserve the comparison deadline as a plan. Lines 1–2: the reply. Line 3: T-A/T-B and what is still needed. Maximum 38 words altogether.



Clear action, reader, time and status? Reason tied to this card? No invented clarification?

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