

NEXT

CLARIDAD – BREVEDAD – BLUF

Ejercicio 1: Selección de la Mejor Opción (Claridad y Brevedad)

En este ejercicio, los alumnos deben elegir la opción más clara y breve para responder a un correo.

Instrucciones:

Elige la respuesta más clara y breve para cada situación.

1. Solicitud de Documentos

Correo original:

Could you please send me the financial report as soon as possible? We need to review it before Friday.

- a) "Please, can you send me the financial report when you have time? It is important."
- b) "Please send the financial report by Friday."
- c) "Can you send the report whenever you finish it? We will need it soon."

2. Reprogramación de una Reunión

Correo original:

I am not available for our meeting on Thursday. Can we reschedule?

- a) "I'm sorry, I can't attend on Thursday. Please let me know your available times."
- b) "I cannot make it on Thursday. Please reschedule for any day."
- c) "I will not be able to attend the meeting. Let me know when you are free."

Ejercicio 2: Identificar el BLUF

Este ejercicio ayuda a los alumnos a identificar la técnica BLUF en los correos.

Instrucciones:

Lee los siguientes correos y selecciona cuál utiliza la técnica BLUF (Bottom Line Up Front).

1)

- a) "I wanted to remind you that we have a deadline next week. Please send your part of the report as soon as you can."
- b) "Please send your part of the report by Thursday to meet the deadline."

2)

a) "Can you please send the budget report today? We need it for the meeting."

b) "I was thinking we might need the budget report for the meeting today. Could you send it when possible?"

Ejercicio 3 Ordena el Correo (Técnica BLUF)

En este ejercicio, los alumnos deben ordenar las partes de un correo según el principio de BLUF.

Instrucciones:

Ordena las partes del correo en el orden correcto según el principio de BLUF.

Partes del correo:

- Let me know if you have any questions.
- Please send the project plan by Friday.
- Thanks, [Your Name]
- I also need the budget document before the end of the week

Ejercicio 4: Marcar si estos correos aplican los principios de claridad y brevedad-

Instrucciones:

Marcar cual de las opciones SI aplica los principios.

A) Hi Amanda,

I hope you're doing well. I'm sending you the project document. Could you take a look at it when you have time and let me know what you think? If you have any comments or suggestions, feel free to share. We want to make sure everything is in order before moving forward, so your feedback is really important.

Thanks a lot!

[Robert]

B) Hi John,

Could you provide an update on the project status and confirm if there are any changes to the budget?

Regards,

[Robert]

C) Hi everyone,

I'm writing to remind you that we need to gather all the relevant documents for the meeting. If you could get everything together soon, that would be great. Let me know if you need help with anything or if you're missing any information.

Thanks!

[Robert]

D) Hi Jennifer,

I've received the information and will update the report by Friday. I'll let you know once it's done.

Best regards,

[Robert]