



Writing Emails Audio Course Season 1

Episode 10: Checking & Clarifying

Lesson objective

In episode 10 we will look at ways you can check and clarify things via email.

Phrases to use when checking something

I just wanted to check that...

Did you mean to...?

Is that what you meant?

Phrases to use when asking for clarification

I'm not sure what you mean by...?

Could you clarify?

Could you clarify this point for me, please?

Could you provide a little more detail about...?

Phrases to use when clarifying something

Sorry, what I meant was...not...

With regards to your email about clarification, I have attached a document...

Of course, I would happily provide some more detail about...
