

Certainly, here is a simple example of a clarification speech for a group meeting:

"Hi everyone,

I just want to take a moment to ensure we're all on the same page regarding our current project. We've had quite a few discussions recently, and I realize that some details might need a bit of clarity. Firstly, concerning the project's timeline, we're aiming to complete all phases by the end of December. This means our immediate focus should be on finalizing the design phase by the 15th of this month.

Secondly, for our budget, we have an allocation of \$50,000. It's important that we keep tracking expenses closely to avoid any overruns. If anyone feels that additional resources are needed, please bring it up as soon as possible so we can adjust accordingly.

Lastly, regarding roles and responsibilities, I know there have been some shifts. Please make sure to review the updated task list I shared last week. If there's anything unclear about your role or if you need additional support, don't hesitate to reach out.

Let's make sure to keep communication open. If there's any confusion or if you have questions, now is a good time to discuss them or feel free to contact me directly after the meeting.

Thank you all for your hard work and dedication. Looking forward to achieving our goals together."
