

Sure, here's a simple example of a clarification speech in a remote work context:

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Hello team,

I hope this message finds you well. I wanted to take a moment to clarify a few points regarding our new project management software implementation. I've noticed some confusion during our recent meetings, and I want to ensure everyone is on the same page.

Firstly, the primary goal of this software is to streamline our task management and improve team collaboration. Starting next Monday, all project-related tasks should be logged and managed within the new system. Secondly, training sessions are scheduled for this Thursday and Friday at 10 AM. These sessions will cover the basics of using the software and answer any questions you might have. Attendance is strongly encouraged to ensure everyone is comfortable with the new tool.

Lastly, if you encounter any technical issues or have further questions, please reach out to our IT support team or myself directly. We are here to help you transition smoothly.

Thank you for your attention and cooperation. Let's work together to make this transition as seamless as possible.

Best regards,

[Your Name]