

Frases para Clarificación, Alineación y Minutas (10 phrases)

| # | Frase en inglés | Uso específico | Ejemplo en contexto |
|----|---|-------------------------------|--|
| 21 | "Just to clarify, what you're saying is..." | Parafrasear para confirmar | "Just to clarify, what you're saying is we should delay launch by one week, correct?" |
| 22 | "If I understand correctly, our main priority is..." | Validar entendimiento | "If I understand correctly, our main priority is fixing performance before adding new features." |
| 23 | "Can you repeat that last point, please?" | Pedir repetición | "Sorry, the connection cut out—can you repeat that last point, please?" |
| 24 | "I'll capture that in the notes as..." | Confirmar lo que va a minutas | "I'll capture that in the notes as: 'Launch date moved to April 15th due to QA timeline.'" |
| 25 | "Who is the best person to own this action?" | Asignar owner de acción | "We've agreed to update the dashboard—who is the best person to own this action?" |
| 26 | "Let's put that in the parking lot for now." | Registrar tema para después | "Since we're short on time, let's put that in the parking lot for now." |
| 27 | "So the decision is..." | Cerrar decisión | "So the decision is to roll out the new feature to 10% of users next week, then evaluate." |
| 28 | "I'll send the meeting minutes and action items after this call." | Comprometerse con minutas | "I'll send the meeting minutes and action items after this call so everyone's aligned." |
| 29 | "Please check the minutes and let me know if I missed anything." | Invitar corrección | "Please check the minutes and let me know if I missed anything or misrepresented a decision." |
| 30 | "Before we wrap up, let's review the action items." | Cierre con acciones | "Before we wrap up, let's review the action items and owners." |