

Week 07 Session 02: Replying to Clients and Estimating Small Jobs

Reply to a client clearly and make a simple estimate.

Usa IA para hacer un mensaje o plan familiar claro y amable.

Today You Can:

Hoy puedes:

Reply to a client clearly and make a simple estimate.

Usa IA para hacer un mensaje o plan familiar claro y amable.

Key Words for Today

Palabras clave de hoy

**estimate` : an early guess
about time or price**

**quote` : the price you give
to a client**

**task` : one piece of work
to do**

**supplies` : the items
needed for the job**

**travel time` : time needed
to get to the job**

**confirm` : say yes clearly
and check the details**

Demo: Try These Prompts

Demostración: Prueba estos mensajes

TRY THIS:

PRUEBA ESTO:

- ▶ A client in Naples asks for [a 3-hour job, e.g. office support, tutoring session, or event setup]. What six short questions should I ask before I give a quote?
- ▶ Write a polite reply in simple English. I am available Friday after 2 p.m. I need the address area, job size, and to know if supplies are included.
- ▶ Help me estimate time for [this type of job, e.g. a 3-hour tutoring session, office organizing, or event setup]. Show a low and high time estimate.

Follow These Steps

Sigue estos pasos

1

Read the client request.

Elige un mensaje o plan real.

2

List the missing details you still need.

Dile a la IA para quién es el mensaje.

3

Use AI to draft a short reply.

Pide inglés sencillo y tono amable.

4

Use Calculator for a simple time or price estimate.

Lee la respuesta y cambia lo que necesites.

5

Save the final version in Notes.

Guarda la versión final.

Guided Practice

Práctica guiada

- Read sample client requests and underline missing details.
- Use AI to draft one reply for a local job example.
- Check that the reply is polite, short, and realistic.

Independent Practice

Práctica individual

- Choose one scenario and write a client reply plus a simple estimate.
- Add one line that explains what information you still need before a final price.

Try This Now

Prueba esto ahora

TRY THIS:

PRUEBA ESTO:

▶ What questions should I ask before I quote a [local service job, e.g. tutoring, office support, or event setup] in Bonita Springs?

▶ Write a short client reply that is polite and clear.

If you need more to do

Si necesitas más por hacer

- Ask AI: "What 6 questions should I ask a client before I give a price for a 2-hour organizing job?" Save 3.

Pide a la IA que escriba un texto corto de voy a llegar tarde en 3 versiones: muy corto, amable y con razón.

- Write a reply for "I can do Friday after 2 p.m. I need the area, job size, and whether supplies are included." Ask AI to make it friendlier.

Pide un plan sencillo de cena familiar este sábado con hora, lugar y qué llevar.

- Give AI a sample job (e.g., 3-hour tutoring session, office support, or event setup). Ask for a low and high time estimate and one sentence why.

Dale a la IA un mensaje corto y pide: Hazlo más amable y Hazlo más corto. Compara.

- Ask AI to add one line to your reply: "What I still need to know before I give a final price."

Pide a la IA que traduzca una oración corta a inglés sencillo y revise el tono.

- Practice: a client asks for a discount. Ask AI to write a short, polite reply that keeps your rate clear.

Pide un plan de 3 pasos para recordar a tu familia una cita (mensaje, hora, seguimiento).



Safety Reminder

Recordatorio de seguridad

Do not share passwords, ID numbers, bank details, or private health records with AI tools.

No compartas contraseñas, números de identificación, datos bancarios ni información médica privada con herramientas de IA.

Before You Leave Today

Antes de irte hoy

Show the teacher a polite reply and one estimate that includes time, supplies, or travel.

Lee tu mensaje o plan en voz alta.