

Reader → action → evidence

For a notice or workplace update

Ask what a reader needs to do after reading.

Use exact words from the source before you infer.

1. WHO IS READING?

Your words / source detail: _____

2. WHAT DO THEY DO?

Your words / source detail: _____

3. WHICH WORDS PROVE IT?

Your words / source detail: _____

WORKED EXAMPLE

Card A: a print-session visitor; go to the ground-floor Workshop;
evidence: “moved from Room 2” and “courtyard door”.

TRY IT: What would go wrong if one important detail disappeared?

Tactile / low-vision route:

Three paper strips in order: reader, action, quoted evidence.