

Keep the claim in scope

For public posts, rumours and work handovers

Check who supplied a claim and whom it applies to.

A limit is useful information for the audience.

1. SOURCE

Your words / source detail: _____

2. CONFIRMED CLAIM

Your words / source detail: _____

3. OPEN QUESTION

Your words / source detail: _____

WORKED EXAMPLE

Card I: signed schedule → visitor entry 10:00; volunteer set-up 9:00.

“Apparently” is not confirmation of an earlier opening.

TRY IT: What may you say publicly now, and what must you check first?

Tactile / low-vision route:

Sort statement strips into confirmed, uncertain and ask-next.