STUDENT | D | KEEP PRIVATE

Reply from the print room

DC1 | Fresh task | It is Monday at 13:00

You work in the print room. Read your facts. Keep this page private. Answer your colleague’s call.

1. Read your record

The request: 40 copies of a handout.
Confirmed: 16 copies are ready for collection at 14:00 today.
The problem: the printer has stopped. You do not know when the remaining 24 copies will be ready.
Next action: an engineer will review the printer at 15:30. You can update your colleague by 15:45.
If it is still unavailable: you can ask another print room after the review. No other printing time is confirmed.
You do not know: how many copies are needed today or the deadlines. Ask.

2. Handle the call

Find the actual need. Explain what is ready, what is still unknown and what you can check. Agree who will do what and when. Do not promise that the printer will be fixed or that another room can print the copies.

A question I need to ask:

3. Write your plan before comparing

What is confirmed? Write the number, action, person and time.

What is still unknown? Who will check, and when will you update?

Compare notes and reopen the call if needed. Tell your teacher one useful question and the plan your partner understood.