

Call the print room

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

You are arranging a meeting. Read your facts. Keep this page private. Call the print room to find out what is ready.

1. Read your facts

Your request: 40 copies of a handout.

Today: you need 16 copies for a meeting at 15:00.

Tomorrow: the other 24 are needed Tuesday at 09:00.

Collection: you can collect 16 copies at 14:00 today.

Begin by asking if the copies are ready. Explain the two deadlines when asked. Find out what is confirmed for tomorrow.

2. Make the call

Ask questions, listen to the answers and check what they mean. Agree the next actions. Do not assume that a check or an update guarantees more 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 hear?

Compare notes with your partner. If you understood different plans, reopen the call. Tell your teacher one detail you understood and one question that helped.