



First Print Run

PROBLEM SOLVING · WHAT'S MISSING

Renata starts her shift in the school print shop with two orders waiting. A set of event posters is due before the office opens its counter. A booklet order is due after lunch, but it needs the same paper cutter. The supervisor has said the earliest due order should start first. Renata also knows that one wrong paper choice can waste time and delay the cutter for the next person. She has six minutes to set up the first job before the copier is free.

Name the missing step.

1. Read both job tickets and mark the order due first.
2. Load the chosen paper and run one test copy.
3. Check the test copy against the ticket before running the full order.

Answer: Confirm that the needed paper and shared cutter are available before setting up the machine. (goes after step 1)

Think about it: Why does checking materials before starting a job usually save time?

TEACHER NOTE

The missing step is to confirm that the needed paper and shared cutter are available before setting up the machine. It belongs after Renata checks which order is due first and before she loads paper. A strong response explains that starting the machine before checking materials can create rework and block shared equipment.

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