



Friday Message Fix

COMMUNICATION · FIX THE MESSAGE

Grace is closing out Friday during the last ten minutes of study hall. Her group science poster is due Monday at the start of class. The poster board is finished, but Grace still has the data table in her folder. She also needs to return a library book before the final bell. Her group chat has asked whether anything must happen before everyone leaves. Grace quickly sends a message, then starts packing without checking what the group needs.

Rewrite the message so the group knows what is unfinished and what happens next.

I still have part of it. I can do it later.

Missing: which part is unfinished; where the missing material is; when the work can be completed; what choice the group needs to confirm

Example: The poster board is done, but the data table is still in my folder. I can leave the folder with the science materials before the bell, or add the table Monday before class.

Responses will vary. Accept any answer the student can give a practical reason for.

Think about it: Why does naming the unfinished part make a group message easier to act on?

TEACHER NOTE

Responses will vary. A strong rewrite names the unfinished data table, where it is, the deadline, and Grace's next action. Other acceptable answers may choose a different next action, as long as the message gives clear timing and avoids leaving the group guessing.

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