



Yearbook Layout Change

DECISION MAKING · TWO COLUMNS

Hector is checking the eighth-grade spread when the ladder layout no longer matches the photo tray. His yearbook team moved the club-photo box to make room for a late quote. Nobody told the student writing captions, so three captions still point to the old spots. The adviser expects one clean page proof, not two versions with crossed-out notes. Hector can see which pieces changed, but the group chat is already mixed up. He needs a response that helps the page get fixed without adding confusion.

Sort the actions into the column where they fit best.

WORKS	DOESN'T WORK

- 1. Post one clear message listing the layout change and the three captions affected.
- 2. Ask the adviser which version should be used before editing the proof.
- 3. Update the captions silently and hope the caption writer notices later.
- 4. Blame the caption writer for using the old spots in the group chat.
- 5. Mark the changed photo boxes on the proof and return one clean version.
- 6. Start a second layout file so both plans stay available.

Think about it: What makes one update easier for the caption writer to act on?