



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. → Works
- 2. Ask the adviser which version should be used before editing the proof. → Works
- 3. Update the captions silently and hope the caption writer notices later. → Doesn't Work
- 4. Blame the caption writer for using the old spots in the group chat. → Doesn't Work
- 5. Mark the changed photo boxes on the proof and return one clean version. → Works
- 6. Start a second layout file so both plans stay available. → Doesn't Work

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

TEACHER NOTE

Correct answers are left for the clear message, checking with the adviser, and returning one clean marked version. The other actions either hide the change, add blame, or create another version to track. A strong response notices that the useful actions make the changed plan visible and reduce extra work.

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