



Mixed Recycling Route

COMMUNICATION · FIX THE MESSAGE

June rolls the recycling cart past the art room doors. The blue cart already holds clean paper and one empty cereal box. Her teacher says the route starts with paper bins today. The custodian says the cafeteria cans go first and skip cardboard. June sends a quick note, but the office needs clear details. Two helpers wait by different bins with the wrong carts.

Rewrite the message so the office knows what to answer.

The recycling plan is mixed up. Can someone tell them?

Think about it: What makes the rewritten message easier for the office to answer?
