

Heat Press Booking

COMMUNICATION · FIX THE MESSAGE

Eli is at the graphics lab heat press while the platen warms and two jobs are listed on the booking clipboard. The first job needs a reusable cover sheet, because the vinyl carrier has already been peeled from the test shirt. The cover sheet is not in the drawer beside the press, and the spare hook is empty. A classmate has the next booking for the same press, so guessing or searching quietly would block the schedule. The instructor asked Eli to message the shop office if a booked machine cannot start as planned. Eli sends a short note that does not say which machine, what is missing, or what decision is needed.

Rewrite Eli's message so the shop office can decide what to do next.

> *I can't start the job because the sheet is gone. The press is tied up.*

Think about it: What information makes the message easy for the shop office to act on?