

Announcements Script Check

DECISION MAKING · TWO COLUMNS

Jordan scans the morning announcements script while the studio microphone warms on its stand. The first page includes lunch, club meetings, and a sports bus change. He estimated that checking the pronunciation notes would take about one minute. The notes are longer than expected, and one club acronym is unclear. The office runner is waiting to carry the final copy to the main desk. Jordan needs a first move that keeps the broadcast clear, not just fast.

Sort each item into the column where it belongs.

WORKS	DOESN'T WORK

- 1. Circle the unclear acronym and ask the office for its full wording before the script is copied.
- 2. Read the script aloud once, using the soundboard timer, and mark any line that runs long.
- 3. Cut the sports bus change because it is near the bottom and seems less interesting.
- 4. Send the runner with the old copy while Jordan keeps fixing the page at the microphone.
- 5. Move the most time-sensitive notices near the top, then check that no required item disappears.
- 6. Guess at the acronym so the script stays short and nobody has to wait.

Think about it: What would change if Jordan sent the runner before checking the unclear line?