

Filter Size Message

COMMUNICATION · ONE LINE

Oscar is restocking a maintenance cart while the supply cabinet sits half-open after yesterday's shelf change. The old cardboard boxes are gone, and the filters now stand upright in plastic bins beside faucet cartridges. The office left a note asking him to pull two air filters for the afternoon room checks. The note lists the rooms and cart number, but it does not give the filter size. Three sizes are in the same bin row, including the 16-by-20 filters the crew used last week. Oscar needs to reply before the cart leaves with parts that may not fit the vents.

Write the exact sentence Oscar should say.

Oscar needs to ask the office which air filter size to pull for the afternoon room checks.

- air filter size
- afternoon room checks
- before loading the cart

Think about it: What would make the office's reply clear enough for Oscar to act on?