Check the headline

Learning Notes

First, find the main finding and avoid claims that go beyond a small report.

Unit 3 / Separate the update from the original plan

Detail	Use in Amy's reply
Place	Office (changed)
Time	8.30 am (same)
Item	Map (same)

Your learning route

01 Choose a headline the evidence supports p. 1
Keep the scale ·Choose an observation verb

02 Explain a change with unless p. 2
Find the exception ·Switch the connector

03 Reply to a changed arrangement p. 3
Update one detail ·Reply as the pupil

Apply what you learned p. 4 Unit quiz p. 5 Check your practice p. 6

Name _____ Class _____

Date _____

01 Choose a headline the evidence supports

Learning goal Find the main finding and avoid claims that go beyond a small report.

Key idea

Look for the action tested, the group observed and the result actually recorded. Words such as everyone, forever and proves can make a headline too wide. Give a headline that would still be true if tomorrow's result were different.

Worked example

One P6 class put a reminder beside its door. Lost water bottles in that class fell from six last week to two this week. No other class counted.

Write a short headline for this report. Include both the setting or group and the observed result; avoid claiming a universal cause.

1 **Keep the scale** Underline one P6 class and the two weeks. Other classes supplied no figures, so the headline should name this class.
2 **Choose an observation verb** Fell describes the count from six to two. After gives the sequence without proving that the reminder caused the fall.

Worked answer Fewer bottles lost in one P6 class after reminder goes up. The headline names the class and the fall. It does not promise reminders will work in every class.

Common mistake "Reminders stop lost bottles in all schools."

Check your thinking Two bottles were still lost, and only one class kept records. Restore the actual group and change.

Unit 1 • Guided practice

In a trial, 18 of 24 library visitors chose the shelf with picture labels over the plain shelf. Only Tuesday morning was studied.

Write a short headline for this report. Include both the setting or group and the observed result; avoid claiming a universal cause.

Hint Who was observed, what happened, and for how long or under what change?

02 Explain a change with unless

Learning goal Express the exception that would change a plan.

Key idea

Identify the default plan and the condition that cancels it. Unless already means if ... not. We will leave unless it rains means rain will stop us. Adding not before rains reverses the meaning.

Worked example

We will practise outside if it does not rain.

Rewrite the plan in one sentence using unless. Keep exactly the same trigger and outcome.

1 **Find the exception** Underline if it does not rain. The ordinary plan is to practise outside; rain is the condition that changes that plan.

2 **Switch the connector** Unless already contains the idea of if not. Follow it with the positive form rains and keep the plan unchanged.

Worked answer We will practise outside unless it rains. With rain there is an exception. Without rain the outside practice goes ahead.

Common mistake “We will practise outside unless it does not rain.”

Check your thinking On a dry day this would remove the outside plan. Check the dry-day meaning before you finish.

Unit 2 • Guided practice

If the bell does not ring, keep reading.

Rewrite the plan in one sentence using unless. Keep exactly the same trigger and outcome.

Hint Read your sentence twice: once with the trigger present and once with it absent.

03 Reply to a changed arrangement

Learning goal Write a clear email that confirms a change and keeps the original details that still apply.

Key idea

Read the original plan first. Mark each detail as changed or still valid when you read the update. Address your reader, confirm both kinds of detail and sign off. Copying the first message can send the reader to the wrong place.

Worked example

Mrs Lee to Amy: Meet at the gate at 8.30 am with a map. Update: The gate is closed; meet at the office instead. The time and item stay the same.

Write a brief reply as the pupil named in the brief. Acknowledge the change and confirm both unchanged details. Include a greeting and a closing.

1 **Update one detail** Cross out gate and replace it with office. Leave 8.30 am and map on your mental checklist.
2 **Reply as the pupil** Address Mrs Lee. Confirm the new place with the old time and item, then sign with Amy's name.

Worked answer Dear Mrs Lee, Thank you for the update. I will meet you at the office at 8.30 am and bring my map. Best wishes, Amy. Only the place changes; the reply keeps the time and map.

Separate the update from the original plan

Detail	Use in Amy's reply
Place	Office (changed)
Time	8.30 am (same)
Item	Map (same)

Common mistake "I will see you at the gate at 8.30."

Check your thinking The time is right but the gate has closed. Check each noun against the latest message.

Continue with this guided practice on p. 4

Apply what you learned

Unit 1 • New context

One library branch counted 14 overdue books in March and nine in April after sending reminder cards. Write a cautious headline.

Unit 2 • New context

We will take the ferry if the service is not cancelled. Rewrite with unless.

Unit 3 • Guided practice

Mr Ko to Ben: Bring a bowl to Room 2 at noon. Update: Please bring a cup instead. Room and time stay the same.

Write a brief reply as the pupil named in the brief. Acknowledge the change and confirm both unchanged details. Include a greeting and a closing.

Hint List changed / still valid before you draft the reply.

Unit 3 • New context

Mr Ho tells Eva the 2 pm meeting has moved from the gym to Room 6. She still needs her notebook. Write Eva's reply.

Unit quiz

Instructions Work independently. Show your thinking, then hand your work to your teacher or parent.

Task 1

One school canteen offered smaller rice portions on request for a week. Its rice waste fell from 8 kg the week before to 5 kg.

Write a short headline for this report. Include both the setting or group and the observed result; avoid claiming a universal cause.

Task 2

We will use the lift if it is not full.

Rewrite the plan in one sentence using unless. Keep exactly the same trigger and outcome.

Task 3

Ms Yu to May: Meet in the hall on Tuesday with a sketchbook. Update: Meet on Thursday instead. Place and item stay the same.

Write a brief reply as the pupil named in the brief. Acknowledge the change and confirm both unchanged details. Include a greeting and a closing.

Check your practice

Unit 1 Choose a headline the evidence supports

Guided practice Most Tuesday trial visitors choose picture-labelled shelf Most fits 18 of 24. All would be false.

Application Fewer overdue books at one branch after reminder cards go out.

Unit 2 Explain a change with unless

Guided practice Keep reading unless the bell rings. The bell is what changes the instruction.

Application We will take the ferry unless the service is cancelled.

Unit 3 Reply to a changed arrangement

Guided practice Dear Mr Ko, I will bring a cup to Room 2 at noon. Thank you, Ben. The cup replaces the bowl.

Application Dear Mr Ho, thank you for letting me know. I will meet you in Room 6 at 2 pm and bring my notebook. Best wishes, Eva.

Revisit a task Choose one task. Copy a clue or rewrite one part of your answer.