Whose voice is missing?

Learning Notes

First, judge whose experience a survey can represent and identify one way to reach an omitted group.

Unit 3 / Compare the feasible options first

Requirement	Hall	Studio
30 seats	36: enough	24: six short
At most $400	$360	$300

Your learning route

01 Identifying voices missing from a consultation p. 1
Follow the distribution route ·Reach beyond the sample

02 Rewriting a causal headline as a defensible finding p. 2
Keep the comparison observable ·Inspect how membership began

03 Writing a recommendation under two constraints p. 3
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Name _____ Class _____

Date _____

01 Identifying voices missing from a consultation

Learning goal Judge whose experience a survey can represent and identify one way to reach an omitted group.

Key idea

Look at who could receive the invitation, who could respond and when. Separate a finding about respondents from a statement about everyone affected. A large count does not repair a method that excludes an important group.

Worked example

A cycling survey was handed out at the bike racks. Its report says everyone finds the hill manageable. Who might be missing, why, and how could they be reached?

1 **Follow the distribution route** Collecting responses at the bike racks means respondents are likely to include people who actually cycle there. The hill may keep other potential cyclists away.

2 **Reach beyond the sample** Name a missing group and a route that does not require cycling, such as asking every class about chosen and rejected journeys.

Worked answer Pupils deterred by the hill may never cycle to the racks, so they miss the survey. Ask all classes about journeys, including pupils who considered cycling but chose another route.

Common mistake “Hand out twice as many forms at the racks.”

Check your thinking That increases responses from the same location. A larger sample can still systematically miss pupils who avoid the hill.

Unit 1 • Guided practice

A late-opening poll was sent only to people entering the library before 4 pm. Identify a gap and a remedy.

Hint Name a person who could reasonably care about the change but would never see this invitation.

02 Rewriting a causal headline as a defensible finding

Learning goal Replace unjustified causal certainty with a bounded comparison and an explicit limit.

Key idea

Find the population, period and measure. Write what was actually compared. Then add the missing evidence needed to argue causation. A weak word such as possibly does not rescue a headline that still misstates the measured outcome.

Worked example

Headline: 'Morning club makes pupils punctual.' Records: 12 club volunteers were late less often than 12 non-members last month; membership was optional. Rewrite in two sentences.

1 **Keep the comparison observable** The record compares late arrivals for two groups of twelve over one month. Preserve the groups and period before changing the headline's verb.
2 **Inspect how membership began** Volunteers opted in. Existing habits or motivation could affect both membership and punctuality. The comparison does not isolate a club effect.

Worked answer Last month the 12 club volunteers arrived late less often than the 12 non-members compared. Voluntary membership means the groups may already have differed in punctuality.

Common mistake "The club reduced lateness in the 12 participants."

Check your thinking Reduced describes a change over time caused by the club here; these records compare two groups in the same month. Report that comparison accurately.

Unit 2 • Guided practice

Headline: 'New lamps double reading.' Data: last Friday 40 books were borrowed versus 20 the Friday before; a visiting author also spoke. Rewrite accurately.

Hint Replace caused with the observed comparison; ask whether the groups or conditions were otherwise comparable.

03 Writing a recommendation under two constraints

Learning goal Recommend a feasible option, address its trade-off and propose a proportionate safeguard.

Key idea

Rank the non-negotiable constraints first. Eliminate any option that fails one. Acknowledge a real disadvantage of the remaining option and offer a remedy that stays within the limit. Do not quietly spend more than the budget in the final sentence.

Worked example

Choose a room for 30 people. Budget $400. Hall: $360, 36 seats, noisy corridor. Studio: $300, 24 seats, quiet. Recommend one and manage the drawback without extra cost.

1 **Rule out the infeasible room** The studio's $300 price and quiet setting cannot make up for six missing seats. For the hall, check both capacity and fee against the brief.

2 **Mitigate the feasible room's weakness** Think about room layout or use of the door. The mitigation must address corridor noise while keeping total cost at or below $400.

Worked answer Book the hall: its 36 seats cover all 30 people and $360 is within budget. The studio is too small. Close the corridor door during talks and place the speaker away from it to reduce noise.

Compare the feasible options first

Requirement	Hall	Studio
30 seats	36: enough	24: six short
At most $400	$360	$300

Common mistake "Book the quiet studio and add six chairs."

Check your thinking The room is listed with 24 seats, and spare chairs or permission to expand are not offered. Work with documented capacity.

Continue with this guided practice on p. 4

Apply what you learned

Unit 1 • New context

A canteen asks diners at its upstairs counter whether stairs deter anyone from eating there. Name a missed group and a better collection point.

Unit 2 • New context

Eight pupils who chose a vocabulary app scored higher on Friday than eight non-users. Rewrite the finding and give one limitation.

Unit 3 • Guided practice

Choose transport for 18 on a $500 budget. Bus: $470, 20 seats, fixed departure. Minibus: $420, 15 seats, flexible. Recommend and address a drawback at no extra cost.

Hint Check cost and capacity first. Does your safeguard solve the drawback without breaking either limit?

Unit 3 • New context

A $250 event needs 20 seats. Loft: $240, 22 seats, sunlight on the screen, fitted blinds. Den: $200, 16 seats, shaded. Choose and address the drawback.

Unit quiz

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

Task 1

A committee asks only current choir members why pupils leave the choir. Identify an omitted perspective, explain why it is missed and suggest a remedy.

Task 2

Headline: 'App users learn twice as fast.' A voluntary online test showed a median of 12 correct answers for users and 6 for non-users; time spent learning was not measured. Rewrite.

Task 3

Choose a display space for 25 boards, budget $250. Foyer: $200, 28 boards, busy walkway. Room: $240, 22 boards, quiet. Write a recommendation with a no-cost safeguard.

Check your practice

Unit 1 Identifying voices missing from a consultation

Guided practice People who can visit only after work are absent during distribution. Send the same poll through a neighbourhood mailing or collect responses at an evening event.

Application Pupils who avoid the stairs may never reach the counter. Ask pupils in classrooms or at an accessible school entrance, including those who eat elsewhere.

Unit 2 Rewriting a causal headline as a defensible finding

Guided practice Friday loans rose from 20 to 40 after the lamps were fitted. An author visit also took place, and loans do not directly measure how much people read.

Application On Friday, the eight volunteer app users scored higher than the eight non-users. Earlier vocabulary knowledge may have differed between the groups.

Unit 3 Writing a recommendation under two constraints

Guided practice Use the bus: it seats 18 within $500. A fixed departure risks leaving late arrivals behind, so announce a meeting time ten minutes earlier.

Application Book the loft: its 22 seats and $240 fee meet both limits. Lower the fitted blinds to keep sunlight off the screen without extra cost.

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