



Write a correction

Use this when people might act on wrong information.

- 1

What we said

Name the wrong claim once, in plain words.
- 2

What is accurate

State the correct fact and where it came from.
- 3

What to do now

Give the time, place, door or link people need.
- 4

Where we checked

Name the documents you checked so readers can check too.

Example from Case 1

- 1

A cropped clip made it look like tonight’s screening was off.
- 2

It is still on, Friday 6—9 p.m. Only the side-door reader is broken.
- 3

Please use the staffed front entrance. It is step-free.
- 4

We checked the coordinator’s transcript and Mateo’s booking email.

 **Watch out:** Do not guess why someone posted it. The documents cannot tell you, and a guess starts a new argument.



Sentence frames

Update: ____.
The ____ says ____.
Please ____ now.

