

Write a holding statement



Use this when people need an answer and you are still checking.

1 Say what you saw
Name the post without repeating its claim.

2 Say what you are checking
Name the document you are looking for.

3 Say when you will post again
Give a time, not “soon.”

4 Say what to do now
Tell people whether to wait or keep their plans.

Example from Case 1

- 1 We saw the clip about the Common Room.
- 2 We’re checking the full meeting update right now.
- 3 We’ll post again by 5:25.
- 4 Please hold your plans for a moment.

⚠ Watch out: Do not repeat the rumor’s key word, such as “canceled.” Some people read only one word.



Sentence frames

We saw ____.
We’re checking ____.
We’ll post again by ____.

