

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 ____.