



Read a document closely

Use this each time you open a piece of evidence.

1 Name the document
Say what kind of document it is, who made it and when.

2 Say what it shows
Write one fact the document confirms, in your own words.

3 Say what it leaves out
Write one question the document cannot answer.

4 Ask your next question
Name the document or person that could answer it.

Example from Case 1

- 1 A booking confirmation emailed to Mateo on Tuesday at 10:14 a.m.
- 2 It confirms Friday, 6—9 p.m., and a step-free front entrance.
- 3 Nothing about the side door. It was sent before Friday’s meeting.
- 4 What did the coordinator say at Friday’s meeting? Read the transcript.

⚠ Watch out: Check the date. An email sent on Tuesday cannot tell you what changed on Friday.



Sentence frames

This is a ___ from ____.
It shows ____.
It leaves out ____.

