

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 ___.