

The desk move

PRACTICE TEXT, MADE UP FOR THIS WORKSHOP

Exercise 1: on the summary only, underline every name, number, date, quote, source and link, and mark each K, S or ?.
Exercise 2: now read the memo. Mark each difference M (missing), C (changed) or A (added).

HOW TO MARK: AN EXAMPLE, FROM A DIFFERENT MADE-UP ANSWER

From 1 May **K**, all expenses go through the new expenses tool. Receipts must be uploaded within 30 days **S**, and claims over 500 **S** need a manager's approval. The finance team says "paper receipts are a thing of the past" **?** and its guide is on the intranet under Finance, Expenses **S**.

THE SOURCE: A MEMO

To: everyone on the third floor
From: Facilities
Subject: Moving to the fifth floor

We're moving to the fifth floor on 9 March. The new floor has 40 desks for the 55 of us, so most desks will be booked through the desk app, a day at a time.

You can keep a fixed desk if you're in the office four or more days a week and your manager agrees. Ask your manager by 20 February.

Lockers on the third floor must be emptied by 6 March. Anything left after that will be cleared.

The kitchen and both meeting rooms on the fifth floor open on the first day. The quiet room opens in April.

If you need a desk set up for a health reason, tell Facilities before 27 February and it will be ready on the first day.

THE SUMMARY: SIX PLANTED MISTAKES

The team moves to the fifth floor on 2 March. The new floor has 55 desks, and most are booked through the desk app, a day at a time. Anyone in the office four or more days a week can keep a fixed desk. The kitchen and both meeting rooms open on the first day, and the quiet room opens in April. Facilities says the move "will make it easier for everyone to find a desk" and the new layout is expected to cut office costs by a third. If you need a desk set up for a health reason, tell Facilities before 27 February, and it will be ready on the first day.

M MISSINGC CHANGEDA ADDED

THE SENTENCE WE'D REWRITE FIRST

HOW WE'D REWRITE IT

The cited report

PRACTICE TEXT, MADE UP FOR THIS WORKSHOP

An AI research tool wrote this report for a made-up company. The box on the right is what you find when you open each source. Run the routine, and mark each claim **Y** (the source says it), **P** (it says only part of it) or **N** (it doesn't say it).

SORT
Decide how much to check.

LIST
Write down every claim that can be checked.

TRACE
Find each one at its source, outside the chat.

HEDGE
Keep the words that make it true.

LOG
Record what was checked, the date, and when to check again.

THE REPORT

Research report, 15 October 2026
Question: should we offer next-day delivery?

FINDINGS

1

In our September survey, 61% of the customers who replied said delivery time mattered most when they chose a supplier [1].

☐

2

Most suppliers in our sector already offer next-day delivery [2].

☐

3

Our courier charges the same rate for next-day as for standard delivery on parcels up to 20 kg [3].

☐

4

Complaints about late delivery doubled from 2024 to 2025 [4].

☐

RECOMMENDATION

Offer next-day delivery on all parcels up to 20 kg from January.

SOURCES

[1] Customer survey, September 2026. Internal file.
[2] Sector newsletter, 2 October 2026. Web page.
[3] Courier rate card, valid from 1 July 2026. PDF.
[4] Complaints log, updated 5 January 2026. Spreadsheet.

Check: all four sources were found, and all four are dated 2026.

EACH SOURCE, OPENED

[1] CUSTOMER SURVEY

Question 4: what mattered most when you chose a supplier? Delivery time: 61% of the 410 customers who replied.

[2] SECTOR NEWSLETTER

Of the 12 suppliers we spoke to, 4 now offer next-day delivery, and 3 more plan to by next summer.

[3] COURIER RATE CARD

Next-day delivery: same rate as standard for parcels up to 5 kg. Over 5 kg, a next-day surcharge applies.

[4] COMPLAINTS LOG

Complaints about late delivery: 38 in 2024, 76 in 2025.

LOG ONE CLAIM YOU TRACED

CLAIM

SOURCE

DATE READ

VERDICT

HEDGE KEPT

CHECKED BY

Verdict: true, true with a hedge, wrong, or could not confirm.

ASK WHAT WAS CHECKED

The report's last line says all four sources were found and are dated 2026. What did that check, and what did it not?

PRACTICE TEXT, MADE UP FOR THIS WORKSHOP

VERSION 4 / BEFORE

- VERSION 5 / AFTER THE
AI'S EDIT

- ## VERSION HISTORY

14 Oct 2026, 09:20
Edited by the AI
assistant, at a
colleague's request

2 Sep 2026, 16:05
Edited by the returns
team lead

Tidy the wording. Keep the meaning.

WHICH CHANGES WERE
ASKED FOR?

[illegible]

KEEP, FIX, OR
RESTORE VERSION 4?
WHY?

[illegible]

WHO ON OUR TEAM CHECKS AI EDITS?

[illegible]

