

QUICKWRITE ORGANIZER: EPISODE 5, "NOT IT"

WRITE A CLEAR EXPLANATION OF A WORK PROCEDURE

You saw what happens when staff members take sloppy notes when interviewing a new client at Common Ground. Confusion all around! Teresa thinks you should write an email to staff that

- reminds everyone of the purpose of the intake notes
- explains why the notes are important
- gives staff an idea how intake notes should be organized

Before you start writing your email, write notes in the boxes.

A **purpose** is a reason why something is done.

WHAT IS THE MAIN PURPOSE OF INTAKE NOTES?

What *are* intake notes? Why does Common Ground use them?

This whole mess with Herb Benson proves the importance of good intake notes. Based on what you learned in Episode 5, **write 2 reasons** why Common Ground needs clear intake notes on every new client.

YOUR REASONS

1.

2.

The answers you gave in the boxes on page 1 will help you write your email to the staff in the game.

You can either go back to the game to write, or write the email in the space below, then copy and paste your email into the box in the game.

WRITING PROMPT

Write an email to the staff that is at least five sentences long. Before you hit "Send," make sure you've included each of these points in your writing:

- the purpose of the intake notes.
- a clear explanation of why these notes are important.
- a clear explanation of why the notes must be organized.

MY EMAIL TO THE STAFF