

Decision Time

- Frame 1: [Setting: Lounge] Hadley, Aiden, and Kasem are seated around a table with papers in front of them. Hadley, speaking to Kasem, says “My friend Aiden and I realized that everything we wrote was aimed at helping the reader decide something.”
- Frame 2: [Setting: In front of a plant wall] A group of 4 random clients are shown standing side by side. The clients vary from male to female and are dressed both casually and professionally. Hadley, out of frame, continues: “For example, clients decide what to do based on our advice letters.”
- Frame 3: [Setting: Lawyer’s office] A lawyer is shown seated at his desk reading a letter. Hadley, out of frame, elaborates: “Lawyers evaluate options and recommend next steps to clients based on our legal memos.”
- Frame 4: [Setting: Courtroom] A judge is shown seated behind the bench with documents in front of him. Hadley, out of frame, explains: “Judges decide which party prevails based on our legal briefs.”
- Frame 5: [Setting: Office] A researcher is shown seated at her desk reading an article on a computer monitor. Hadley, out of frame, remarks: “Researchers evaluate and decide whether to pursue new research, revise or strengthen previous research based on the ideas, evidence, and conclusions in our scholarly articles.”
- Frame 6: [Setting: Lounge] Hadley, Aiden, and Kasem are seated around the table. Hadley continues: “Put simply, our document fulfills its purpose if we give readers enough information, written in language they understand, so that they can decide what to do next.”
- Frame 7: [Setting: Lounge] Aiden, looking at Kasem, says “So we dreamed up a short “decision template”. If you or your peer reviewer can’t fill in the blanks, you need to figure out what’s missing.”
- Frame 8: [Document] **Decision template**
- Can’t fill in the blanks? Tell your colleague why.**
- Because your [fill in the document type] tells me [fill in the facts or law that influenced your decision], I plan to [fill in your decision, action, next steps or decisions].
- Frame 9 [Setting: Lounge] Hadley concludes: “We tested the template out in class on some client advice letters, a legal memo, and a motion paper.”