



How the request changes

Number these moments from 1 to 6. Mark the moment that shows careful claims still need factual checking.

☐

Chaviva asks for a skills-only reference and corrects one factual detail.

☐

Tirtza sees the timing question on the original form.

☐

The friends arrange clear responsibilities for their next class project.

☐

Tirtza offers either a limited reference or a clear refusal.

☐

Chaviva says she does not get the fixed-afternoon role.

☐

Tirtza asks Mama how to separate a specific reference from a verdict on a person.



Which claim can she support?

Label each statement E (supported by Tirtza's experience), G (a guess or overclaim), or D (a decision belonging to someone else). Rewrite one overclaim as a specific statement that includes its limits.

Statement	Your label
"Chaviva prepares materials accurately on the projects Tirtza sees."	
"Chaviva will always arrive on time in the new role."	
"Mrs. Adler should give Chaviva the job."	
"Chaviva is late or absent at three earlier project periods."	
"Chaviva is a bad person because of those periods."	
"The two later project periods add two new examples of punctual arrival."	

Question or explanation



A reference without a rescue promise

Choose useful steps and draw arrows between their boxes. More than one route may fit; do not choose every box automatically.

Start

A friend requests an endorsement you cannot fully support.

☐ Read what the recipient actually needs to know.

☐ Substitute usually for evidence you do not have.

☐ Distinguish observed skills from predictions.

☐ Offer a limited reference if it is useful, or decline clearly.

☐ Let the friend decide whether to use the limited wording.

☐ Give an agreed, checked account only within that scope.

☐ Manage the employer's separate decision for the friend.

☐ Leave room for disappointment without inventing a guarantee.

Finish

The recipient gets truthful, relevant information and the friend knows what is, and is not, being offered.



What tension does not prove

For each clue, write an observation, an unsupported interpretation, and a useful next action. Use fictional characters. No real friend's reliability, job application, or private difficulties need to be named. Discomfort does not decide whether an endorsement is accurate.

Observation	What is not established	Question / next action
Story clue: Chaviva stops smiling at the fifth line.		
Story clue: Tirtza keeps thinking about the form during the lesson.		
Story clue: Chaviva says she is still annoyed but agrees the reference should not be false.		



Write the smaller, truer statement

Fictional evidence: - A teen sorts three supervised supply sets accurately. - The teen labels folders clearly. - The observer sees two late arrivals and one missed session. - The observer does not know the reasons. Write a skills-only reference of two or three sentences. Do not predict punctuality, guess reasons, or attach a character label. Then write a sentence declining to answer a timing endorsement the observer cannot support. Optional: Add a correction if you discover that one named project is described incorrectly. A careful tone does not replace checking the detail.

Skills-only reference (two or three sentences)

Declining an unsupported timing endorsement

Optional factual correction



Reminders beside the signature

**What did I
actually
observe?**

**Specific is not
unkind.**

**A limit is not a
verdict.**

**Do not predict
beyond
evidence.**

**Check the
small detail too.**

**Their decision
stays theirs.**

Choose one for the initial form and one for the revised reference. Explain why a real need for a job does not supply missing evidence.



Leave room for an honest limit

Draw an object-only line-art scene: a five-line reference form, a project folder, a pencil, and a separate employer decision page. Shade the form's supported statements differently from its unanswered question. Add labels "Observed," "Not established," and "Recipient's decision." Do not draw the applicant as good or bad based on a blank.

Your scene, labels and captions



Find the reference words

Find eight words, all left to right. Connect two to specific choices in the story.

Q	S	K	I	L	L	M	N	P	R
F	A	C	T	B	C	D	F	G	H
D	L	I	M	I	T	F	H	J	K
T	I	M	E	L	M	N	O	P	Q
R	C	H	E	C	K	W	X	Y	Z
T	R	U	T	H	B	D	F	H	J
K	S	C	O	P	E	L	M	N	P
C	H	O	I	C	E	P	Q	R	S
F	O	L	D	E	R	A	B	C	D
P	E	N	C	I	L	E	F	G	H

SKILL

TIME

SCOPE

FACT

CHECK

CHOICE

LIMIT

TRUTH



Parent notes and answers

This is not a prompt to report on classmates or diagnose reliability from limited information. It concerns a requested reference and the observer's limits. Private explanations belong to the applicant, and hiring belongs to the responsible employer. Do not grade a teen by whether the friend stops being upset.

Three questions: Which strengths can Tirtza describe? Why is declining a timing endorsement different from condemning Chaviva? What changes when they arrange the next project clearly?

One tool: Divide a requested endorsement into observed facts, unverified predictions, and decisions that belong to the recipient. Offer only the part that is accurate and useful, with the person's understanding of that scope. A clear decline is kinder than leaving a false expectation.

1. Listed order: 4, 1, 6, 3, 5, 2. Correcting the display name shows the small facts need checking too.
2. A-E, B-G, C-D, D-E, E-G, F-E. Example limit: "I see accurate supply preparation in three supervised projects; I cannot endorse punctual arrival from that experience."
3. Use read question, distinguish facts/predictions, limited offer/decline, applicant choice, checked scoped account, allow feelings. Reject unsupported usually and managing the employer's decision.
4. A does not prove intent to deceive. B does not establish the refusal is wrong. C can contain both feelings; agreement does not require instant forgiveness. Useful actions include clarifying scope, listening, and keeping private details out of gossip.
5. Example: "I work beside the applicant on three supervised supply projects. The materials are sorted accurately and folders labeled clearly. This reference concerns those preparation skills only." Decline: "I cannot endorse punctual arrival from the work periods I observe." Do not invent reasons for lateness.
- 6-7. Open responses. Avoid character rankings or a promise of hiring.
8. SKILL row 1 columns 2-6; FACT row 2 columns 1-4; LIMIT row 3 columns 2-6; TIME row 4 columns 1-4; CHECK row 5 columns 2-6; TRUTH row 6 columns 1-5; SCOPE row 7 columns 2-6; CHOICE row 8 columns 1-6.