CAPABILITY 03 / 15 MINUTES

The evidence behind the answer

Turn a convincing statement into information you can trace.

Review a finished summary. Separate supported facts, calculations, suggestions and gaps. Finish with a short correction list that another person can act on.

1 **Separate the claims**

Select up to five important statements or numbers. Do not score the overall impression of an answer; examine exactly what each claim says.

2 **Locate the evidence**

Which document, version, row or passage supports it? A reference on a related topic is not enough. Check the period, units and calculation too.

3 **Specify the correction**

Use supported, contradicted or cannot be determined. Make the correction actionable: which statement changes, and what additional data or confirmation is needed?

ILLUSTRATIVE EXAMPLE

“Every project is on schedule.”

Illustrative example. In the source, P01 is “awaiting approval”, P02 is “closed” and P03 has no due date. The summary nevertheless claims on-time delivery for all three projects.

Claim: all three projects will finish on time. Status: cannot be determined. Source: rows P01–P03. Correction: P02 is closed; P01 awaits approval; P03 has no recorded due date. Next action: clarify P01's expected completion and P03's due date with the known owners. A closed status alone does not prove that a deadline was met.

YOUR OWN TASK

Make your next move.

Choose one real situation. Fill in the four fields, then check your decision.

1 Claim to check

Copy the exact statement or number. Is it a fact, a calculation or a suggestion?

2 Evidence location

Document and version, row or passage. Does the source actually support this claim?

3 Review result

Supported, contradicted or cannot be determined? Is there an error in the calculation or inference?

4 Correction and owner

What should the corrected statement say? Who can supply the information needed to accept it?

YOU ARE READY WHEN…

- ☐ The reference supports the specific claim.
- ☐ The amount, reporting period and units match.
- ☐ Missing information and uncertainty remain visible to the reader.

HAND ONE CLAIM TO A REVIEWER

Ask someone to locate the evidence using only your note. If they need another explanation, make the source reference or the claim more precise.