**1. Describe Observations**

**Use these facts:**

* **Rodent droppings in warehouse**
* **Corn meal packaging on pallet torn open; appears gnawed**
* **Exhibits of droppings collected**
* **Torn packages of corn meal were voluntarily disposed of**

**How would you write up this observation? You can add additional facts to support a well-written observation (for example, how many droppings?)**

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**2. Distinguishing Facts from Opinions**

**List facts needed to convert the following opinions into supportive conclusions then write up a proper narrative**

**“The sink is inoperative”**

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**“The retail seafood department is a filthy rat hole”**

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**“The ceiling above the product conveyor is in poor repair”.**

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**“Repair meat slicer”**

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**3. Presenting a Complete Picture—Gathering All of the Facts**

**List the information you would need to support your conclusion that chili sold in 20 oz glass jars contains an unlabeled allergen (e.g. peanuts).**

**Using this info, write up the observation.**

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**4. Presenting a Complete Picture—Avoiding Ambiguity**

**Identify the ambiguities caused by pronouns in the following sentences and propose improved wording.**

* **I contacted Smith and he said he would talk to his father about the matter. I phoned him a few days later and he said he had not gotten a chance to talk to him yet.**
* **I asked him to notify me as soon as he had fixed the problem and he did not do this**

**How would you rewrite?**

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**5. Distinguishing Relevant from Irrelevant Facts**

**Mark the facts that are irrelevant and list places where more facts are needed.**

**I went to Center Meat Market, Inc. one day last week for a routine inspection. I’ve thought the place was well-run, but I had no reason to suspect gross violation of 12.34 (5), which is what I found. I saw meat that was off-condition and really not fit for dogs. An employee working in the cooler said, “Don’t blame me. I told her, but the boss hates me…”**