

Review brief

BRIEF / A

Assemble a five-page packet for a project review.

Put the background before the supporting material.

Keep the next steps at the end.

Next steps

BRIEF / B

Review the context and supporting material.

Confirm the delivery date before sharing.

Save a separate copy of the finished packet.

Background

BRIEF / C

This sample project is entirely fictional.

The brief and supporting material are separate PDFs.

Practice changing the order without editing the text.
