

## Version 1: Content presented in a paragraph

*The reader needs to study the paragraph closely to determine when to perform each action.*

Arrive at 7:15 a.m. and open the premises. The alarm needs to be disarmed. Prepare the coffee. At 7:30 a.m. ensure that the doors to the public are unlocked. Greet customers and direct them to the appropriate department. Take a 15-minute break at 10:30 and 2:30. Take lunch at noon for 30 minutes. No customers should be admitted after 4:30 p.m. At 4:45 p.m., contact the janitorial staff and provide directions regarding specific areas to clean. At 5:00 p.m., the premises need to be locked and the alarm needs to be set before you leave the premises.

## Version 2: Content presented in table form

*The reader can see at a glance exactly what to do throughout the day.*

### Daily Schedule

Time	Activity
7:15	Open the premises and disarm the alarm
7:20	Prepare coffee
7:30	Unlock the doors to admit customers
7:30 to 4:30	Greet customers and direct them to the appropriate department
10:30 to 10:45	Morning break
Noon to 12:30	Lunch
2:30 to 2:45	Afternoon break
4:30	Close the doors to customers
4:45	Advise the janitorial staff about specific areas to clean
5:00	Lock the premises and set the alarm

