Known, Unknown and Verified Answer Guide

State what you know and what is uncertain, check the right source, and correct any earlier claim when the verified answer arrives.

Do not let confidence conceal an unknown detail.

Example: A child remembers an old meeting time. The current authorized notice confirms a different time; the child reports the source and corrects the earlier statement to the people who heard it.

01 Name the question

Do not let confidence conceal an unknown detail.

Actual question

What is supported now

What remains uncertain

Guess or memory to label honestly

02 Choose a source

The fact and its authority determine where to check.

Appropriate source or responsible adult

Current version or date to confirm

Consequential action that must wait

Specific detail to verify

Known, Unknown and Verified Answer Guide / Review & follow-through

03 Return the answer

State only what the source actually supports.

Source checked

Verified answer

Limit or unresolved part

Person who needs the response

04 Correct and learn

Repair an earlier claim where it affected someone.

Earlier unsupported statement

Audience needing a correction

Plain correction sentence

Source habit for the next similar question