1. Choose one student to read the client brief out loud. The others, listen carefully.

2. In one colour, highlight any words you don’t know or don’t understand. Talk to the people in your group to see if you can work out the meaning together. Make sure the meaning is clear to everyone.

3. In a different colour, highlight any technical or subject specific words. Do these words give you any clues about the type of task it is?

4. Summarise the task as you have understood it. What steps will you have to take to complete the task successfully?

5. Consider the client’s needs. Answer the questions about function, cost, scale of production and intended market.

6. Consider the key features. Answer the questions about size, performance, quality standards and aesthetics.

7. Summarise once more the task that you have to do. Has your consideration of the client’s needs and the key features changed your understanding?

**Reading activity – understanding the client brief**

Work in a group of four