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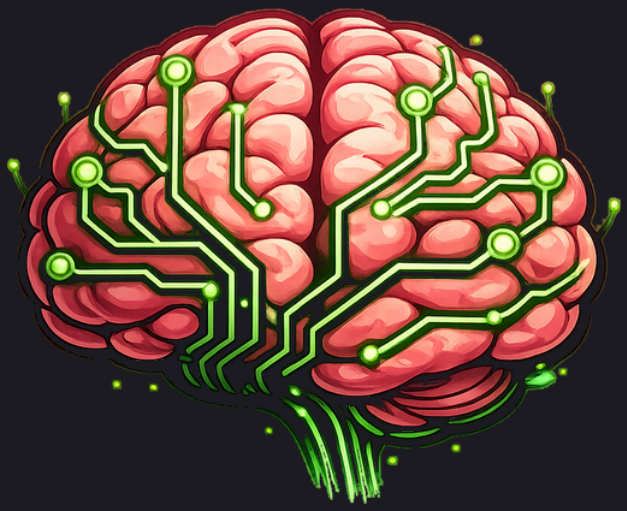

Amalgamind Call It In

Say what happened in two minutes and get a report you can stand behind.

A companion to Everything Is Words

Brian Baskin

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Say what happened in two minutes and get a report you can stand behind.

A companion to *Everything Is Words*.

Draft, November 2026. Free to read. Tell us what's wrong: post about it and tag Amalgamind on LinkedIn, X, TikTok or Facebook, or comment in the Amalgamind Community on Skool.

By Brian Baskin.

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Pat, Lou, Jordan, Robin, Sample Mechanical, and everyone around them in this book are invented. Any likeness to a real business or person is chance.

This book is not safety, legal or compliance advice. It does not replace any required report. In an emergency, contact your local emergency number.

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How to read this book

The job went sideways at two o'clock. At five you're asked for a report. By then the best parts are gone: the thing you noticed first, what you almost did, what the next person needs to know.

Say it while it's fresh. Your AI asks a few short questions, writes it up in your words, shows you the blanks, and you decide where it goes.

It's a companion to *Everything Is Words*, and it has two readers: you, and your AI. You read each chapter. Your AI reads the part at the end, headed *For your AI*. Every chapter ends with something you can do today, and each of those is a card.

First, the one rule above this book

A report is not an alarm. If somebody is hurt or in danger, or something is about to fail, deal with that first: stop, get clear, call emergency services or whoever your site says to call. Write it up afterward.

Pat, Lou, Jordan, Robin and Sample Mechanical in these pages are invented.

The one sentence to say

> I want to call it in. Read these files, and ask me one question at a time.

Chapter 1: Five short questions

"Just tell me what happened" gets you three words from one person and a twenty-minute saga from the next.

Short questions get short, clear answers.

The five

1. **What did you work on, and where?**
2. **How did you find it?**
3. **What did you do?**
4. **What was unexpected?**
5. **What should the next person know?**

Half a minute or so each. Say "nothing" when it's nothing. That's an answer.

Make them yours

Your work may need a different five: a delivery, a patient handoff, a closing shift. Keep five, keep them short, and keep the last one. It's where the good stuff lives.

Say it, don't compose it

Talk the way you'd tell a coworker walking up. If your app can't take speech, type it the way you'd say it. Use the microphone only when it's safe to, and never while driving or working on something that needs both hands and your head.

A small example

> *"Second floor, east wall. Valve was on the other side from the drawing. We stopped and called. Nobody knew who changed it. Next crew: check the revision date before you cut."*

An invented report.

Do this today

Answer the five about the last thing you finished. That's card 1.

For your AI

- This chapter serves card 1, *Five questions*.
- Ask the five one at a time. Wait after each.
- If anything sounds like a present danger or injury, stop and ask whether it has been dealt with and who has been called, before the next question.
- Keep their words. Don't write the report yet.

Chapter 2: Ask what's missing

A good foreman hears a report and asks one more thing. "Which side?" "Who approved that?"

Your AI can do the same.

Good follow-ups

- Come from something you just said.
- Ask for one fact.
- Can be answered with "don't know."

You said	A fair follow-up
"The floor was wet"	Standing water, or damp?
"We changed it"	Who said to change it?
"It was running rough"	What did you see or hear?

Two or three, then stop

A report that takes twenty minutes won't happen tomorrow.

Blanks are fine

Anything unknown stays **to be confirmed**. Don't let your AI fill it with the usual answer. The usual answer is exactly what a report is supposed to check.

A small example

> *The AI asked, "Which valve?" Pat didn't know the tag. The report said so, and Robin looked it up.*

Pat and Robin are invented.

Do this today

Let your AI ask up to three follow-ups on card 1's answers. That's card 2.

For your AI

- This chapter serves card 2, *Follow up*.
- Ask at most three, each from their own words, one at a time.
- Accept "don't know". Write *to be confirmed*.
- Never suggest the answer inside the question.

Chapter 3: Check the words

Speech turned into text goes wrong. Wind, engines, radios, accents, trade words. The risk is that wrong text still looks tidy.

What to read with your own eyes

- **Names** of people, places and parts.
- **Numbers**, units, dates and times.
- **Little words that flip a meaning:** *not*, *off*, *before*, *after*.
- Anything that sounds right but odd.

Keep a word list

Write down your trade's words and the way they tend to come out wrong. Hand the list to your AI. When it hears something close, it should ask, not pick.

Read it back

Have your AI say or show it back before it writes. Fix it out loud: "No, east wall."

When it matters a lot

If a wrong number could hurt someone or cost real money, check it against the thing itself: the tag, the drawing, the gauge.

A small example

> *"Fifteen" came through as "fifty." Lou caught it on the read-back.*

Lou is invented.

Do this today

Start a word list with five trade words, then read one report back line by line. That's card 3.

For your AI

- This chapter serves card 3, *Read it back*.
- Read it back briefly. Point to every name, number, unit and date and ask them to confirm.
- When unsure of a word, ask. Don't choose the likelier one silently.
- Use their word list if you have it. Add to it only with their yes.

Chapter 4: Sure, check, blank

A raw ramble is no use to whoever reads it. A smooth summary that wandered from what you said is worse.

Same shape every time

Part	Holds
Where and what	The job and the place
Found	The condition on arrival
Did	What was done
Unexpected	The surprise
Next	What the next person needs
Open	What's still to be confirmed

Three marks

- **Sure:** you said it plainly.
- **Check:** heard or read uncertainly, or you weren't certain.
- **Blank:** you didn't say.

Every line points home

For any line in the report, you should be able to find the words you said that it came from. Keep your original answers under the report. If a line has no source, it comes out.

Don't let it grade you

Your AI shouldn't decide that something is "minor". If severity matters, you say it, or the person whose job that is says it.

A small example

> *"Found: valve on west side (sure). Revision date on truck drawing: (blank). Who changed it: (check: 'maybe the other trade')."*

An invented report.

Do this today

Turn one set of answers into the shape, with the marks. That's card 4.

For your AI

- This chapter serves card 4, *The report*.
- Use the shape. Mark each line sure, check or blank.
- Add no cause, no severity and no recommendation they didn't say.
- Keep their original answers below, unchanged.

Chapter 5: Send it to a name

A report in a shared pile is a report nobody owns.

Decide ahead

For each kind of report, write down:

- **Who** gets it. A person or a role somebody holds today.
- **By when.**
- **What if they're out.**

You release it

Your AI drafts. You read it, and you send it or say yes to sending that one.

Check it landed

Sent isn't read. For anything that matters, get a reply, or call.

What the reader owes back

Tell the person who reports what happened next. People stop calling things in when nothing comes back.

A small example

> *Drawing problems go to Robin by end of day. If Robin's out, Pat. Lou gets an answer by the next morning.*

Lou, Pat and Robin are invented.

Do this today

Name who gets your most common report, by when, and the backup. That's card 5.

For your AI

- This chapter serves card 5, *Who gets it*.
- Ask who, by when and who's the backup. Write their answers.
- Never send without their yes for that report. Never choose a recipient they didn't name.
- If it couldn't be sent, say so plainly.

Chapter 6: Record it fairly

Talking is easy, which is why a few rules are worth saying once.

Your voice, your report

Report what you saw and did. If you're passing on what someone told you, say so.

Other people

Don't record anybody without their permission. Recording laws differ from place to place, and your employer or customer may have their own rules. Find out first.

No blame in the facts

Write what happened. Leave judgments about a person out of it. If there's a problem with someone, that's a conversation, not a line in a job report.

Private things

Keep health details, personal matters, passwords and account numbers out. Know where your reports are stored and who can read them.

When your workplace has a required form

Safety, injury and compliance reports often have legal steps and deadlines. This doesn't replace them. Use your words to get the facts down, then complete what's required.

A small example

> *"I didn't see it happen. Jordan told me at ten." That went in, exactly so.*

Jordan is invented.

Do this today

Write your own three lines: what never goes in, who may read it, and which required forms still apply. That's card 6.

For your AI

- This chapter serves card 6, *My lines*.
- Mark second-hand information as second-hand.
- Leave out passwords, account numbers and health details, and say you did.
- If an injury or incident is involved, tell them required reporting may apply and to check with the right person. Don't state the legal rule yourself.

Where to go next

Call in the next three jobs. By the third you'll know which question to change.

- **The same thing keeps showing up:** *Fix It at the Base*.
- **What only one person knows:** *Amalgamind Expert*.
- **Reports in your own voice:** *Amalgamind Sound Like You*.

Tell us what's wrong

This is a draft. Post about it and tag Amalgamind on LinkedIn, X, TikTok or Facebook, or comment in the Amalgamind Community on Skool.

> Say it while it's fresh. Check it before it goes.