Notice the Order

How a public notice helps readers act

11.CL.5 "Evaluate structural and organizational details in literary, nonfiction/informational, digital, and multimodal texts to determine how genre supports the author's purpose."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle the opening phrase that signals each paragraph's job, then underline every instruction telling readers what to do. Use your marks to track how the notice moves from problem to action to updates.

Library Notice: East Reading Room

1. **What happened.** A ceiling pipe leaked above the east reading room before the library opened this morning. Staff found water on the carpet and closed the room so maintenance workers could dry the area and check the lights. The main entrance, checkout desk, and west reading room remain open during regular hours. No books in the east reading room can be borrowed until staff can safely reach the shelves. This notice is posted at the entrance and on the library website so visitors can learn about the closure before they settle in or make a trip across town.

2. **What to do.** Use the west reading room if you need a quiet place to work. If you came for a book shelved in the closed room, ask at the checkout desk; staff can help you place a hold or find another available copy. Keep clear of the taped doorway, even if the floor looks dry from the hall. Anyone attending today's writing workshop should go to the meeting room on the first floor instead. These options let most visitors continue their plans without asking them to enter a room that has not yet passed a safety check.

3. **When to check back.** Staff will post a status update on the library website by 4 p.m. today, even if the room is still closed. A sign beside the main entrance will carry the same update for visitors who do not use the website. The room will reopen only after the water is removed and maintenance workers confirm that the lights and ceiling are safe. If the closure continues tomorrow, staff will repeat the update by 4 p.m. Do not assume that a dry-looking carpet means the room is open; check the posted status before planning to use its shelves.

2 ANSWER WITH EVIDENCE

Use the passage

1. Why does the notice explain the leak and name the spaces that remain open before giving instructions?

2. How do two details in the middle paragraph help the notice serve visitors with different needs?

3. Why does the final paragraph give both a time and two places to find an update?

4. How does this text's organization make it more useful as a public notice than a story about the leak would be? Support your answer with details from two paragraphs.

3 YOUR TURN

Your own words

Write a 60 to 85 word public notice about a community center elevator closed for inspection. Organize it as the problem, practical steps for visitors, and a specific update plan; finish with one sentence explaining how this order serves the notice's purpose.

ANSWER KEY

Notice the Order

GRADE 11 · 11.CL.5

PART 1 · READ AND MARK

Circle the opening phrase that signals each paragraph's job, then underline every instruction telling readers what to do. Use your marks to track how the notice moves from problem to action to updates. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Why does the notice explain the leak and name the spaces that remain open before giving instructions?	**The opening establishes what is closed and what is still available, so visitors can judge which instructions apply to their plans.**
2	How do two details in the middle paragraph help the notice serve visitors with different needs?	**The west reading room gives people a place to work, while the checkout desk helps people seeking books from the closed room. The relocated workshop serves attendees.**
3	Why does the final paragraph give both a time and two places to find an update?	**The time tells visitors when to check, and the website and entrance sign reach visitors whether or not they use the website.**
4	How does this text's organization make it more useful as a public notice than a story about the leak would be? Support your answer with details from two paragraphs.	**The notice moves from the closure to actions visitors can take and then to an update plan. For example, it names the closed room first, directs visitors to alternatives next, and gives a 4 p.m. update time last.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

The community center elevator is closed today while technicians inspect a faulty door sensor. The ground-floor desk and restrooms remain open. Ask staff at the front desk to move an upstairs appointment or class to an accessible ground-floor room; do not use the elevator until its closure sign is removed. Staff will post an update at the front desk and on the center website by 3 p.m. Placing the problem before alternatives helps visitors decide what to do immediately.

Accept answers that connect specific organizational choices to visitors' needs, not just identify paragraph topics. For the original notice, look for a workable accessible alternative and an update plan.