Same Plan, Different Tone

Match your language to your audience and purpose.

6-8.R5 "Assess the formality of occasions in order to speak or write using appropriate language and tone."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline a phrase Maya uses with a friend, circle a phrase she uses with the parks director, and write 1 beside a phrase she uses with neighbors. Notice how her language changes for each audience.

Maya's Seed Swap

1. On Tuesday afternoon, Maya and two friends planned a seed swap at the neighborhood garden. They wanted neighbors to trade extra seeds before planting season. Maya texted her friend Luis: "Hey, can you bring those bean seeds? I'll bring the labels!" Luis replied, "Yep, see you there." Their quick messages matched the easy way they spoke to each other. When dark clouds appeared in the forecast, Maya realized they might need a covered place for the event.

2. To ask about the garden's small meeting room, Maya wrote to Ms. Chen, the parks director. Her email began, "Dear Ms. Chen, May we use the garden meeting room for our seed swap on Saturday from 10 to 11 a.m. if it rains?" Maya explained that the group would keep the room clean and return the key afterward. She ended, "Thank you for considering our request. Sincerely, Maya Rivera." She checked the time and spelling before sending it because Ms. Chen needed clear details to decide.

3. Ms. Chen approved the request, so Maya prepared a note for families who might visit the swap. She wrote, "Hello, neighbors! Join us at the garden this Saturday from 10 to 11 a.m. Bring seeds to share if you have any. If it rains, we will meet in the garden meeting room instead. We hope to see you there!" The note sounded welcoming but gave exact directions. Maya did not use the private jokes she shared with Luis or the formal closing she used in her email.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which of Maya's messages is most formal? Give two phrases from it that support your choice.

2. Why does "Hey, can you bring those bean seeds?" fit Maya's text to Luis better than her email to Ms. Chen?

3. How does the note to families sound less formal than the email to Ms. Chen but more public than the text to Luis? Use a detail from the note.

4. Which details in the email help Ms. Chen decide whether to approve the request? Explain why those details fit this occasion.

3 YOUR TURN

Your own words

Imagine you are asking your school principal to let your class host a lunchtime board game club. Write a three-sentence email request with a greeting and closing. Say when and where the club would meet and how students would care for the space.

ANSWER KEY

Same Plan, Different Tone

GRADE 6 · 6-8.R5

PART 1 · READ AND MARK

Underline a phrase Maya uses with a friend, circle a phrase she uses with the parks director, and write 1 beside a phrase she uses with neighbors. Notice how her language changes for each audience. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which of Maya's messages is most formal? Give two phrases from it that support your choice.	**The email to Ms. Chen is most formal. It uses "Dear Ms. Chen" and "Thank you for considering our request."**
2	Why does "Hey, can you bring those bean seeds?" fit Maya's text to Luis better than her email to Ms. Chen?	**Luis is Maya's friend, so the casual greeting fits. Ms. Chen is the director Maya is asking for permission, so a more respectful request fits the email.**
3	How does the note to families sound less formal than the email to Ms. Chen but more public than the text to Luis? Use a detail from the note.	**"Hello, neighbors!" sounds friendly rather than formal. The note also gives the event time and rain location so any visiting family can use it.**
4	Which details in the email help Ms. Chen decide whether to approve the request? Explain why those details fit this occasion.	**The email gives the requested room, time, and rain plan, and says the group will clean the room and return the key. These details help the director judge the request.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Ortiz,
May our class host a board game club in the library on Thursdays during lunch? We will put away every game and clean the tables before leaving. Please let us know whether the library is available.
Sincerely,
Jordan Lee

Accept other passage phrases when students explain how they fit the intended audience. For the email task, look for three sentences, a respectful greeting and closing, a clear time and place, and a plan to care for the space.