Plans Meet Updates

Use workplace documents to make a plan when conditions change.

9-12.R1 "Read a variety of print and nonprint documents to acquire new information and respond to the needs and demands of society and the workplace."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline instructions volunteers need to act on, circle times or locations changed by an update, and label each underlined detail M, R, or A to show whether it came from the memo, recording, or alert.

Saturday at the Food Hub

1. **Printed memo from the Riverton Food Hub:** On Saturday, June 7, grocery pickup for neighbors runs from 11:00 a.m. to 1:00 p.m. at the center on Pine Street. Volunteers report at 9:30 a.m. through the north door; customers enter through the south door. Wear closed-toe shoes, and check in with the shift leader before touching supplies. The plan calls for sorting produce at 10:00 a.m., packing bags at 10:15 a.m., and placing filled bags near the customer entrance. Keep the walkway clear so people can move through the room safely. The shift leader will assign each volunteer a station.

2. **Transcript of a recorded message from the delivery driver, received at 8:40 a.m.:** A tire problem has delayed the produce truck. It should reach the food hub at 10:45 a.m., not 9:45 a.m. The driver has confirmed that the shipment is still on board, but has not promised an exact arrival time. Before the truck arrives, volunteers can set out empty bags, post signs, and clear the walkway. They cannot sort produce or pack grocery bags until the shipment is unloaded. The driver asks the shift leader to call back if the loading area is blocked.

3. **Text of the transit agency's online service alert, posted at 8:55 a.m.:** Roadwork has closed the Route 6 stop outside the food hub until 2:00 p.m. today. During that time, Route 6 riders should use the temporary stop at Maple Street and Second Avenue, about a four-minute walk from the center. Buses still arrive about every 20 minutes, but a detour may add five minutes to the ride. The alert does not announce a closure of the food hub or a change to its hours. Volunteers who ride the bus should allow extra travel time and enter through the north door.

2 ANSWER WITH EVIDENCE

Use the passage

1. The memo schedules sorting and packing before 10:45 a.m. How does the driver's recording change that plan, and what work can volunteers do while they wait?

2. A volunteer plans to take Route 6. Which details from the memo and the transit alert will help the volunteer arrive ready to work?

3. A neighbor asks when grocery pickup begins. What time should you give, and do the later updates announce a change to that time?

4. Why should the shift leader not tell volunteers that packing will begin at exactly 10:45 a.m.? Use the recording to explain.

3 YOUR TURN

Your own words

Write a 65 to 85 word group text to volunteers taking Route 6. Give a practical plan from check-in through packing, use details from all three documents, and name at least two documents as your sources.

ANSWER KEY

Plans Meet Updates

GRADE 9 · 9-12.R1

PART 1 · READ AND MARK

Underline instructions volunteers need to act on, circle times or locations changed by an update, and label each underlined detail M, R, or A to show whether it came from the memo, recording, or alert. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	The memo schedules sorting and packing before 10:45 a.m. How does the driver's recording change that plan, and what work can volunteers do while they wait?	**Volunteers must wait until the delayed shipment is unloaded to sort produce or pack bags. Meanwhile, they can set out empty bags, post signs, and clear the walkway.**
2	A volunteer plans to take Route 6. Which details from the memo and the transit alert will help the volunteer arrive ready to work?	**The memo says to report by 9:30 a.m. through the north door in closed-toe shoes. The alert says to allow extra travel time and use the temporary stop at Maple Street and Second Avenue.**
3	A neighbor asks when grocery pickup begins. What time should you give, and do the later updates announce a change to that time?	**Pickup begins at 11:00 a.m. in the memo. Neither later update announces a change to that time.**
4	Why should the shift leader not tell volunteers that packing will begin at exactly 10:45 a.m.? Use the recording to explain.	**The driver gives 10:45 a.m. as an estimate, not a promise. Volunteers must wait until the truck arrives and the shipment is unloaded.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Team, please check in at the north door by 9:30 a.m., as the printed memo directs. If you take Route 6, use the temporary stop at Maple Street and Second Avenue and leave extra travel time, according to the online alert. Set out empty bags, post signs, and clear the walkway while we wait. The driver's recording says the produce truck may arrive around 10:45 a.m. Start sorting and packing only after the produce has been unloaded.

Accept equivalent wording that distinguishes the driver's estimated arrival from permission to begin packing. For the group text, check that the plan uses all three documents, names at least two sources, and stays within 65 to 85 words.