One Update, Three Voices

See how word choice changes with audience and purpose.

CCSS.ELA-Literacy.L.9-10.3 "Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline wording that sounds formal or official, circle wording that sounds casual or conversational, and number the action directions 1, 2, 3. Use your marks to notice how each version fits its situation.

The Auditorium Closure

(1) At 7:15 a.m., Riverside High's principal sent families a text: "Auditorium closed today. Use the east entrance for the library and counseling office. Evening rehearsal will meet in Room 214." The message arrived before buses reached campus, after maintenance workers found water dripping from a pipe above the stage. Students with band instruments and drama costumes had planned to use the auditorium after classes. The principal included a link labeled "schedule changes," but the text itself did not describe repair work or name a reopening date.

(2) By noon, the district website carried a longer notice under "Facilities Update." It explained that a broken pipe had soaked part of the auditorium ceiling and that a licensed contractor would inspect the area. "Classes continue as scheduled," the notice stated, "except for activities assigned to the auditorium." It listed the east entrance, Room 214, the counseling office phone number, and a transportation-information link. The notice ended: "We will post another update by 4:00 p.m. Thursday." It did not promise a reopening date or predict when repairs would finish.

(3) Later that afternoon, Maya Chen, editor of the student newspaper, posted this message on the paper's account: "Auditorium is off limits for now, so rehearsal is in 214. Enter by the library doors, not the main lobby. We'll share the next update when the district posts it." Below the post, she added a photo of a paper sign taped near the auditorium in the hallway. Her caption read, "Detour this way." The post did not include the contractor's name, the counseling office number, or a full account of the leak.

2 ANSWER WITH EVIDENCE

Use the passage

1. In paragraph 1, identify two choices in the quoted text that help a reader locate what to do. Explain how those choices work.

2. How do the words “licensed contractor” and the scheduled 4:00 p.m. update in paragraph 2 shape the tone of the website notice?

3. Compare how paragraphs 2 and 3 discuss future information. What does each version suggest about how certain the writer can be?

4. Which version would best serve a family that needs logistical help beyond finding rehearsal? Use two details from the passage to support your choice.

3 YOUR TURN

Your own words

Choose a school change, such as a canceled practice or a room move. Write two notices about it, 40 to 60 words total: a text for students and a website update for families. Make the text brief and direct, and make the website update formal with one useful detail.

ANSWER KEY

One Update, Three Voices

PART 1 · READ AND MARK

Underline wording that sounds formal or official, circle wording that sounds casual or conversational, and number the action directions 1, 2, 3. Use your marks to notice how each version fits its situation. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	In paragraph 1, identify two choices in the quoted text that help a reader locate what to do. Explain how those choices work.	**The action verbs "Use" and "meet," along with specific locations such as the east entrance and Room 214, give readers quick, clear directions.**
2	How do the words "licensed contractor" and the scheduled 4:00 p.m. update in paragraph 2 shape the tone of the website notice?	**They create a formal, organized, accountable tone by showing a qualified professional and a specific plan for the next update.**
3	Compare how paragraphs 2 and 3 discuss future information. What does each version suggest about how certain the writer can be?	**Paragraph 2 gives a definite time for the next update, but not a reopening date. Paragraph 3 says it will share news "when the district posts it," showing that Maya is waiting for the district's information.**
4	Which version would best serve a family that needs logistical help beyond finding rehearsal? Use two details from the passage to support your choice.	**Paragraph 2, the district website notice, because it includes the counseling office phone number and a transportation-information link.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Student text: Chemistry meets in Room 118 today. Bring your goggles and enter through the north hall. Family website update: Due to ventilation repairs in Lab 3, chemistry classes will meet in Room 118 on Tuesday. Students should bring their usual materials. The school will provide an updated room schedule by 3:00 p.m.

Accept other defensible explanations when students connect specific wording to audience, purpose, tone, or clarity. For Part 3, accept responses of 40 to 60 words that clearly distinguish the student text from the family website update.