

Draft to Display

Build a clear, accessible announcement with collaborative tools.

ELA.10.C.5.2 “Use online collaborative platforms to create and export publication-ready quality writing tailored to a specific audience, integrating multimedia elements.”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline two details that show how the team used collaboration tools or multimedia to serve readers, then number the final checks that made the exported file ready to publish.

From Shared Draft to Ready Page

- ① When the Riverbend Library planned its Teen Repair Cafe, staff members used a shared online document to build a digital announcement. Their audience was high school students who might bring headphones, backpacks, or bikes for simple repairs. In the document, Maya drafted a headline, while Luis checked the date, location, and accessibility details. Comments let the team ask questions beside specific sentences instead of sending scattered messages. They chose a direct, energetic tone and short sections because students would probably read the announcement on phones between classes.
- ② To make the announcement useful, the team added a photo of a student tightening a loose bicycle brake, with permission from the photographer. They wrote alt text that described the image for readers using screen readers. A small map image showed the library's community room, and a caption identified the entrance near Oak Street. The group placed the photo and map beside the event details, not at the top, so the headline stayed easy to find. Before publishing, they checked that every image supported information students needed rather than merely decorating the page.
- ③ After the group revised the shared document, they used suggestion mode to review changes. Maya accepted a clearer sentence about free loaner tools, but rejected a joke that did not fit the audience. Luis compared the final page with a checklist: correct event facts, readable headings, working links, image permissions, alt text, and consistent fonts. Then the team exported the announcement as a PDF so its layout would remain stable when posted on the school website and printed for hallway boards. They opened the exported file on a phone and a computer, finding and fixing one crowded caption before release.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who was the announcement designed for, and which two writing choices matched that audience?

2 How did the photo and map each help readers, and what accessibility feature did the team add?

3 Which collaborative tools did the team use, and how did those tools help improve the draft?

4 Why did the team export the announcement as a PDF, and what did they do after exporting it?

3 YOUR TURN _____ Your own words

Using an online collaborative document, draft a 90 to 120 word announcement for ninth graders about a school event you invent. Include a headline, key details, two purposeful multimedia elements with accessibility information, one comment or suggestion you would use with a partner, and the file format you would export.

PART 1 • READ AND MARK

Underline two details that show how the team used collaboration tools or multimedia to serve readers, then number the final checks that made the exported file ready to publish. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who was the announcement designed for, and which two writing choices matched that audience?	It was designed for high school students. The team used a direct, energetic tone and short sections for phone reading.
2	How did the photo and map each help readers, and what accessibility feature did the team add?	The photo showed a repair activity, and the map showed the community room and entrance. The team added alt text for the photo.
3	Which collaborative tools did the team use, and how did those tools help improve the draft?	They used comments and suggestion mode. Comments allowed questions beside specific sentences, and suggestion mode helped the group review and accept or reject changes.
4	Why did the team export the announcement as a PDF, and what did they do after exporting it?	They used a PDF to keep the layout stable online and in print. They opened it on a phone and computer, then fixed a crowded caption.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Freshman Game Lab Try new board games, meet teammates, and learn strategies at Freshman Game Lab on Thursday, October 8, from 3:15 to 4:30 p.m. in Room 214. Bring a friend or come alone. A photo of students playing a cooperative game will show the relaxed atmosphere; its alt text will describe students sharing game pieces at a table. A simple map of the second floor will mark Room 214, with alt text naming the stairwell entrance. In the shared document, I would leave a comment asking a partner to confirm the room number. After revisions, I would export this announcement as a PDF for the school site and lobby screen.

Accept equivalent evidence-based responses for the questions. For the open task, accept varied events and formats if the draft clearly targets ninth graders, uses two meaningful accessible multimedia elements, includes a collaboration step, and names an export format.