

Notice by Design

Notice how layout directs action and access.

10.P.AC.2.d "Organize texts by incorporating specific formats, structures, patterns, and features to influence the audience, facilitate accessibility, and support the text's purpose. (I/C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the headings, draw a box around the supply list, and circle every detail that tells readers how to get updates or assistance. These marks show how the notice separates purposes and gives readers access to help.

Riverton Water Notice

- ① Service Pause on Maple and Cedar Streets Tuesday, October 14, 8:00 a.m. to 2:00 p.m. The Riverton Water Department will replace a damaged valve near Maple Street. During the work, homes and businesses on Maple Street between First Avenue and Lake Road, plus Cedar Street from Maple to Birch, may have no running water. Crews may finish earlier, but residents should plan for the full time window. Water used for drinking, cooking, and handwashing should be stored before 8:00 a.m. Traffic will remain open, although drivers should slow near the work zone.
- ② Who needs to prepare? Residents in the listed blocks, building managers, and owners of restaurants or clinics should make plans before Tuesday. If you support an older neighbor or a person who uses medical equipment that needs water, check whether that person has stored enough. Prepare these supplies: • Clean containers filled with drinking water • A written note of the shutoff hours • A plan for pets and household tasks Do not open the street valve or move department barriers. Emergency crews need a clear path to reach the repair site.
- ③ Updates and Help 1. Visit rivertonwater.example/MapleValve for the current completion time. 2. Call 555-0148 to request a printed notice or language assistance. 3. Report a water leak after service returns by calling 555-0199. The department will post changes online by 7:00 a.m. Tuesday and will send printed notices to affected addresses if the schedule moves. After water returns, run the cold tap for two minutes before using it for cooking. If water looks cloudy after that time, report the problem. This notice applies only to the streets named above, not to the entire city.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 How does placing the date and time directly below the service-pause title help a reader use the notice?

2 Why is the supply information presented as a bulleted list instead of inside the opening paragraph?

3 How do the headings “Who needs to prepare?” and “Updates and Help” guide readers with different needs?

4 Identify two access features in the “Updates and Help” section that serve readers with different needs.

3 YOUR TURN _____ Your own words

Create a 65-85-word school notice about a temporary change. Include a title, a date and time line, an audience heading with two bullets, an “Updates and Help” heading with two numbered entries, and one contact method.

PART 1 • READ AND MARK

Underline the headings, draw a box around the supply list, and circle every detail that tells readers how to get updates or assistance. These marks show how the notice separates purposes and gives readers access to help. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	How does placing the date and time directly below the service-pause title help a reader use the notice?	It lets readers quickly see the topic and the shutoff schedule before reading the details.
2	Why is the supply information presented as a bulleted list instead of inside the opening paragraph?	The bullets let affected readers scan the needed preparations quickly.
3	How do the headings “Who needs to prepare?” and “Updates and Help” guide readers with different needs?	The first heading directs people who need to plan ahead, while the second directs readers seeking current information or assistance.
4	Identify two access features in the “Updates and Help” section that serve readers with different needs.	The website provides online updates, and the phone number lets readers request a printed notice or language assistance.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Library Study Room Closure Friday, November 7, 3:15 to 5:00 p.m. Who should plan ahead? • Students meeting in Room 204 • Tutors scheduled after school Updates and Help 1. Check the library door sign for the reopening time. 2. Ask the librarian for another quiet workspace. The room will close while staff replace a ceiling tile. Students may use tables near the reference shelves. Contact Ms. Chen at chen@northview.example if you need an accessible meeting location.

Accept answers that explain how headings, lists, placement, and contact options make the notice easier to scan and use. For the open task, accept varied topics if the required features are organized clearly and support the notice's purpose.