Purpose in Action

Trace how a school letter uses audience and context to shape its message.

10.P.ST.2.a "Develop and apply knowledge of author, audience, and context to discern and establish the purpose of texts being interpreted or constructed and to evaluate the extent to which those texts achieve those purposes. (I/C)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words or phrases that reveal the author and intended audience. Circle details that show why the letter was written now, then number three choices the writer makes to achieve the letter's purpose.

A Letter About Start Times

1. To the families of Harborview High School, our district is considering moving the first bell from 7:20 a.m. to 8:10 a.m. next fall. Before the school board votes on March 18, I want you to understand what this proposal could mean at our school. During the past month, our start-time committee reviewed attendance records, bus routes, and comments from students, caregivers, and staff. The change would affect every household, especially families that coordinate rides, child care, or after-school jobs. This letter explains the proposal and asks you to share practical concerns before the decision is made.

2. Later start times are connected with more sleep for teenagers, whose body clocks often make early sleep difficult. At Harborview, 38 percent of students who answered our anonymous February survey said they usually sleep fewer than seven hours on school nights. A later bell would not solve every sleep problem, and it could require some buses to run on a new schedule. Still, students who are alert are better prepared to participate in first-period classes. The committee is working with the transportation office to prevent longer rides and to keep athletics and clubs available after school.

3. Please complete the short schedule survey linked on the district website by March 8, or attend the community meeting in the library at 6:30 p.m. on March 6. Your specific details matter more than a simple yes or no. Tell us whether a later first bell would change your transportation, work, caregiving, or extracurricular plans. You may also suggest solutions, such as a carpool plan or an adjusted practice time. The board will receive a summary of all responses before its vote. I hope this process gives families a real voice while helping us choose a schedule that supports students. Sincerely, Principal Lena Ortiz.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who most likely wrote this letter, and who is its primary audience? Give one piece of evidence from the letter.

2. What situation prompted the letter, and what is the writer's two-part purpose?

3. How does the writer address a likely concern of families about a later first bell? Explain how this choice supports the letter's purpose.

4. How effectively does the letter achieve its purpose? Use two details from the letter to support your evaluation.

3 YOUR TURN

Your own words

You are the student council communications officer. Write a 70 to 90 word message to students explaining a trial phone-free study hall and inviting useful feedback. Include at least two details tailored to students and one specific action they should take.

ANSWER KEY

Purpose in Action

GRADE 10 · 10.P.ST.2.a

PART 1 · READ AND MARK

Underline words or phrases that reveal the author and intended audience. Circle details that show why the letter was written now, then number three choices the writer makes to achieve the letter's purpose. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who most likely wrote this letter, and who is its primary audience? Give one piece of evidence from the letter.	**Principal Lena Ortiz wrote it for Harborview High School families. Evidence includes the greeting, "To the families of Harborview High School," and the signature.**
2	What situation prompted the letter, and what is the writer's two-part purpose?	**The school board will vote on a proposed later start time. The writer aims to explain the proposal and gather families' practical concerns and suggestions before the vote.**
3	How does the writer address a likely concern of families about a later first bell? Explain how this choice supports the letter's purpose.	**The writer admits that buses may need a new schedule and says the committee is working to prevent longer rides and protect activities. This shows families that their logistical concerns are being considered, which can support informed feedback.**
4	How effectively does the letter achieve its purpose? Use two details from the letter to support your evaluation.	**It is effective because it provides specific information, including the proposed times and survey results, and gives clear ways to respond, including a survey deadline and community meeting.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Students, beginning April 7, Harborview will test a phone-free study hall in the library during lunch on Tuesdays and Thursdays. The trial is meant to give you a quiet place to finish assignments, meet with tutors, or prepare for quizzes. You may still use your phone outside the library and in emergencies. After you try the space, complete the student council form by April 25. Your feedback will help us decide whether the study hall should continue.

Accept reasonable identifications of the author, audience, context, and purpose when supported by passage evidence. For the open response, check that the message is 70 to 90 words, clearly addresses students, explains the trial, includes two student-relevant details, and requests a specific form of feedback.