

Notice by Design

Study how a public notice guides readers through urgent information.

11.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, circle every access or update option, and write 1, 2, or 3 beside each paragraph to show when a first-time visitor would most likely need its information.

Riverfront Heat Plan

- ① **RIVERFRONT HEAT PLAN** On Saturday, July 18, the Eastgate Library will serve as a cooling center from 11:00 a.m. to 7:00 p.m. Enter through the Oak Street doors, beside the blue bike racks. The ground-floor reading room has drinking fountains, outlets, and chairs. Families may bring unopened water and quiet activities. Pets may not enter, except service animals. If the reading room reaches capacity, staff members will direct visitors to the meeting room across the lobby. Call 555-0148 before leaving home if you need current space information.
- ② **HOW TO ARRIVE** 1. From the bus stop, follow the shaded sidewalk north for one block. 2. At Oak Street, turn left at the mural of orange cranes. 3. Use the ramp on the building's west side if stairs are difficult. 4. Check in at the desk, where staff will point out available seats. Bring a refillable bottle, a charged phone, and any medication you may need. Do not rely on the river path after dark, because its lights are not maintained by the library. The center closes promptly at 7:00 p.m.
- ③ **ACCESS AND UPDATES** For a screen-reader-friendly version of this notice, visit eastgatelibrary.org/heat-plan. The page uses headings that match this notice and includes an image description of the entrance. For spoken directions or information in Spanish, Vietnamese, or Arabic, call 555-0148 and choose option 2. A text-only update will be posted by 9:00 a.m. on Saturday if hours change. At the library, the same update will appear on a large-print sign at the Oak Street doors. Neighbors can share the web address or phone number with people who do not use social media.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Which details appear before the travel directions, and why is that order useful for a reader who is scanning the notice?

2 Paragraph 2 presents the route as four numbered items. How does this arrangement differ from the unnumbered sentence that begins with "Bring," and what does each format ask the reader to do?

3 Name two access or update options in paragraph 3. Explain a situation in which each option would be useful.

4 The phone number appears in paragraphs 1 and 3. Compare the reason a reader might use it in each paragraph.

3 YOUR TURN _____ Your own words

Write a 90-120 word notice for students about a one-day change to school lunch pickup because the cafeteria is closed for repairs. Use a clear title, put the most urgent details first, include a numbered three-step pickup process, and add at least two features that make the notice usable for people with different access needs or information habits.

PART 1 • READ AND MARK

Underline the headings, circle every access or update option, and write 1, 2, or 3 beside each paragraph to show when a first-time visitor would most likely need its information. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which details appear before the travel directions, and why is that order useful for a reader who is scanning the notice?	The date, hours, library location, entrance, and basic facilities appear first. This order lets a reader quickly decide when and where to go before reading the route.
2	Paragraph 2 presents the route as four numbered items. How does this arrangement differ from the unnumbered sentence that begins with "Bring," and what does each format ask the reader to do?	The numbered items give travel actions in sequence. The unnumbered sentence gives a supply list, so the reader gathers items without needing to follow a fixed order.
3	Name two access or update options in paragraph 3. Explain a situation in which each option would be useful.	Answers may include the screen-reader-friendly web version for a reader using a screen reader, the phone line for spoken or multilingual directions, the text-only web update for changed hours, or the large-print sign for a visitor who needs larger text at the library.
4	The phone number appears in paragraphs 1 and 3. Compare the reason a reader might use it in each paragraph.	In paragraph 1, a reader can call for current space information before leaving home. In paragraph 3, a reader can call for spoken directions or information in Spanish, Vietnamese, or Arabic.

PART 3 • YOUR TURN (SAMPLE ANSWER)

LUNCH PICKUP UPDATE On Thursday, October 8, lunch pickup will move to the gym lobby from 11:30 a.m. to 1:00 p.m. while the cafeteria floor is repaired. Enter through the south doors near the flagpole. **PICKUP STEPS** 1. Show your student ID at the welcome table. 2. Choose a meal bag from the labeled cart. 3. Exit through the courtyard doors to keep the line moving. **ACCESS OPTIONS** A large-print copy is posted at the main office. Families can call 555-0172 for spoken directions, or visit northviewhs.org/lunch for updates in English and Spanish.

Accept equivalent explanations that accurately connect a structural or format choice to readers' actions, access, or needs. For the open response, look for all required elements, a logical information order, and access features that fit the stated audience and purpose.