Notice Helpers

See how a notice helps readers act quickly and safely.

2.P.AC.3.a "Explore and create texts in various modes and genres, developing and applying knowledge of how specific features impact meaning, tone, style, purpose, and audience. (I/C)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle the numbered steps and underline the polite words in the notice. These features help readers know what to do and make the notice sound caring.

Missing: Maple the Cat

1. Maple, a small orange cat, slipped out of the school garden on Tuesday. She wears a blue collar with a silver bell. Maple may be hiding under a porch or bush. Do not chase her.

2. If you see Maple, follow these steps. 1. Stay calm and watch where she goes. 2. Tell a teacher or another adult. 3. Do not pick her up, because a scared cat may scratch.

3. Please help our school find Maple safely. Tell Ms. Lee in Room 12, or call the school office at 555-0148. Your careful report can help Maple return home. Thank you for looking.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is most likely meant to read this notice? Use one detail from the notice to explain.

2. How do the numbered steps help a reader who sees Maple?

3. Which polite words make the notice sound caring? What tone do those words create?

3 YOUR TURN

Your own words

Create a short notice to help find a lost school backpack. Write a clear title, include two facts about the backpack, give two numbered steps, and use polite words for students who may see it.

ANSWER KEY

Notice Helpers

GRADE 2 · 2.P.AC.3.a

PART 1 · READ AND MARK

Circle the numbered steps and underline the polite words in the notice. These features help readers know what to do and make the notice sound caring. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is most likely meant to read this notice? Use one detail from the notice to explain.	**People at the school, including students and adults, because the notice tells readers to tell a teacher or contact the school office.**
2	How do the numbered steps help a reader who sees Maple?	**They put the actions in order and help the reader know exactly what to do.**
3	Which polite words make the notice sound caring? What tone do those words create?	**"Please help" and "Thank you for looking" create a polite, caring tone.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Lost: Green Backpack A green backpack with a rocket patch was left near the gym. A red water bottle is in its side pocket. 1. Leave the backpack where you see it. 2. Tell Mr. Ortiz in Room 8. Students, please help us find it. Thank you.

Accept reasonable evidence for the audience, such as people at school who could see Maple. For the open task, check for a title, at least two backpack details, two numbered steps, and polite language directed to students.