

Speak So Clearly

Notice how an informative presentation guides an audience.

3.P.CP.2.a "Communicate clearly to present ideas, information, and texts. (I/C)"

NAME _____

DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that introduces the topic and the sentence that ends with an action. Then number the three sentences that give the steps in order to show how the presentation stays clear.

How a Library Card Helps

- ① Today I will explain how a library card can help you. At many public libraries, children can get cards with a parent or guardian's permission. With a card, you may borrow books, audiobooks, and magazines. You may also use library computers for homework and research. Library rules can be different in each town, so ask a librarian about your library.
- ② Getting a card is simple. First, visit the library with a parent or guardian. Next, ask a librarian for an application and fill in your name and address. The librarian may ask your adult to show an ID. Then, after the application is approved, you will receive your card. Keep it in a safe place, because you will need it each time you borrow materials.
- ③ A library card gives you choices, but it also brings responsibility. Check the due date for borrowed items so other readers can enjoy them. If you cannot find a book, tell the librarian what you want to read. They can help you search. Visit the library soon, and use your card to explore a new subject or story.

2 ANSWER WITH EVIDENCE Use the passage

1 Copy the sentence that clearly introduces the topic.

2 Write two details that explain how a library card can help a child.

3 What three words help the audience follow the steps in order?

4 Copy the final sentence. What action does it ask the audience to take?

3 YOUR TURN Your own words

Choose a useful school task, such as packing for a field trip or organizing a desk. Write three short paragraphs: introduce the task and why it matters, give three steps in order using First, Next, and Then, and end by telling your audience one action to take.

PART 1 • READ AND MARK

Underline the sentence that introduces the topic and the sentence that ends with an action. Then number the three sentences that give the steps in order to show how the presentation stays clear. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Copy the sentence that clearly introduces the topic.	Today I will explain how a library card can help you.
2	Write two details that explain how a library card can help a child.	Any two: borrow books, audiobooks, or magazines; use library computers for homework and research.
3	What three words help the audience follow the steps in order?	First, Next, Then.
4	Copy the final sentence. What action does it ask the audience to take?	"Visit the library soon, and use your card to explore a new subject or story." It asks the audience to visit the library and use a card to explore.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Before snack, clean hands help keep germs from moving to food. I will explain how to wash your hands well. First, wet your hands with clean running water. Next, use soap and rub your hands, including between your fingers. Then, rinse and dry them with a clean towel or air dryer. Take time to wash your hands before you eat. This simple habit helps keep your classroom healthier.

Accept exact copies or accurate paraphrases for the passage questions. For Part 3, accept a clear three-paragraph presentation with an introduction, three ordered steps, and a closing action.