Plan It Right

Choose writing that fits your readers and purpose.

3.P.EICC.4.b "Plan how to organize the text by selecting modes, genres, and structures that will achieve the purpose and meet the needs of the target audience. (C)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle the words that tell who will read Maya's flyer and why she is writing it. Number 1, 2, and 3 beside the heading, fact sections, and closing to show how she organized the flyer.

Maya Plans a Flyer

(1) When Maya planned a school garden workday, she first thought about her readers. Families needed to know the date, time, place, and jobs they could do. They might read the message quickly on a phone. Maya chose a short informational flyer instead of a long story. Her purpose was to invite families and give them clear information.

(2) At the top, Maya put a bold heading: "Garden Workday." Next, she listed the date, Saturday, May 10, and the time, 9:00 to 11:00 a.m. Then she added the garden location and a short list of supplies, such as gloves and water bottles. These details were grouped in sections, so families could find important facts fast.

(3) Last, Maya used a friendly closing: "Bring a neighbor if you can!" She added a phone number for questions. A flyer was the right genre because it shared facts in a quick, easy-to-scan way. If Maya were writing about why gardens matter, she could choose an opinion letter with reasons. She changed the genre and structure to match a different purpose.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who are Maya's target readers, and what is her purpose?

2. What genre and mode did Maya choose for her message?

3. Name three parts Maya used to organize her flyer.

4. What could Maya write if her purpose changed to explaining why gardens matter? How would it be organized?

3 YOUR TURN

Your own words

Choose a school event or helpful cause. In 3 or 4 sentences, name your readers and purpose, choose a mode and genre, and tell how you will organize your writing.

ANSWER KEY

Plan It Right

GRADE 3 · 3.P.EICC.4.b

PART 1 · READ AND MARK

Circle the words that tell who will read Maya's flyer and why she is writing it. Number 1, 2, and 3 beside the heading, fact sections, and closing to show how she organized the flyer. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who are Maya's target readers, and what is her purpose?	**Her target readers are families. Her purpose is to invite them to the garden workday and give them clear information.**
2	What genre and mode did Maya choose for her message?	**She chose a short informational flyer.**
3	Name three parts Maya used to organize her flyer.	**A bold heading, grouped fact sections with details such as date and supplies, and a friendly closing.**
4	What could Maya write if her purpose changed to explaining why gardens matter? How would it be organized?	**She could write an opinion letter organized with reasons.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

My readers are third-grade students, and my purpose is to ask them to bring cans for the food drive. I will use an informational poster because students need the facts quickly. I will use a big title, then sections for what to bring, the due date, and where to put cans.

Accept answers that correctly connect a target audience and purpose to a sensible mode, genre, and structure. For the open task, accept different events and genres when the student's choices clearly fit the readers and purpose.