One Message, Three Ways

Notice how a speaker changes details, tone, and format for a purpose.

7.P.CP.2 "Presentation: Use presentation skills to tailor communication to target audiences for specific purposes."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline one phrase or sentence that Maya tailors for students, families, and the principal. Label each underline S, F, or P to show how she changes her communication for each audience.

Maya Plans a Refill-Station Message

1. At Harbor Middle School, Maya needed to explain a new plan for refill stations. The school would place filtered-water dispensers near the gym and library. Her goal was not simply to repeat the same facts. She wanted students to bring reusable bottles, families to understand that the change would not cost them extra, and the principal to approve signs for the hallways. Maya first listed each audience, what it already knew, and what action she wanted it to take. Then she chose details, words, and a format that fit each group.

2. For students, Maya made a 30-second morning announcement: "Fill your bottle before practice or class. Refill stations near the gym and library will open Monday." She used a quick, friendly tone because students needed to know where and when to use the stations. In a family newsletter, she used a calmer, more detailed message: "Students may still use drinking fountains, and the school will share information about low-cost reusable bottle options. The stations give students another way to get water." This version responded to possible concerns about access and cost.

3. Before meeting with the principal, Maya prepared one slide instead of an announcement. Its heading read, "Approval Request: Refill-Station Signs." Below it, she showed a simple map of the two locations and a list of three signs the school needed. She ended with, "May the office approve these signs by Thursday so students can find the stations on Monday?" The slide was formal and brief. The principal needed a clear decision, a reason for the request, and enough details to act, rather than a slogan about bringing bottles.

2 ANSWER WITH EVIDENCE

Use the passage

1. How does Maya change both the format and tone of her message for students and families?

2. What action does Maya want the principal to take, and what feature of her slide supports that action?

3. Why does Maya include more details in the family newsletter than in the student announcement?

4. Copy one sentence from Maya's family message that responds to concerns about access or cost.

3 YOUR TURN

Your own words

Choose a school change that is different from refill stations. Write a 25 to 35 word announcement for students and a 25 to 35 word email request to an adult who can approve a needed step. Give each audience details and an action that fit its purpose.

ANSWER KEY

One Message, Three Ways

GRADE 7 · 7.P.CP.2

PART 1 · READ AND MARK

Underline one phrase or sentence that Maya tailors for students, families, and the principal. Label each underline S, F, or P to show how she changes her communication for each audience. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How does Maya change both the format and tone of her message for students and families?	**For students, she uses a quick, friendly morning announcement. For families, she uses a calmer, more detailed newsletter message.**
2	What action does Maya want the principal to take, and what feature of her slide supports that action?	**She wants the principal to approve hallway signs. The slide includes an approval request, a map, a list of needed signs, and a deadline.**
3	Why does Maya include more details in the family newsletter than in the student announcement?	**Families may have concerns about access to water and the cost of reusable bottles, so Maya addresses those concerns.**
4	Copy one sentence from Maya's family message that responds to concerns about access or cost.	**"Students may still use drinking fountains, and the school will share information about low-cost reusable bottle options."**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Student announcement: Starting Tuesday, place lunch leftovers in the green compost bin beside the cafeteria doors. Check the picture label before you toss food, and help our school reduce trash. Email request: Principal Lee, may you approve two picture labels for the new compost bins by Friday? Clear labels will help students sort lunch waste correctly when the program begins next week.

Accept responses that clearly change format, tone, details, or requested action for the two audiences. Each version should meet the word range and include an audience-appropriate purpose.