Words Match Audience

Notice how audience and purpose shape style.

7.T.SS.2.c "Determine situational use for formal or informal style and apply that determination to choices when writing or speaking. (C)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words or phrases that fit an informal situation, and circle words or phrases that fit a formal situation. In the margin, write the audience you think fits each paragraph.

The Courtyard Garden

1. On Monday, Maya texted her friend Jordan about a plan for the empty courtyard. "Hey Jordan, want to help turn that bare spot into a lunch garden? We could ask people to save seed packets and bring old yogurt cups for starters. It would be awesome to grow mint and tomatoes near the benches. Can you meet me by the library at lunch tomorrow? Bring any ideas you have." Jordan replied with three plant emojis and wrote, "I'm in!"

2. The next day, Maya sent an email to Principal Chen. "Dear Principal Chen, I am writing to request permission to create a small student garden in the courtyard. The garden could provide herbs for cooking classes and a quiet place for students during lunch. Our group will collect containers, make a watering schedule, and clean the area each week. May we present the plan at the next student council meeting? Thank you for considering this request. Sincerely, Maya Ortiz."

3. At the student council meeting, Maya practiced a short announcement during lunch. "Students who enjoy digging, drawing signs, or planning projects can join the courtyard garden team. We will meet Thursday at 3:15 in Room 204. Please bring a reusable container if you have one, but you do not need to buy supplies. Sign up on the sheet outside the art room, or speak with me after school. Let's make the courtyard useful and welcoming."

2 ANSWER WITH EVIDENCE

Use the passage

1. Which two phrases in paragraph 1 show that Maya is writing to someone she knows well?

2. What two details in paragraph 2 make Maya's request suitable for a principal?

3. Name two details in paragraph 3 that make it useful as a public school announcement.

4. Replace the phrase 'It would be awesome' from paragraph 1 with a phrase that would better fit the situation in paragraph 2.

3 YOUR TURN

Your own words

Write two two-sentence messages about a student cleanup after school on Friday. Write one message to a friend and one message to the principal, using different style choices for each audience.

ANSWER KEY

Words Match Audience

GRADE 7 · 7.T.SS.2.c

PART 1 · READ AND MARK

Underline words or phrases that fit an informal situation, and circle words or phrases that fit a formal situation. In the margin, write the audience you think fits each paragraph. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which two phrases in paragraph 1 show that Maya is writing to someone she knows well?	**Examples include 'Hey Jordan,' 'want to help,' 'It would be awesome,' and 'Bring any ideas you have.'**
2	What two details in paragraph 2 make Maya's request suitable for a principal?	**Examples include the greeting 'Dear Principal Chen,' the polite request for permission, the specific plan details, and the closing 'Sincerely.'**
3	Name two details in paragraph 3 that make it useful as a public school announcement.	**It gives a meeting day, time, and location, and it tells students how to sign up or whom to speak with.**
4	Replace the phrase 'It would be awesome' from paragraph 1 with a phrase that would better fit the situation in paragraph 2.	**Answers will vary. Example: 'The garden could benefit students.'**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Friend: Hey Sam, can you help with the cleanup after school on Friday? It'll be fun, and we can finish fast. Principal: Dear Principal Chen, I am requesting approval for a student cleanup after school on Friday. Our group will bring gloves and dispose of the collected litter properly.

Accept quoted evidence that reasonably shows relaxed or formal language and details that fit the stated audience. For the revision and writing task, accept varied wording if the friend message is more casual and the principal message is respectful, clear, and specific.