Tone Fits the Moment

Notice how a message changes for its audience and purpose.

9.T.SS.2.c "Use formal or informal style, as appropriate to audience, purpose, and context. (C)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words or phrases that sound formal, circle words or phrases that sound informal, and write P, T, or S beside each paragraph for principal, teammates, or schoolwide students. These marks show how a writer adjusts style for different readers.

Three Messages, One Project

1. Dear Principal Alvarez, Our Environmental Club requests permission to install a refill station near the gym. Students often finish practice without easy access to water, and plastic bottles fill nearby bins. We have gathered price estimates, surveyed 126 students, and identified a maintenance plan with the custodial team. If approved, the club will present its budget at the April facilities meeting. Please let us know whether we may submit the proposal by March 18. Thank you for considering a project that could reduce waste and support student health. Sincerely, Maya Chen, Environmental Club President

2. Team, quick update: Coach said we can use the gym lobby for the bottle drive Friday. Bring any clean bottles you have, plus a tote or two if you can. I'll make the signs tonight, but I need someone to grab tape from the art room. Also, can we meet at 7:15 instead of 7:30? That gives us time to sort stuff before first period. Reply with what you can bring, so we do not end up with six posters and zero bags. Thanks, everyone! See you there tomorrow morning.

3. Attention, Ridgeview students: the new water-refill station opens Monday beside the gym office. Bring a reusable bottle, press the sensor, and watch the display count the bottles saved from the trash. The station is available before school, during lunch, and after practices. Please keep the area clear and report leaks to the front office. The Environmental Club will share monthly totals on the school website. Small choices add up when hundreds of students refill instead of buying a new bottle. Stop by Monday and try it out.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the audience for paragraph 1, and what does the writer want from that audience? Quote two phrases that make the style formal.

2. Who is the audience for paragraph 2, and what is the purpose of the message? Quote two choices that create an informal style.

3. How does paragraph 3 address a larger school audience while still sounding clear and welcoming? Use two details from the paragraph.

4. Which paragraph best fits a request for approval from an administrator, and which best fits quick planning among peers? Explain one difference in style.

3 YOUR TURN

Your own words

A student council wants to collect used books for a local shelter. Write two messages, each 25 to 35 words: a formal email requesting approval from an assistant principal and an informal message telling volunteers when to meet. Change your word choice and tone for each audience.

ANSWER KEY

Tone Fits the Moment

GRADE 9 · 9.T.SS.2.c

PART 1 · READ AND MARK

Underline words or phrases that sound formal, circle words or phrases that sound informal, and write P, T, or S beside each paragraph for principal, teammates, or schoolwide students. These marks show how a writer adjusts style for different readers. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the audience for paragraph 1, and what does the writer want from that audience? Quote two phrases that make the style formal.	**The audience is Principal Alvarez, and the writer wants permission to install a refill station. Formal phrases include "requests permission" and "Please let us know whether we may submit the proposal."**
2	Who is the audience for paragraph 2, and what is the purpose of the message? Quote two choices that create an informal style.	**The audience is the club team or volunteers, and the purpose is to organize the Friday bottle drive. Informal choices include "quick update," "stuff," "can we meet," or "Thanks, everyone!"**
3	How does paragraph 3 address a larger school audience while still sounding clear and welcoming? Use two details from the paragraph.	**It directly addresses "Ridgeview students" and gives clear action steps such as "Bring a reusable bottle," "press the sensor," and "Stop by Monday and try it out."**
4	Which paragraph best fits a request for approval from an administrator, and which best fits quick planning among peers? Explain one difference in style.	**Paragraph 1 fits a request for administrative approval, and paragraph 2 fits peer planning. Paragraph 1 uses respectful, formal wording and complete details, while paragraph 2 uses casual words, contractions, and quick directions.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Assistant Principal Ortiz, Student Council requests approval to collect donated books in the main lobby next week. May we place labeled boxes there and deliver the books to the shelter on Friday? Thank you. Volunteers, meet by the lobby at 7:20 Friday to set out the boxes. Bring markers if you have them, and text me if you cannot make it.

Accept quoted language that accurately supports each style claim. For Part 3, accept varied topics and wording if each message is 25 to 35 words, fits its audience and purpose, and shows a clear contrast between formal and informal style.