Notes That Travel

Make a clear note and share it with a reader.

2.W.5.b "Use available technology to produce and publish legible documents."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline three things the writer does to make the typed note easy to read, and circle how the note reaches families.

Our Book Swap Note

1. Our class planned a book swap. I used a tablet to type a note for families. I put the heading **Book Swap** at the top so readers could tell what the note was about right away.

2. I wrote short sentences about where to leave books. I made the letters big enough to read. I left a space between each word and put each idea on its own line. Then I read my note again.

3. I found a word with a missing letter and fixed it. My partner read the note on the screen and said it was clear. I saved the file. Our teacher printed copies to send home with each child.

2 ANSWER WITH EVIDENCE

Use the passage

1. How does the heading help families read the note?

2. What did the writer do with the letters and spaces to make the note easy to read?

3. After the writer saved the file, how did the note reach families?

3 YOUR TURN

Your own words

Write a heading and two sentences inviting families to a make-believe class art show. Type your note on a device with clear letters and spaces, then print it or share the file with a classmate.

ANSWER KEY

Notes That Travel

GRADE 2 · 2.W.5.b

PART 1 · READ AND MARK

Underline three things the writer does to make the typed note easy to read, and circle how the note reaches families. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How does the heading help families read the note?	**It tells families right away that the note is about the book swap.**
2	What did the writer do with the letters and spaces to make the note easy to read?	**The writer made the letters big enough to read and left a space between each word.**
3	After the writer saved the file, how did the note reach families?	**The teacher printed copies and sent them home with each child.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Class Art Show
Please visit our class art show on Friday. You can see our pictures in Room 2.

For the marking job, accept any three choices that improve readability, such as the heading, short sentences, large letters, spaces between words, separate lines, or the spelling fix. Check that students type a legible note and print it or share the file.