Notice Worth Reading

Make a typed notice clear before sharing it.

3.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 did to make the notice easy to read. Circle how the writer shared the finished notice.

Our Seed Swap Notice

1. Our class planned a seed swap. I wanted families to know when to bring seeds, so I made a notice on a school computer. I typed the heading, 'Seed Swap on Friday,' at the top. Under it, I wrote, 'Bring seeds in a labeled bag to Room 3 on Friday morning.' I saved the file as Seed Swap Notice so I could find it again.

2. When I looked at the screen, the letters were tiny. I made the heading larger and used a plain, dark font for the rest. I left a blank line between the heading and the message. Then I read every word. I found that I had typed 'seeds' as 'seds,' so I fixed it. Now the notice was easy to read.

3. Before printing, I used print preview to check the page. The heading was too close to the top edge, so I moved it down. I printed one copy and checked that every word was clear and nothing was cut off. With my teacher's help, I put the finished notice on the class board for families to read at pickup.

2 ANSWER WITH EVIDENCE

Use the passage

1. What heading and message did the writer type in the notice?

2. Name two changes the writer made so the typed notice was easier to read.

3. How did the writer find and fix a mistake in the typed notice?

4. How did print preview help the writer, and where was the finished notice shared?

3 YOUR TURN

Your own words

Create a notice for a class event you invent, with a heading and two sentences that give useful details. Type and share it if a device is available; on these lines, write your notice and explain how you checked that it was easy to read and how you shared or would share it.

ANSWER KEY

Notice Worth Reading

GRADE 3 · 3.W.5.b

PART 1 · READ AND MARK

Underline three things the writer did to make the notice easy to read. Circle how the writer shared the finished notice. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What heading and message did the writer type in the notice?	**Heading: 'Seed Swap on Friday.' Message: 'Bring seeds in a labeled bag to Room 3 on Friday morning.'**
2	Name two changes the writer made so the typed notice was easier to read.	**Accept any two: made the heading larger, used a plain dark font, or left a blank line between the heading and message.**
3	How did the writer find and fix a mistake in the typed notice?	**The writer read every word and changed 'seds' to 'seeds.'**
4	How did print preview help the writer, and where was the finished notice shared?	**Print preview showed that the heading was too close to the top edge, so the writer moved it down. The finished notice went on the class board.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Class Puzzle Day
Bring a puzzle to Room 3 on Tuesday morning. Write your name on the box so it can go home with you. I would check the spelling and make sure the letters are large enough to read. I would give a printed copy to my teacher to post on the class board.

For the marking job, accept any three passage details that improve readability and a circle around putting the notice on the class board. For the open task, look for an original notice with useful details, a readability check, and a safe way to share it.