Shape the Message

Choose a format that fits the facts and the audience.

6.W.5.f "Present information, choosing from a variety of formats."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline each format the writer suggests. Circle a nearby clue that tells you who would use it or what it would help them understand.

Sharing Rain Garden Research

1. During a heavy rain, water runs off the roof of our school's bike shed and crosses the paved yard. A rain garden is a shallow planted area that can collect some of that runoff. Soil and plant roots help the water soak into the ground instead of rushing into a storm drain. A rain garden does not make dirty water safe to drink, and it cannot catch every drop in a large storm. Those limits matter when we share our research with neighbors.

2. Our research notes can be shaped for different readers. To show where water travels, a labeled sketch could name the bike shed roof, paved yard, rain garden, and storm drain. A neighbor looking at the yard might understand that route faster from a sketch than from a long paragraph. To explain how the garden works, a short paragraph could connect the steps: runoff reaches the shallow area, and some water moves through soil near plant roots. Each format highlights a different part of the same research.

3. At a school meeting, listeners cannot study a sketch for long, so a brief spoken update would work better than a page of tiny labels. The speaker could say where the rain garden sits, how it helps some runoff soak into the ground, and why it does not catch every drop. A small sign beside the garden has another job: it must help people passing by identify what they see. A clear heading and one short sentence would fit that quick glance. Choosing a format means thinking about both the facts and the audience.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which format would best show the water's route, and which four places should it label?

2. Why does the passage suggest a short paragraph for explaining how the garden works?

3. For a school meeting, which format does the passage favor, and what three facts could it include?

4. What should the sign beside the garden contain, and why should it be brief?

3 YOUR TURN

Your own words

Research notes: Cafeteria trays are washed and reused. This school's share table is for unopened packaged snacks. Ask an adult before adding food to the share table. Present all three facts to new students as either a two-question FAQ or a short announcement, then add one sentence explaining why your format fits your audience.

ANSWER KEY # Shape the Message

GRADE 6 · 6.W.5.f

PART 1 · READ AND MARK

Underline each format the writer suggests. Circle a nearby clue that tells you who would use it or what it would help them understand. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which format would best show the water's route, and which four places should it label?	**A labeled sketch should name the bike shed roof, paved yard, rain garden, and storm drain.**
2	Why does the passage suggest a short paragraph for explaining how the garden works?	**A paragraph can connect the steps, from runoff reaching the shallow area to some water moving through soil near plant roots.**
3	For a school meeting, which format does the passage favor, and what three facts could it include?	**A brief spoken update could tell where the garden sits, how it helps some runoff soak into the ground, and why it cannot catch every drop.**
4	What should the sign beside the garden contain, and why should it be brief?	**It should have a clear heading and one short sentence so passersby can identify the garden at a glance.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Q: What happens to cafeteria trays? A: Staff wash the trays so they can be used again. Q: What can go on the share table? A: This school's table is for unopened packaged snacks, and you should ask an adult before adding food. A two-question FAQ helps new students find the rule they need quickly.

Accept either format if it accurately includes all three research notes and explains why the format suits new students. For the marking job, accept audience or purpose clues that clearly connect to each underlined format.