

Clear Public Notice

Study how an explanatory text uses a direct, factual style for a public audience.

8W2.f "Establish and maintain a style appropriate to the writing task."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three phrases that give precise, useful information, and circle two phrases that keep the tone direct and factual. These choices help the writer inform readers clearly.

How Cooling Centers Serve Communities

- ① During a heat wave, a cooling center offers an air-conditioned place where residents can rest safely. Cities often open these centers in libraries, recreation buildings, or schools because those sites have space, drinking water, and trained staff. The service is especially important for older adults, young children, and people with certain medical conditions. By giving residents a cooler indoor location, a center can reduce the risk of heat-related illness while outdoor temperatures remain high for days.
- ② Before opening a site, city workers examine weather forecasts and neighborhood needs. They may extend evening hours when nighttime temperatures stay elevated, since homes without reliable cooling can remain dangerously warm. Staff members record attendance and check that visitors can obtain water, seating, and emergency assistance. These details show that a cooling center is not simply a comfortable room. It is a planned public-health service designed to protect people during extreme heat events in summer.
- ③ Residents can find a center through city websites, local news reports, or telephone information lines. Clear public messages usually name the location, hours, transportation options, and items visitors should bring. For example, an announcement might advise residents to carry medications and a phone charger if they expect to stay for several hours. This direct, factual style helps readers locate useful information quickly. It also avoids dramatic claims that could confuse people who need dependable guidance.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Copy two phrases from the passage that provide precise information a resident could use.

2 Why does the writer describe staff recording attendance and checking for water, seating, and emergency assistance?

3 Copy the sentence that directly explains why the passage uses a factual style.

4 According to the passage, what should a clear public message include, and what should it avoid?

3 YOUR TURN _____ Your own words

Write a 70 to 100 word city notice about a temporary water refill station during hot weather. Use a direct, factual style, include a location, hours, two services or supplies, and one practical instruction. Avoid dramatic claims.

PART 1 • READ AND MARK

Underline three phrases that give precise, useful information, and circle two phrases that keep the tone direct and factual. These choices help the writer inform readers clearly. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Copy two phrases from the passage that provide precise information a resident could use.	Answers will vary. Accept any two accurate phrases, such as "location, hours, transportation options" and "carry medications and a phone charger."
2	Why does the writer describe staff recording attendance and checking for water, seating, and emergency assistance?	The details show that a cooling center is a planned public-health service, not simply a comfortable room.
3	Copy the sentence that directly explains why the passage uses a factual style.	This direct, factual style helps readers locate useful information quickly.
4	According to the passage, what should a clear public message include, and what should it avoid?	It should include the location, hours, transportation options, and items to bring. It should avoid dramatic claims that could confuse people.

PART 3 • YOUR TURN (SAMPLE ANSWER)

City Notice: A temporary water refill station will operate at Riverside Park, beside the community garden, from 11:00 a.m. to 6:00 p.m. on Saturday and Sunday. Visitors may fill reusable bottles, receive printed heat-safety information, and use shaded seating. Bring a bottle if possible, although a limited supply of cups will be available. Staff members can direct visitors to the nearest cooling center if additional assistance is needed during periods of high heat.

Accept notices that meet the word range and include all required information. The style should be clear, neutral, and practical, with specific details rather than exaggerated language.