Ready for Readers

Trace how a published letter leads to a checked update.

10.2.W.5 "Students will routinely and recursively publish final drafts for an authentic audience (e.g., publishing digitally, community and professional audiences, newspapers and magazines, entering contests)."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that names the readers and publication, circle the claim the writer removed, and number the first publication and the planned publication of an updated final draft.

A Letter for Riverside Neighbors

1. To neighbors who read the Riverside community newsletter: After Friday basketball games, I have watched a trash can beside the gym fill with disposable cups. Some families carry drinks from home, but the concession stand still sells beverages in single-use cups. That mix suggests a practical change rather than a lecture about waste. I am asking the school activities committee to test a clearly labeled reusable-cup return bin at two home games. A trial would let volunteers see whether enough cups come back to make washing them worthwhile. It would also give families a visible way to participate.

2. Before sending this letter to the newsletter editor, I checked the proposal with the concession manager. She said volunteers could collect returned cups, but she did not promise that the kitchen could wash them. I removed an earlier sentence claiming that every returned cup would be reused; that claim was not yet supported. Readers can help by emailing the committee one question they want answered before a trial begins. At the next public committee meeting, I will ask who can wash the cups safely and how the return bin would be emptied. Those answers belong in the published record, not in a guess.

3. This letter is the version I am ready to publish, not a request for the editor to fix my facts. If the committee approves a trial, I will count the cups collected at each game with a volunteer and check the totals against the volunteer's record. Readers may also point out a problem I missed, such as where visiting fans would find the bin. After checking that feedback, I will send the newsletter a new final draft for its next issue. That update will report the result, correct any mistaken claim, and say whether the committee plans to continue the trial.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is meant to read this letter, and where will they find it?

2. What specific request makes this letter useful to its readers and the school activities committee?

3. What claim did the writer remove before publication, and why?

4. How will readers' responses help shape the next published version of the letter?

3 YOUR TURN

Your own words

Write a 75 to 100 word, publish-ready notice proposing a local improvement other than a cup-return bin. Name an audience you can reach and where they will read it, make a specific request, and explain how you will check readers' responses before publishing an updated final version.

ANSWER KEY

Ready for Readers

GRADE 10 · 10.2.W.5

PART 1 · READ AND MARK

Underline the sentence that names the readers and publication, circle the claim the writer removed, and number the first publication and the planned publication of an updated final draft. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is meant to read this letter, and where will they find it?	**Riverside neighbors will read it in the community newsletter.**
2	What specific request makes this letter useful to its readers and the school activities committee?	**The writer asks the committee to test a labeled reusable-cup return bin at two home games.**
3	What claim did the writer remove before publication, and why?	**The writer removed the claim that every returned cup would be reused because the concession manager had not confirmed that the kitchen could wash them.**
4	How will readers' responses help shape the next published version of the letter?	**Readers can email questions or identify problems. The writer will check that feedback and the trial results, then publish a new final draft reporting the result and correcting any mistaken claim.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

To students reading our school newsletter: I propose a shared pencil station outside the library for students who forget a pencil before study hall. Would the student council test one labeled cup of pencils for a week and ask volunteers to refill it each morning? Send the newsletter editor suggestions about where the station should go. I will check each suggested spot with library staff and confirm how many pencils volunteers can supply. In next month's issue, I will publish an updated final notice with the verified location, the trial results, and any changes readers recommended.

Accept other accurate descriptions of the letter's audience, publication, and checked update. For the open task, look for a publish-ready notice of 75 to 100 words that names reachable readers and a venue, makes a specific request, and explains how feedback will be checked before a later final version is published.