Notice, Revised

Read a notice made for real readers.

7.2.W.5 "Students will routinely and recursively publish final drafts for an authentic audience (e.g., publishing digitally, performing, entering contests)."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline each way the notice reaches readers, circle the feedback readers gave, and write 1 beside the September notice and 2 beside the updated notice.

Finding the Lost-and-Found Rack

1. Dear students and families, the lost-and-found rack fills up fast after rainy days. Starting Monday, office staff will place the rack beside the main office, not behind the gym. You can check it before school from 7:45 to 8:10 or after school until 3:30. Please look for your own items and leave everything else on the rack. This notice is in the printed family bulletin and on the school website so you can check the times whether you are at home or at school.

2. In September, we published a notice on the student website that simply said, "Check the lost and found after school." Several families replied that they could not find the rack, and some students said their buses left before they could search. Their notes helped us make this updated notice more useful. We added the rack's exact location and a morning time, and we placed the notice in the printed bulletin as well as online. Families without easy internet access can now read the same details.

3. If you cannot visit during these hours, email the main office or leave a note in its message box by Friday. Tell us which time would help you. Do not post names or photos of lost items online. Office staff will review the requests and confirm any schedule change before we update the notice. On the first Monday of each month, we will publish a checked final version in the family bulletin and on the website, even if the hours stay the same. Check the latest version before you visit.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is this notice for, and where is the updated version published so those readers can find it?

2. What did readers say about the September notice? Name two details added to the updated notice because of their feedback.

3. Why will the writers check with office staff before publishing changed hours?

4. When and where will the writers publish another final version of this notice?

3 YOUR TURN

Your own words

Write a 65 to 85 word final notice for students and families about a school event or service you invent. Include useful details, where you would publish the notice, and how reader feedback could shape a later published version.

ANSWER KEY

Notice, Revised

GRADE 7 · 7.2.W.5

PART 1 · READ AND MARK

Underline each way the notice reaches readers, circle the feedback readers gave, and write 1 beside the September notice and 2 beside the updated notice. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is this notice for, and where is the updated version published so those readers can find it?	**It is for students and families. The updated notice is published in the printed family bulletin and on the school website.**
2	What did readers say about the September notice? Name two details added to the updated notice because of their feedback.	**Families could not find the rack, and some students left on buses before they could search. The updated notice gives the rack's exact location and a morning time.**
3	Why will the writers check with office staff before publishing changed hours?	**Office staff must confirm a schedule change so the published hours are accurate.**
4	When and where will the writers publish another final version of this notice?	**They will publish a checked final version on the first Monday of each month in the family bulletin and on the school website.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Students and families, the courtyard book swap is next Thursday from 3:15 to 4:00. Bring one book in good condition, or come choose a free book without bringing one. Enter through the east gate, where a volunteer will direct you to the tables. This notice will appear in the student newspaper and beside the library door. Send questions about the time to the library by Tuesday. After staff check the replies, we will publish an updated notice in both places.

Accept notices of 65 to 85 words that address students and families, give usable event or service details, name a publication channel, and explain how feedback could inform a later published version.