Keep the Tone

Sort sentences by their use of formal language.

10.LL.19 "Apply conventions of language to communicate effectively with a target audience, including punctuation; capitalization; spelling; verb, pronoun, and modifier usage; and effective sentence structure. a..."

NAME _____ DATE _____

STEADY FORMAL TONE

The sentence uses formal language throughout. No casual expression interrupts its tone.

The glacier receded after several unusually warm summers.

SHIFT IN TONE

The sentence begins in a formal tone but switches to a casual expression.

The glacier receded after several unusually warm summers, which was totally nuts.

1 SORT

8 items

Circle STEADY or SHIFT for each item, then choose one item from each category in Part 2 and explain which words helped you decide.

1.	The curator cataloged each artifact before the exhibit opened.	STEADY SHIFT
2.	The committee postponed its decision until additional evidence was available.	STEADY SHIFT
3.	The museum preserved the documents, which was pretty awesome.	STEADY SHIFT
4.	The survey results indicate a decline in local rainfall.	STEADY SHIFT
5.	The council reviewed the proposal, but the plan was a total mess.	STEADY SHIFT
6.	The experiment produced reliable data, and the results were super cool.	STEADY SHIFT
7.	The author supports her claim with two historical examples.	STEADY SHIFT
8.	The city installed new lights to improve pedestrian safety.	STEADY SHIFT

2 PROVE IT

Explain your thinking

Choose one item from each category in Part 2 and explain which words helped you decide.

ITEM # _____ **HOW I KNEW** _____

ITEM # _____ **HOW I KNEW** _____

3 MAKE YOUR OWN

One of each

Write one new sentence with a steady formal tone and one that begins formally but shifts to a casual tone.

STEADY _____

SHIFT _____

CHALLENGE

Rewrite your SHIFT sentence in a steady formal tone without changing its meaning, then name the casual expression you replaced.

ANSWER KEY # Keep the Tone

GRADE 10 · 10.LL.19

PART 1 · SORT

#	ITEM	CATEGORY	WHY
1	The curator cataloged each artifact before the exhibit opened.	**STEADY**	The wording remains formal throughout.
2	The committee postponed its decision until additional evidence was available.	**STEADY**	The sentence maintains a formal tone.
3	The museum preserved the documents, which was pretty awesome.	**SHIFT**	The casual phrase 'pretty awesome' interrupts the formal tone.
4	The survey results indicate a decline in local rainfall.	**STEADY**	The sentence maintains a formal tone.
5	The council reviewed the proposal, but the plan was a total mess.	**SHIFT**	The casual phrase 'a total mess' interrupts the formal tone.
6	The experiment produced reliable data, and the results were super cool.	**SHIFT**	The casual phrase 'super cool' interrupts the formal tone.
7	The author supports her claim with two historical examples.	**STEADY**	The sentence maintains a formal tone.
8	The city installed new lights to improve pedestrian safety.	**STEADY**	The sentence maintains a formal tone.

PART 2 · PROVE IT

Task: Choose one item from each category in Part 2 and explain which words helped you decide. Accept any explanation that names the deciding feature from the rule box for the chosen item.

PART 3 · MAKE YOUR OWN (SAMPLE ANSWERS)

- **STEADY**: The library extended its hours to meet student demand.
- **SHIFT**: The scholarship application required three references, and that was a real pain.

Challenge: The scholarship application required three references, which was inconvenient. I replaced 'a real pain' with 'inconvenient'.

For Part 2, accept explanations that identify the formal wording in a STEADY item and the casual expression in a SHIFT item. For Part 3, check that each original sentence fits its category and that the revision preserves its meaning.