Deliver the Right Update

Analyze a model, then speak using a digital format.

8.DL.15 "Deliver ideas in an appropriate digital format with specific attention to subject, occasion, audience, purpose, and tone."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Prepare for your spoken update: underline who needs this model notice and when, circle its digital format, and number three choices that help readers.

A Lunch Update Students Could Use

1. When the school's online lunch menu stopped updating, students kept arriving at the cafeteria expecting meals that were no longer available. Maya, a student council representative, had to share a change before Tuesday's lunch: the taco station would be closed because a refrigerator needed repair. She considered a long email to families, but students were the people making lunch choices. Most checked the school portal on their phones between classes, so she chose a short portal notice with a subject line that named the change.
2. Her draft began, "Tuesday lunch update: taco station closed." The first sentence said that the taco station would not open on Tuesday, and the next named the available choices: pasta, salad, or a packed lunch from home. Maya put those choices on separate lines so readers could find them quickly on a small screen. She did not add the repair worker's name or a detailed account of the broken refrigerator. Neither detail would help a student decide what to eat before lunch.
3. Before posting, Maya replaced "Disaster in the cafeteria!" with "Please check your lunch plan for Tuesday." The first line could make a temporary change sound like an emergency. Her calmer line still asked students to act. She also checked the school's menu page for the current options and included its link, rather than sending readers to an old screenshot. The notice went out Monday afternoon, early enough for students to pack food if they wanted. The format, timing, and tone all served one goal: help students plan.

2 ANSWER WITH EVIDENCE

Use the passage

1. Why was a short portal notice a better format than a long email to families? Use two details from the passage.

2. How do the subject line and the separate-line choices help students reading between classes?

3. Which two details help students plan for Tuesday's lunch? Why did Maya leave out the repair worker's name?

4. How does Maya's replacement line better fit the notice's purpose and tone than "Disaster in the cafeteria!"?

3 YOUR TURN

Your own words

Plan a 55 to 75 word spoken announcement for a board-game swap next Friday at lunch in the library. Invite students and explain that they can trade one complete game for another. Choose a digital slide/poster to support a live explanation, or an audio/video recording. Name the format and write your script below, then actually deliver it aloud in a welcoming tone. Use a teacher-provided device or shared display; a paper script alone is preparation. No public upload is needed.

ANSWER KEY

Deliver the Right Update

GRADE 8 · 8.DL.15

PART 1 · READ AND MARK

Prepare for your spoken update: underline who needs this model notice and when, circle its digital format, and number three choices that help readers. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Why was a short portal notice a better format than a long email to families? Use two details from the passage.	**Students, not families, were making lunch choices, and most students checked the portal on their phones between classes.**
2	How do the subject line and the separate-line choices help students reading between classes?	**The subject line identifies the change at once, and separate lines make the lunch choices quick to find on a small screen.**
3	Which two details help students plan for Tuesday's lunch? Why did Maya leave out the repair worker's name?	**The taco station would be closed, and students could choose pasta, salad, or a packed lunch. The repair worker's name would not help them decide what to eat.**
4	How does Maya's replacement line better fit the notice's purpose and tone than "Disaster in the cafeteria!"?	**It calmly asks students to check their lunch plans without making a temporary change sound like an emergency.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Format: live explanation with a digital poster.
Sample spoken script:
Board-game swap next Friday!

Have a complete board game you are ready to trade? Bring it to the library next Friday at lunch and swap it for another game. Check that all the pieces are in the box before you come. You can look at the games and meet other players, too. Stop by and see what you might discover!

Accept supported passage answers. Part 3 requires actual spoken delivery with the named digital format; a written post or script alone is incomplete. Provide a device or shared display. Listen for next Friday, lunch, library, the complete-game exchange, and a welcoming student-directed tone. Assess fit to subject, occasion, audience, purpose, and digital format. The 55–75 words guide planning. Accept equivalent formats and phrasing; the sample is one possible script.