

Notice Navigator

Organize urgent details, ordered actions and access options for readers.

11.PAC.2.d "Organize texts by incorporating specific formats, structures, patterns, and features to influence the audience, facilitate accessibility, and support the text's purpose. (I/C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the three section headings, box the three numbered arrival steps, and circle two distinct access or update options. In a margin note, connect one marked feature to a specific reader need.

A Public Notice With a Reading Route

Local History Open House

July 18, 11:00 a.m.–4:00 p.m.

Fictional Eastgate Gallery notice: The open house uses the west entrance while the main lobby is closed. View neighborhood photographs, hear short recorded interviews or talk with volunteers. Entry is free. Before leaving home, email gALLERY@EXAMPLE.ORG to ask about group visits; allow a day for a reply.

How to Arrive

1. From the courtyard gate, follow the blue Gallery signs to the west doors.
2. Enter through the level west entrance; all open-house rooms are on this floor.
3. Check in at the welcome desk, where staff will explain the exhibit route.

Bring a notebook, a pencil and a folder if you want to take home printed information. These items do not need to be used in a fixed order.

Access and Updates

- Read the large-print update at the courtyard gate for any route or schedule changes. The sign will be checked by 9:00 a.m. July 18.
- Ask at the welcome desk for spoken directions, a printed route guide or transcripts of the recorded interviews.
- For advance questions about access arrangements, email gallery@example.org; allow a day for a reply.

Changes announced during the event will also be posted at the desk. Visitors can get the same route information without using a phone.

2 ANSWER WITH EVIDENCE Use the passage

- 1 Which details precede How to Arrive, and why does that order help a first-time visitor?

- 2 Compare the numbered arrival steps with the sentence beginning Bring. What does each structure ask readers to do?

- 3 Choose two access or update options from Access and Updates and explain a different reader need served by each.

- 4 Why are both an advance contact and on-site update options useful? Identify one of each.

3 YOUR TURN

Your own words

Write a 90-120-word notice for a fictional one-day lunch pickup change while the cafeteria is repaired. Include a clear title, urgent date/time/location details first, three numbered pickup steps, and at least two distinct access or update options for different reader needs; invent consistent details and count headings and list items in the word total.

Design the new notice

Make each heading and numbered step visually separate. Check that readers can find where to go, what to do and how to get information in more than one way.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PART 1 • READ AND MARK

Underline the three section headings, box the three numbered arrival steps, and circle two distinct access or update options. In a margin note, connect one marked feature to a specific reader need. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which details precede How to Arrive, and why does that order help a first-time visitor?	The event, date, hours, changed entrance, activities and entry cost appear before the route. Readers can decide when and why to visit before following travel directions.
2	Compare the numbered arrival steps with the sentence beginning Bring. What does each structure ask readers to do?	The numbered steps guide actions in sequence; the Bring sentence lists supplies to gather without a required order.
3	Choose two access or update options from Access and Updates and explain a different reader need served by each.	Accept any two supported options and needs: the large-print gate update for readers who need larger text or current information; desk directions for visitors who prefer speech; a printed route guide for offline navigation; transcripts for readers who need text instead of audio; advance email for planning arrangements.
4	Why are both an advance contact and on-site update options useful? Identify one of each.	Email lets groups or visitors ask questions before the visit, but replies take a day. The gate notice or welcome desk provides current information during arrival or the event.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Lunch Pickup Update

October 8, 11:30 a.m.–1:00 p.m.

Fictional Northview School: Lunch pickup moves to the gym lobby while the cafeteria floor is repaired. Use the level south entrance beside the flagpole.

Pickup Steps

1. Collect a meal-choice card from the welcome table.
2. Give your card to a server and collect the matching meal bag.
3. Leave through the signed courtyard exit to keep the line moving.

Access and Updates

A large-print notice is posted at the main office. Ask office staff for spoken directions or a printed route guide. Any changes will appear on the office noticeboard before pickup begins.

TEACHER ASSESSMENT NOTES

Accept evidence-supported explanations and different valid reader needs. Arrival actions have an order; supplies do not. Do not treat a one-day email response as an immediate route update. For the new notice, evaluate logical order, actual separate headings/steps, usable audience-specific access options and consistent details. The fictional model's large-print notice and spoken directions are distinct access options; the route guide and noticeboard provide additional support. Do not require its exact wording.