

Smoke Notice Strategy

Analyze audience choices, then construct a notice that helps a specific audience act.

12.P.ST.2 “Author, Audience, & Purpose: Interpret and construct texts by developing and applying knowledge of the strategies and techniques authors use to accommodate the target audience and achieve the text’s purpose.”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB This is a fictional public-information notice for language study, not a live emergency alert. Analyze how its explanations, qualifications and event details fit residents of shared buildings. During an actual event, follow current local guidance.

Smoke-Ready Shared Buildings

- ① Wildfire smoke can enter apartments and residence halls, including homes far from the fire. Check local smoke updates and the Air Quality Index (AQI), a guide to outdoor air pollution. When smoke makes outdoor air unhealthy, limit outdoor exertion and keep windows and doors closed if you can remain safely inside and stay cool. Follow evacuation instructions. If the building becomes too hot or smoke continues to enter, contact local officials about available cleaner-air or cooling spaces; do not assume every nearby public building offers one.
- ② Ask your building manager about the building’s smoke plan, ventilation settings and compatible filters. Shared systems need appropriate management; do not block vents or alter equipment on your own. A room with closed windows and a suitable portable air cleaner, if available, can provide cleaner air indoors. Avoid adding smoke or particles with candles or indoor smoking. These steps reduce exposure rather than guarantee complete protection. Residents with health concerns can seek advice from a health professional about their circumstances.
- ③ Join a free online resident workshop Thursday at 7 p.m. to discuss smoke preparation in shared buildings. The 30-minute session will explain questions to ask a manager, options for cleaner indoor air and ways to find current local information. It will not promise that every home can be made smoke-free without equipment. Register through your building’s resident portal by Wednesday, or ask the office for registration and language assistance. Bring questions for the final ten minutes and share the invitation with a neighbor who may miss digital notices.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Identify the target audience and two details that accommodate its circumstances.

2 What are the notice's two main purposes? Explain how paragraph 3 supports one of them.

3 Why does the writer define AQI and qualify the advice about keeping windows closed?

4 How do the notice's cautions and limits affect its credibility? Use two details.

3 YOUR TURN

Your own words

Construct a 90–110-word notice for first-year residence-hall students about a fictional identity-theft prevention workshop. Case notes: Tuesday, 6 p.m., Student Union Room 204; 40 minutes; register through the resident portal by Monday; contact the residence office for access or language assistance. Topics are spotting phishing messages and protecting account sign-ins. Use at least two audience-aware strategies, such as an accessible explanation, a relevant example, clear action steps or an assistance route. Do not invent workshop outcomes.

Write for new residents

Write the complete 90-110-word notice using the supplied workshop details. Make the invitation useful to a student encountering unfamiliar campus messages. Include at least two audience-aware strategies.

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

This is a fictional public-information notice for language study, not a live emergency alert. Analyze how its explanations, qualifications and event details fit residents of shared buildings. During an actual event, follow current local guidance. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Identify the target audience and two details that accommodate its circumstances.	Residents of apartments, residence halls and other shared buildings. Examples: manager-directed ventilation questions, a resident portal/office registration route, language assistance, and concern for residents who cannot stay safely inside.
2	What are the notice's two main purposes? Explain how paragraph 3 supports one of them.	It gives residents general smoke-preparation guidance and encourages them to attend a workshop. Paragraph 3 supplies the topic, time, duration, registration deadline and assistance needed to attend.
3	Why does the writer define AQI and qualify the advice about keeping windows closed?	Defining AQI makes the term accessible to readers without technical knowledge. The qualification recognizes that staying inside with closed windows may become unsafe if residents cannot stay cool.
4	How do the notice's cautions and limits affect its credibility? Use two details.	Possible details: it does not assume nearby buildings are cleaner-air spaces, directs shared-system questions to managers, distinguishes exposure reduction from full protection, and avoids a promise of smoke-free housing without equipment. These limits keep advice from sounding universal or guaranteed.

PART 3 · YOUR TURN (SAMPLE ANSWER)

New to campus and sorting through unfamiliar messages? A fake scholarship email can look official. Join our identity-theft prevention workshop Tuesday at 6 p.m. in Student Union Room 204. In 40 minutes, we will discuss phishing, which means deceptive messages designed to trick you into sharing information, and ways to protect account sign-ins. Bring questions about messages you are unsure how to judge. Register through the resident portal by Monday. Contact the residence office if you need access or language assistance, and invite a hallmate who might miss the online announcement.

All events, buildings and registration arrangements are fictional classroom cases. Count the notice body only against 90–110 words. Assess audience fit, purpose, accurate use of the case notes and at least two observable strategies. The model uses a campus-relevant example, defines phishing, gives explicit logistics and offers assistance. Smoke background: EPA, Create a Clean Room to Protect Indoor Air Quality During a Wildfire, <https://www.epa.gov/emergencies-iaq/create-clean-room-protect-indoor-air-quality-during-wildfire>; Strategies to Reduce Exposure Indoors, <https://www.epa.gov/wildfire-smoke-course/strategies-reduce-exposure-indoors>. The passage preserves heat, evacuation and shared-system limits and makes no individualized medical recommendation.