

Change the Message

Notice how a speaker changes words, details, and tools for listeners.

4.P.CP.2 "Presentation: Use presentation skills to tailor communication to target audiences for specific purposes."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline each audience and circle each purpose. In each paragraph, box one word choice, detail or presentation tool Ava used for that audience. Tell a partner why one boxed choice fits its audience.

Ava Shares Garden News

Ava's class grew lettuce in the school garden. At the spring assembly, Ava gave a short presentation to students in grades three through five. Her purpose was to invite helpers for watering and weeding. She began, "Want to help our garden stay green?" She used simple words, spoke clearly, and showed a photo of students holding the first lettuce leaves.

That evening, Ava shared the same garden news at Family Night. Her purpose was to persuade adults to donate materials and volunteer, so her presentation changed too. She asked adults to donate empty yogurt cups for seedlings and to sign up for one Saturday workday. Instead of saying "Want to help?" she said, "Your cups can become homes for new plants." She showed a list of needed supplies and explained where families could leave them.

On Friday, Ava spoke with Principal Chen about placing a rain barrel near the garden. Her purpose was to get permission for the project. She used respectful language and brought a drawing that showed the barrel's location. Ava explained that the barrel could collect rainwater for plants. She also said the class would ask an adult to help and would keep the walkway clear.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 For the assembly, who was Ava speaking to, and what did she want them to do?

2 Give any two details that made the Family Night presentation useful for adults.

3 How did Ava change her request when she spoke to families instead of students?

4 Why were a drawing and respectful language good choices for Ava's talk with Principal Chen?

3 YOUR TURN

Your own words

Prepare and deliver a three-sentence presentation asking classmates or families to help with a pretend class book swap. State your purpose, make a request and include a useful detail for your chosen audience. Present to a partner who acts as that audience, get feedback, revise and present again.

1. Plan for your audience

Name your audience and write your three sentences. Include the request and details that audience needs.

2. Present, listen and improve

Deliver your message clearly to your partner. Ask what action they understood and which detail helped. Record their feedback and one change; revise above and deliver again.

PART 1 • READ AND MARK

Underline each audience and circle each purpose. In each paragraph, box one word choice, detail or presentation tool Ava used for that audience. Tell a partner why one boxed choice fits its audience. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	For the assembly, who was Ava speaking to, and what did she want them to do?	She spoke to students in grades three through five and wanted them to help water and weed the garden.
2	Give any two details that made the Family Night presentation useful for adults.	Accept any two: yogurt-cup donation request, Saturday workday sign-up, needed-supplies list, or where to leave donations.
3	How did Ava change her request when she spoke to families instead of students?	For students, she asked them to help keep the garden green. For families, she asked for yogurt cups and sign-ups for a workday.
4	Why were a drawing and respectful language good choices for Ava's talk with Principal Chen?	Ava wanted the principal's permission, so the drawing showed the plan clearly and respectful language fit speaking to the principal.

PART 3 • YOUR TURN (SAMPLE ANSWER)**First presentation: families**

Families, please donate gently used books for our class book swap. Your donations will give students more stories to choose from. You can send books to school.

Feedback and revision

My partner understood the donation request but needed a deadline and drop-off place. I changed the last sentence and presented again.

Revised three-sentence presentation

Families, please donate gently used books for our class book swap. Your donations will give students more stories to choose from. Please send books to our classroom by Thursday morning.

TEACHER ASSESSMENT NOTES

Assign partners to act as the chosen audience and listen to both deliveries. Assess clarity of speech, a request suited to that audience, useful details and a revision responding to actual listener feedback. The written script alone is incomplete. Any two supported Family Night details earn credit; the key lists alternatives. The source is a story about Ava's presentations, so its described photo and drawing are not missing attachments needed to answer the questions. Accept varied fictional book-swap details when they agree. Model feedback illustrates a possible exchange; each child must obtain real feedback from their partner.