

Guide the Reader

Notice how headings, lists, and numbers guide readers.

3.P.AC.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 This practice guide describes a pretend event. Circle its three section headings. Underline any three useful directions of your choice. Box the numbered steps. Notice how the layout helps a family get ready.

Garden Work Day

WHEN AND WHERE

Saturday, May 10, from 9:00 to 11:00 a.m.

Meet by the green gate at the school garden. Each student needs an adult. If it rains, come on May 17 instead.

WHAT TO BRING

- Wear closed-toe shoes and a hat.
- Bring a water bottle and sunscreen.
- Bring work gloves if you have them.

Extra gloves will be available. Do not bring tools from home.

HOW THE MORNING WORKS

1. Check in at the green gate.
2. Choose a job with your adult.
3. Return borrowed tools before leaving.

Ask the garden leader if you need help.

2 ANSWER WITH EVIDENCE Use the passage

1 Which section label helps a reader find the date and meeting place?

2 How do the separate bullet items in WHAT TO BRING help a family get ready?

3 How do the numbers in HOW THE MORNING WORKS help the reader?

4 Choose one feature that would help a younger helper use this guide. Explain why.

3 YOUR TURN Your own words

Make a three-section guide for using a pretend classroom reading corner. Choose sensible practice details. Use a capital-letter heading for each section, a short bullet list of supplies in one section, and three numbered steps in another. Add one sentence explaining how a feature helps a classmate.

1. When and where

Write a heading and tell classmates when and where to use your pretend reading corner.

2. What to bring

Write a heading and a short bullet list. Put each item on its own line.

3. How to begin

Write a heading and three numbered steps, each on its own line. Finish with one sentence explaining how a feature helps your reader.

PART 1 • READ AND MARK

This practice guide describes a pretend event. Circle its three section headings. Underline any three useful directions of your choice. Box the numbered steps. Notice how the layout helps a family get ready. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which section label helps a reader find the date and meeting place?	WHEN AND WHERE
2	How do the separate bullet items in WHAT TO BRING help a family get ready?	Each item is easy to find and check while packing, without searching through a long paragraph.
3	How do the numbers in HOW THE MORNING WORKS help the reader?	They show the order of events, so the reader knows what to do first, next, and last.
4	Choose one feature that would help a younger helper use this guide. Explain why.	For example, the numbered steps show what to do first, next and last. Accept another actual feature, such as the headings or separate bullet items, with a useful explanation.

PART 3 • YOUR TURN (SAMPLE ANSWER)**WHEN AND WHERE**

Use our classroom reading corner after lunch.

WHAT TO BRING

- A book
- A bookmark
- Your reading notebook

HOW TO BEGIN

1. Choose a seat.
2. Open your book to your bookmark.
3. Read quietly while others read.

The separate bullet items help a classmate check what to bring.

TEACHER ASSESSMENT NOTES

Check actual displayed features: three headings, an actual bullet list, three separately numbered steps and a useful explanation. For marking, accept any three actual directions the student chooses; they need not come from the same section. The source guide and teacher model show these features, rather than naming a list inside a paragraph. The reading-corner model is one internally consistent classroom scenario; accept different sensible details. The learner chooses a useful arrangement for classmates, not arbitrary decoration. The three writing stages provide fourteen lines including headings, list items, steps and explanation.