

One Problem, Three Audiences

Use precise vocabulary while adapting a message to its readers.

11.LV.1.b "Use grade-level general, academic, disciplinary, technical, and professional vocabulary to communicate clearly and precisely, adjusting style as appropriate in a variety of settings. (C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB These are three invented messages about the same repair. Underline specialized or professional vocabulary, circle plain-language equivalents in the public notice, and connect matching details across messages. Mark one detail that only one audience needs.

Messages from Pine Street

- ① **Field report to the repair crew, Tuesday, 7:00 a.m.** At 6:15 a.m., a contractor installing fiber-optic conduit struck the eight-inch water main beneath Pine Street. Valve isolation is complete: two valves now prevent water from entering the damaged section. Assess the exposed pipe before setting the replacement length. The work order lists excavation, pipe replacement, disinfection and water sampling in that sequence. Record each completed step in the maintenance log. Restoration is estimated for 6:00 p.m.; report any delay to the supervisor so the public notice can be updated.
- ② **Public notice to residents and businesses, Tuesday, 7:15 a.m.** A contractor broke a water pipe beneath Pine Street this morning. Crews have shut off water to the damaged section and will dig up the pavement to reach the pipe. Service in the affected blocks is interrupted while crews replace the broken section and complete required checks. We expect service to return by 6:00 p.m. today, but that time may change. Use the signed road detour and keep away from the work area. Check the city notice board for updates about this repair.

- ③ **Request from the utility director to the city manager, Tuesday, 7:30 a.m.** Please authorize an emergency purchase order for replacement pipe, fittings, pavement materials and laboratory testing for the Pine Street repair. The work is necessary to restore service following this morning's break. The crew has completed valve isolation and is assessing the damaged pipe. We estimate service restoration at 6:00 p.m.; this is a projection, not a confirmed completion time. Please record the authorization and send the purchase-order number to the supervisor so the expenditure can be tracked. A cost summary will follow when quantities are confirmed.

2 ANSWER WITH EVIDENCE _____ Use the passage

- ① Compare the field report's valve isolation with the public notice's wording for the same action. Why is each wording useful to its audience?
- _____
- _____
- _____
- ② The field report lists excavation. What wording in the notice conveys that work? Explain why the change improves access without losing the action's meaning.
- _____
- _____
- _____
- ③ All three messages mention 6:00 p.m. Quote wording that keeps this time uncertain in two messages. Why would replacing it with a guarantee reduce precision?
- _____
- _____
- _____
- ④ Write one sentence requesting the city manager's action. Use purchase order accurately and include why the supervisor needs its number.
- _____
- _____
- _____

3

YOUR TURN

Your own words

A school's ventilation system stops on a hot afternoon. Write two messages of 35 to 45 words each, excluding labels: an announcement for students and a request to the facilities manager. Keep the room and timing consistent. Use clear everyday language for students and at least two accurate technical or professional terms in the request. Do not promise a repair completion time you do not know.

PART 1 • READ AND MARK

These are three invented messages about the same repair. Underline specialized or professional vocabulary, circle plain-language equivalents in the public notice, and connect matching details across messages. Mark one detail that only one audience needs. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Compare the field report's valve isolation with the public notice's wording for the same action. Why is each wording useful to its audience?	The field report names valve isolation and explains that two valves stop water entering the section; the public notice says crews have shut off water to the damaged section. The technical term supports precise crew coordination; the public version conveys the service effect without requiring that terminology.
2	The field report lists excavation. What wording in the notice conveys that work? Explain why the change improves access without losing the action's meaning.	The notice says crews will dig up the pavement to reach the pipe. Familiar wording explains both the action and its purpose for residents; it does not omit what workers will do.
3	All three messages mention 6:00 p.m. Quote wording that keeps this time uncertain in two messages. Why would replacing it with a guarantee reduce precision?	Examples: restoration is estimated in the report; expect service to return and that time may change in the notice; projection, not a confirmed completion time in the request. A guarantee would claim certainty the crew does not have.
4	Write one sentence requesting the city manager's action. Use purchase order accurately and include why the supervisor needs its number.	Please authorize the emergency purchase order and send its number to the supervisor so the repair expenditure can be tracked. Accept equivalent precise requests that preserve the approval and tracking purposes.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Student announcement: Room 214 will move to the library from 1:00 to 3:00 p.m. because its ventilation is not working. Bring your class materials, follow your teacher, and do not enter Room 214 until staff reopen it.

Facilities request: The ventilation unit serving Room 214 has stopped operating. Please inspect the thermostat, electrical connections, and air handler this afternoon. Because the room may become too warm for instruction, staff have relocated classes until the system is restored.

These are invented instructional messages, not a real utility incident or public notice. Check that quoted language actually appears in the designated message. Accept precise equivalents and justified audience choices. The two model bodies contain 35 and 38 words respectively when labels are excluded and space-separated time expressions count as written; verify student messages against the 35 to 45 word range. Technical examples include thermostat and air handler. The relocation interval is not a guarantee that repairs finish by 3:00. Require consistent facts, distinct audience-appropriate registers and no invented completion guarantee.