Speak So Clearly

Analyze a model for clear, organized oral communication.

ELA.4.C.2 "Communicating Orally"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the words Maya uses to put her ideas in order, and circle three actions that help listeners follow her message. These marks show how a speaker can make information clear.

Maya's Garden Plan

1. At the school garden meeting, Maya stood beside a poster that showed a plan for a butterfly garden. She looked at the families and said, "Our class wants to turn the empty corner near the fence into a place for butterflies." Her voice was clear enough for people at the back. She pointed to the poster only when she named each garden area.

2. Next, Maya explained the plan in three steps. "First, we will pull weeds. Then, we will add native flowers. Last, we will place a shallow dish of water away from the path." She paused after each step so listeners could picture the work. When she mentioned helpers, she opened her hands toward the group and smiled.

3. Before she finished, Maya asked, "Who could bring a small trowel or gloves next Saturday?" She waited quietly instead of talking over the answers. After several people raised their hands, she nodded and repeated the jobs they chose. "Thank you for helping," she said. Maya ended by looking around the room and saying, "Together, we can make a safe stop for butterflies."

2 ANSWER WITH EVIDENCE

Use the passage

1. Which three words does Maya use to show the order of her plan?

2. What detail shows that Maya used a volume that fit the room?

3. What does Maya do while naming the garden areas, and how does this help listeners?

4. How does Maya make the chosen jobs clear after volunteers answer?

3 YOUR TURN

Your own words

Plan a four-sentence announcement asking classmates to help with a school project. Include a greeting, clear details, and a closing, then add one nonverbal action in brackets that you will use while speaking. Then present your finished message aloud to a partner or small classroom audience. Actually use the planned nonverbal cues, an audible volume suitable for those listeners, and clear pronunciation. Your listener names the main message and its order and gives one specific clarity comment; record the comment below and retry a confusing part if needed.

Speak So Clearly

PART 1 · READ AND MARK

Underline the words Maya uses to put her ideas in order, and circle three actions that help listeners follow her message. These marks show how a speaker can make information clear. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which three words does Maya use to show the order of her plan?	**First, Then, and Last.**
2	What detail shows that Maya used a volume that fit the room?	**Her voice was clear enough for people at the back.**
3	What does Maya do while naming the garden areas, and how does this help listeners?	**She points to the poster. This helps listeners connect her words to the garden plan.**
4	How does Maya make the chosen jobs clear after volunteers answer?	**She nods and repeats the jobs people chose. Repeating the jobs helps everyone understand them.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Hello, classmates, our library needs helpers to sort donated books on Thursday. Meet me by the library door at 3:15, and bring a pencil to label the boxes. First, we will sort picture books, then we will stack them neatly. Thank you for helping our library. [Point to a sign showing the time]

Accept answers that identify Maya's sequence words, clear volume, and helpful actions from the passage. For the open response, accept four organized sentences with a greeting, useful details, a closing, and an appropriate nonverbal action. Arrange classroom partner turns and observe actual oral delivery, including logical order, purposeful nonverbal cues, suitable audible volume and clear pronunciation. Check the listener's main-message/order response and recorded clarity comment. A written plan alone does not complete the presentation; support rehearsal and clarification.