Ready for Readers

Notice how writers prepare information for family readers.

4.11.E "publish written work for appropriate audiences."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words that show who will read this notice. Circle three details a family could use to plan or respond.

Family Science Night

1. Dear Oak Hill families, you are invited to Family Science Night on Thursday, April 16, from 6:00 to 7:30 p.m. in the school gym. Students will test paper bridges, make shadow pictures, and meet local engineers. Adults and children can try each station together. Admission is free, and no science experience is needed. Bring your questions.

2. To plan enough activities, please return the blue reply slip by Monday, April 13. Write the number of people coming and list any food allergies. Families may also sign up online at OakHillSchool.org/science. If you need a ride or an interpreter, call the school office at 555-0146 by Friday. We want every family to be able to join us.

3. This notice appears in the family newsletter and on the school website because caregivers need the date, place, and sign-up information. Short paragraphs and clear sentences help busy readers find key facts quickly. The notice uses friendly, clear words so both children and adults understand it. A copy will also go home in backpacks for families who do not use the internet.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the main audience for this notice? Give one detail from the notice that shows your answer.

2. Why does the writer use short paragraphs and clear sentences in this notice?

3. Why will a copy of the notice go home in backpacks?

4. Give one way a family can tell the school they are coming. Include the deadline if the choice has one.

3 YOUR TURN

Your own words

With your teacher, choose an approved school event or a clearly fictional classroom event. Write a 60-80 word notice for family readers, including the event, date, time, place, and one clear action. Use short paragraphs and clear sentences. Then publish your finished notice: give or display a copy for an appropriate reader. For a fictional event, a classmate may act as a family reader. Ask the reader to identify the event and action. After the notice, record where you published it, who read it, and what the reader understood. Use extra paper if needed.

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PART 1 · READ AND MARK

Underline words that show who will read this notice. Circle three details a family could use to plan or respond. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the main audience for this notice? Give one detail from the notice that shows your answer.	**Oak Hill families or caregivers. The notice begins, "Dear Oak Hill families," and includes information for adults and children.**
2	Why does the writer use short paragraphs and clear sentences in this notice?	**They help busy readers find key facts quickly and help both children and adults understand.**
3	Why will a copy of the notice go home in backpacks?	**It gives information to families who do not use the internet.**
4	Give one way a family can tell the school they are coming. Include the deadline if the choice has one.	**Return the blue reply slip by Monday, April 13, or sign up online at OakHillSchool.org/science.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Riverbend families, our Book Swap is Friday, May 8, from 5:30 to 6:30 p.m. in the cafeteria. Bring up to five books you have finished reading. You may take home the same number of books, or fewer.

Please place your books in a bag with your name. To help us set up tables, return the slip by May 4. Questions? Call the school office at 555-0192.

Fictional classroom publication example: I displayed the notice for a classmate acting as a family reader. The reader identified the Book Swap and the reply-slip deadline.

Accept equivalent text evidence about the audience, clear format, publication choices, and ways families can respond. For the open task, accept a 60-80 word notice with all required event details, a clear family action, and readable organization for family readers. Before writing, approve the event details and a feasible reader/publication method. Source and model events are fictional classroom examples; their contacts are not for actual use. Check the 60-80 word notice separately from the publication record. Require an actually provided/displayed copy and reader understanding, not only a plan to publish.