Ready for Readers

See how a writer prepares a web post for its readers.

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

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline three choices Maya made for website readers. Circle two facts she checked before publishing, so you can see how she prepared her work for an audience.

From Garden Report to Web Post

1 When the Riverside Middle garden produced its first tomatoes, Maya wanted to share the news. Her first draft was a long report for the garden club. It listed planting dates, soil tests, and the names of every volunteer. Then the principal asked Maya to prepare a short post for the school website, where students, families, and community members would read it. Maya reconsidered what those readers needed to know first about the harvest and why it mattered.

2 For the website post, Maya opened with a clear headline, "Garden Harvest Reaches Cafeteria." She explained that the garden's tomatoes would be served in salads during lunch on Friday. Instead of including every soil measurement, she gave one useful detail: sixth and seventh graders helped grow the food. She used short paragraphs and a photo with a caption so busy readers could quickly understand the news. Before publishing, she checked that the date, photo permission, and spelling were correct.

3 One reader, Mr. Chen, saw the post on his phone after work. He did not need the club's complete planting log, but he wanted to know whether the salad was available and who had grown it. A garden club member still needed the longer report because the group would use those records to plan next season. By choosing a website, a headline, a photo, and brief facts, Maya matched her published work to a broad audience while keeping the detailed report for its original readers.

2 ANSWER WITH EVIDENCE

Use the passage

1. What format did Maya choose for her published work, and who was its audience?

2. Name two choices Maya made that helped busy website readers understand the news quickly.

3. Why did Maya leave most of the soil measurements out of the website post?

4. What did Maya check before publishing? Name two items and explain why checking them matters.

3 YOUR TURN

Your own words

Write a 60-80-word post for your school website about a school event or project. Use a headline and two short paragraphs, and include what readers need to know about what is happening, when or where it happens, and how they can take part. Check event details with your teacher and label invented events Fictional classroom post. Then actually publish the finished post for an appropriate reader through a teacher-approved class display, printed copy or class space. A classmate may act as a family reader for a fictional event. Ask the reader to identify one useful detail; after the post, record where it was published, who read it and what the reader understood. Use extra paper if needed.

Ready for Readers

PART 1 · READ AND MARK

Underline three choices Maya made for website readers. Circle two facts she checked before publishing, so you can see how she prepared her work for an audience. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What format did Maya choose for her published work, and who was its audience?	**She chose a post for the school website. Its audience was students, families, and community members.**
2	Name two choices Maya made that helped busy website readers understand the news quickly.	**Any two: a clear headline, brief useful facts, short paragraphs, or a photo with a caption.**
3	Why did Maya leave most of the soil measurements out of the website post?	**The broad website audience needed brief, useful news, while the detailed measurements belonged in the garden club's longer report.**
4	What did Maya check before publishing? Name two items and explain why checking them matters.	**She checked the date, photo permission, and spelling. Any two are correct. Checking them helps make the post accurate and makes sure the photo may be used.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Winter Coat Drive Opens Monday

Riverside Middle will collect clean winter coats from November 4 through November 15. Put coats in the labeled bin outside the library. Donation hours match the library's regular school-day schedule. Students, families, and neighbors may donate coats from their homes.

Please check closets for coats that still have working zippers and buttons. The Student Council will deliver the coats to the Northside Community Center before cold weather begins.

Fictional publication record: I displayed my post for a classmate acting as a family reader. The reader identified the library bin as the donation location.

Accept equivalent evidence-based answers about how Maya selected information and presentation choices for website readers. For the open task, accept responses that meet the word count and clearly adapt useful details, organization, and tone to a school website audience. The model is a fictional classroom event, not an actual invitation. Before writing, approve usable details, a publication method and reader. Require a finished post actually provided/displayed and reader response; assess the separate record outside the 60–80 word post requirement. No public internet publication is required.