Ready for Readers

Study how an online announcement serves its readers.

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

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words that identify Maya's audience. Circle three choices she made to make the online announcement useful and appropriate for that audience.

A Cleanup Announcement

1 When the Green Team planned a Saturday river cleanup, Maya wrote an announcement for the school website. She expected students, families, and neighbors to read it, so she used a clear title: "Join the River Cleanup, April 13." The first sentences named the meeting place, starting time, and supplies volunteers should bring. Instead of using club abbreviations that visitors might not know, Maya wrote "Green Team" and explained that gloves and trash bags would be provided. Her purpose was to help readers decide whether and how to participate.

2 Before posting, Maya considered how readers would view the announcement. Many people would see it on phones, so she kept paragraphs short and placed the date near the top. She chose a bright photo of last year's volunteers, but she checked that everyone in the photo had permission for it to appear online. Maya included a link to the city park map and an email address for questions. She left out a joke about the team's muddy boots because it would not help a new volunteer prepare.

3 On Friday, Maya asked two classmates to preview the page. One reader noticed that the registration link opened a form with a required phone number. Because some families may prefer email, Maya added a note explaining why the number was requested and gave the Green Team sponsor's email as another contact. The other reader found a spelling error in the park name. Maya corrected it, tested every link, and published the announcement after the sponsor approved it. The finished page gave its audience accurate details, a respectful tone, and a simple way to respond.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who was Maya's intended audience? Give two details from the announcement that would help this audience participate.

2. What two choices did Maya make because many readers would use phones? Explain how each choice helps online readers.

3. What did Maya do before using the volunteer photo, and why was that an appropriate publishing choice?

4. How did reader feedback change the final published announcement? Name two changes Maya made.

3 YOUR TURN

Your own words

Write an 80-100-word announcement for your school website inviting students and families to a school supply swap. Include a clear title, the date, time, place, what readers should bring or expect, and a contact method. Use short paragraphs and a respectful tone suitable for online publication. Check event details with your teacher and label invented events Fictional classroom announcement. Then actually share or display the finished announcement for a real, appropriate reader using a teacher-approved printed copy, class display or class space. A classmate may act as a family reader for a fictional event. Ask the reader to identify one useful detail; record where it was shared, who read it and what the reader understood. Use extra paper if needed.

Ready for Readers

PART 1 · READ AND MARK

Underline words that identify Maya's audience. Circle three choices she made to make the online announcement useful and appropriate for that audience. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who was Maya's intended audience? Give two details from the announcement that would help this audience participate.	**Her audience was students, families, and neighbors. Helpful details included the meeting place, starting time, needed supplies, provided gloves and trash bags, the park map link, and an email address.**
2	What two choices did Maya make because many readers would use phones? Explain how each choice helps online readers.	**She kept paragraphs short and placed the date near the top. Short paragraphs are easier to read on a phone, and placing the date near the top helps readers find an important detail quickly.**
3	What did Maya do before using the volunteer photo, and why was that an appropriate publishing choice?	**She checked that everyone in the photo had permission for it to appear online. This respects people's privacy and permission.**
4	How did reader feedback change the final published announcement? Name two changes Maya made.	**Maya added an explanation for the required phone number and the sponsor's email as another contact. She also corrected a spelling error and tested every link.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

School Supply Swap, September 18

Students and families can trade clean, usable school supplies in the library from 4:00 to 6:00 p.m. Bring pencils, folders, notebooks, or backpacks you no longer need. You may also come to choose supplies, even if you cannot bring an item. All supplies will be checked before they are placed on tables.

For questions or accessibility needs, email Ms. Ortiz at sortiz@oakridge.edu. Please enter through the main library doors. Staff members will be nearby to help.

Fictional sharing record: I gave my notice to a classmate acting as a family reader. The reader identified the library location and 4:00–6:00 p.m. time.

Accept equivalent evidence-based answers that identify audience needs, online formatting choices, privacy, and revision before publication. For the open task, accept varied events if the writing clearly addresses the stated audience and includes all required publication details. The model describes a fictional event, not an actual invitation. Before writing, approve details, publication method and reader. Require the finished notice actually shared/displayed and a reader response. Assess the sharing record outside the 80–100 word announcement. No public internet is required.