Respectful Reports

Notice how a speaker organizes ideas and chooses clear, respectful words.

5.C.2.A.iv "Report orally on a topic or text or present an opinion in an organized manner. This includes: Demonstrating awareness of and sensitivity to the appropriate use of words (e.g., avoiding stereotypes, multiple meanings of words)."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Number the paragraphs 1 through 3, underline the words that signal the report's order, and circle phrases that clarify a word or describe people respectfully.

A Report on Riverbend Community Garden

1. Hello. Today I will report on the Riverbend Community Garden, a shared space where neighbors grow food and flowers. First, I will explain how the garden works. Each small piece of ground is called a plot. Here, plot means a garden space, not a secret plan in a story. Clear word meanings help listeners follow a report.

2. Next, the garden has paths wide enough for people who use wheelchairs, and it has raised beds that some gardeners can reach more easily. I would not say that all older adults need raised beds, because people have different strengths and needs. The garden welcomes children, adults, and visitors with many kinds of experience. Specific, respectful words describe people fairly.

3. Finally, I will share one result. Last summer, volunteers gave extra tomatoes and beans to the food pantry, where families chose groceries. This example shows how the garden supports the community. In conclusion, Riverbend Community Garden grows plants and builds connections. When speakers explain words clearly and avoid broad claims about groups, listeners can understand the topic and feel respected.

2 ANSWER WITH EVIDENCE

Use the passage

1. What does the speaker say will be explained first, and what result is shared near the end?

2. What does plot mean in this report? What other meaning does the speaker tell listeners not to use?

3. Copy the sentence that avoids making the same claim about all older adults.

4. What phrase describes the food pantry in a way that shows families can make choices?

3 YOUR TURN

Your own words

Prepare a four-sentence oral report about a school or community place. Use First, Next, and Finally, explain one word that has more than one meaning, and include one respectful, specific phrase about people. Give the report aloud to a partner or teacher. Ask the listener to explain your multiple-meaning word and name your respectful phrase. Record their response; clarify or rephrase and repeat a sentence if needed.

ANSWER KEY

Respectful Reports

GRADE 5 · 5.C.2.A.iv

PART 1 · READ AND MARK

Number the paragraphs 1 through 3, underline the words that signal the report's order, and circle phrases that clarify a word or describe people respectfully. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What does the speaker say will be explained first, and what result is shared near the end?	**First, the speaker will explain how the garden works. Near the end, the speaker says volunteers gave extra tomatoes and beans to the food pantry.**
2	What does plot mean in this report? What other meaning does the speaker tell listeners not to use?	**Plot means a small garden space. It does not mean a secret plan in a story.**
3	Copy the sentence that avoids making the same claim about all older adults.	**I would not say that all older adults need raised beds, because people have different strengths and needs.**
4	What phrase describes the food pantry in a way that shows families can make choices?	**families chose groceries**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Today I will report on the Eastside Library. First, the library offers books, computers, and a quiet study room. Next, a library card is a card that lets a person borrow materials, not a greeting card. Finally, staff members help visitors, including people who use screen readers, find resources.

Accept a four-sentence report about an appropriate place if it has a clear opening, First, Next, and Finally in logical order, a correct explanation of a multiple-meaning word, and a respectful, specific description of people. Accept equivalent respectful language and accurate word explanations. Observe actual oral reporting and listener understanding of the word meaning and respectful description. Accept accurate no-change feedback; support clarification if needed. The feedback record is separate from the four-sentence report.