Share It Right

Sort ways to share findings for different audiences.

6.R.1.E "Organize and share findings in formal and informal oral or written formats."

NAME _____ DATE _____

FORMAL SHARING

Use a formal format when you share findings with an official or larger audience. Plan and organize your information carefully.

A marine biologist sends a carefully organized research paper about seal movements to an ocean journal.

INFORMAL SHARING

Use an informal format when you share findings in a relaxed way with people you know. Your language can sound more conversational.

At breakfast, Nia tells her uncle how many butterflies she spotted.

1 SORT

8 items

Circle FORMAL or INFORMAL for each item, then choose two items and explain which clues helped you sort them.

1.	A written report for the principal that has headings and sources.	FORMAL	INFORMAL
2.	A planned presentation to the city council about park-use data.	FORMAL	INFORMAL
3.	A chat with a sibling about what you found in a recycling survey.	FORMAL	INFORMAL
4.	A letter to the newspaper editor explaining results from a water test.	FORMAL	INFORMAL
5.	A voice message to a friend about books classmates recommend.	FORMAL	INFORMAL
6.	A casual conversation with classmates about observations from a plant study.	FORMAL	INFORMAL
7.	An article for the school website with a chart and source list.	FORMAL	INFORMAL
8.	A text to your cousin about facts you learned at the history museum.	FORMAL	INFORMAL

2 PROVE IT

Explain your thinking

Pick two items from Part 1. For each one, tell how you knew where it belonged.

ITEM # _____ **HOW I KNEW** _____

ITEM # _____ **HOW I KNEW** _____

3 MAKE YOUR OWN

One of each

Write one new FORMAL sharing example and one new INFORMAL sharing example.

FORMAL _____

INFORMAL _____

CHALLENGE

Use this fictional class-survey finding: 18 of 24 students prefer longer recess. Name one formal and one informal format for sharing it. Then write a short, organized note to the school council: address the audience, state the finding and suggest a next step without claiming the whole school agrees. Give the note to a partner or teacher acting as a council reader. Ask the reader to identify your finding and proposed next step, then revise any unclear sentence.

ANSWER KEY

Share It Right

GRADE 6 · 6.R.1.E

PART 1 · SORT

#	ITEM	CATEGORY	WHY
1	A written report for the principal that has headings and sources.	**FORMAL**	It is an organized written report for an official audience.
2	A planned presentation to the city council about park-use data.	**FORMAL**	It is prepared for an official audience.
3	A chat with a sibling about what you found in a recycling survey.	**INFORMAL**	It is a relaxed conversation with a family member.
4	A letter to the newspaper editor explaining results from a water test.	**FORMAL**	It shares findings with a public audience in a planned written format.
5	A voice message to a friend about books classmates recommend.	**INFORMAL**	It is a casual message to a friend.
6	A casual conversation with classmates about observations from a plant study.	**INFORMAL**	The word casual and the audience of classmates show informal sharing.
7	An article for the school website with a chart and source list.	**FORMAL**	It is an organized publication with supporting sources.
8	A text to your cousin about facts you learned at the history museum.	**INFORMAL**	A text to a cousin is a relaxed way to share information.

PART 2 · PROVE IT

Accept any explanation that names the deciding feature from the rule box for the chosen item.

PART 3 · MAKE YOUR OWN (SAMPLE ANSWERS)

- **FORMAL**: A student gives a prepared report to the library board about the number of visitors.
- **INFORMAL**: During a phone call, a student tells an aunt which recipes got the most votes.

Challenge: Formal format: a note to the school council. Informal format: a conversation with a neighbor. Note: Dear School Council, our fictional class survey found that 18 of 24 students prefer longer recess. Please ask other classes before deciding whether to change recess. Example reader check: The reader identified the class result and the request for a wider survey.

Formal items are 1, 2, 4, and 7. Informal items are 3, 5, 6, and 8; accept explanations that connect audience, planning, organization, or conversational language to the category. For the challenge, inspect an actual audience-directed note and completed reader check, not just format names. Accept clear equivalent organization, accurate 18-of-24 reporting and a proportionate next step. The data are supplied classroom fiction; do not present them as a real school survey. Only one written format must be produced and shared.