Words for Whom?

Match your words to your audience.

7.L.3.c "Recognize variations from standard or formal English in writing and speaking, determine their appropriateness for the intended purpose and audience, and make changes as necessary."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words or phrases that sound casual, and circle clues about who will read or hear each message. Use those marks to decide which wording fits each audience.

Maya's Three Messages

1. On Monday, Maya planned a free clothing repair workshop for Thursday after school. She first sent a message to the friends who had offered to help: "Hey, crew! Got a loose button or a torn sleeve? Bring it Thursday, and we'll fix it together." Her friend Imani replied, "I'm in. My backpack strap is hanging on by a thread." The group chat was only for friends. Each volunteer had helped Maya plan the workshop, but no one had seen the final invitation.

2. Next, Maya needed permission to use two tables in the school library. She opened an email to Principal Chen and typed, "Hey, Principal Chen, we're gonna need two tables on Thursday. Can you hook us up?" She added that the workshop would run from 3:30 to 4:30 and that a teacher would supervise the sewing supplies. Maya paused before sending. Principal Chen had not met her, and the email might be forwarded to the librarian who scheduled room use. The message stayed in her drafts.

3. On Wednesday, Maya practiced a short announcement for the entire school. Her first version began, "Yo, everybody, your ripped clothes need some help?" Imani listened from the back of the empty cafeteria, where students would gather for announcements. Maya tried a second opening: "Students, the clothing repair workshop is Thursday at 3:30 in the library." She also planned to say that anyone could bring an item with a loose button or small tear. She left both openings in her notebook and asked Imani which one would reach more students.

2 ANSWER WITH EVIDENCE

Use the passage

1. Why does “Hey, crew!” fit Maya’s group chat? Use a detail about its readers.

2. Rewrite “we’re gonna need two tables on Thursday” for Maya’s email to Principal Chen. Keep the request and the day.

3. In the email draft, what does “Can you hook us up?” ask Principal Chen to do? Replace it with a clearer question for that reader.

4. Which of Maya’s two announcement openings better fits an audience of the entire school? Explain your choice.

3 YOUR TURN

Your own words

Write a two-sentence text to a close friend and a two-sentence email to a community center director asking for clean jars for a school seed-starting event on Saturday. Include the request and event in both versions, but choose words that fit each reader.

ANSWER KEY

Words for Whom?

GRADE 7 · 7.L.3.c

PART 1 · READ AND MARK

Underline words or phrases that sound casual, and circle clues about who will read or hear each message. Use those marks to decide which wording fits each audience. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Why does "Hey, crew!" fit Maya's group chat? Use a detail about its readers.	**The chat is only for friends who offered to help, so the casual greeting fits people Maya knows.**
2	Rewrite "we're gonna need two tables on Thursday" for Maya's email to Principal Chen. Keep the request and the day.	**Could we please use two tables on Thursday?**
3	In the email draft, what does "Can you hook us up?" ask Principal Chen to do? Replace it with a clearer question for that reader.	**It asks for permission to use the tables. A clearer question is, "May we use two tables in the library?"**
4	Which of Maya's two announcement openings better fits an audience of the entire school? Explain your choice.	**The second opening fits better because it addresses all students and clearly gives the workshop's time and place.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Friend: Hey, do you have any clean jars to spare? We're starting seeds at school on Saturday, and your jars would help.
Director: Could the community center donate clean jars for our school's seed-starting event on Saturday? We would appreciate any jars you can provide.

Accept different revisions that preserve the intended request and suit the audience. For Part 3, look for two sentences per version, the Saturday event and jar request in both, and a clear shift in tone.