Writing With Purpose

Choose a format, audience, and time frame to fit the task.

9-10.W.10 "Write routinely over extended time frames (for research, reflection, and revision) and shorter time frames for a range of tasks, purposes, and audiences; independently select writing topics and formats for personal enjoyment, interest…"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle each writing format the narrator chooses, underline a clue to its audience or purpose, and number one quick draft and one piece revised across several days.

A Week in My Writing Notebook

1. Monday, 7:40 p.m. My bike chain slipped again on the hill outside school, so I opened my notebook to write about the sound it made: a sharp snap, then the scrape of metal. No one had assigned this piece. I wanted to capture the moment for myself, and a six-line poem felt better than a report. I finished a rough draft in ten minutes, then changed "bad noise" to "a coin dragged across brick." Later, I wrote a quick email to my science partner explaining why our group should test different chain lubricants. The same bike problem needed a new format and a new reader.

2. On Tuesday, I found an opening for a weekend helper at River Street Cycles. The manager asked for a resume and cover letter, not a story about my bike. On my resume, I listed the dates I volunteered at the school tool library and the tasks I actually did, including sorting tools and checking out supplies. In the letter, I wrote, "Your weekend customers need clear help, and I have practiced explaining tool choices to new volunteers." I did not claim to be a mechanic. I saved both drafts because an application deserves more than a hurried first try.

3. By Friday, I had asked the tool library supervisor to check my volunteer dates and had revised the cover letter so its first sentence named the job. I sent the application only after reading it aloud for vague claims. That afternoon, our club needed permission to hold a free bike-check event at the community center. I chose a business letter addressed to the center director because the request needed a clear date, location, and reply. My opening said, "I am writing to request use of the east courtyard on May 16 for our student bike-check event." Unlike my poem, this letter needed a specific answer from someone else.

2 ANSWER WITH EVIDENCE

Use the passage

1. Why did the narrator use a poem for the bike problem but an email for the science partner?

2. How did the resume and cover letter serve different purposes in the job application?

3. Name two steps the narrator took between Tuesday and Friday to improve the application.

4. Why was a business letter a better choice than a poem for the community center request?

3 YOUR TURN

Your own words

Choose your own topic, audience, and writing format. Write a 70 to 100 word first draft for that reader, then add one sentence naming a specific change you would consider after revisiting it tomorrow.

Writing With Purpose

PART 1 · READ AND MARK

Circle each writing format the narrator chooses, underline a clue to its audience or purpose, and number one quick draft and one piece revised across several days. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Why did the narrator use a poem for the bike problem but an email for the science partner?	**The poem captured a moment for the narrator's own enjoyment. The email explained a test idea to the science partner.**
2	How did the resume and cover letter serve different purposes in the job application?	**The resume listed verified volunteer dates and tasks. The cover letter connected the narrator's experience explaining tools to the shop's customers.**
3	Name two steps the narrator took between Tuesday and Friday to improve the application.	**The narrator checked volunteer dates with a supervisor and revised the cover letter to name the job. Reading aloud for vague claims is also acceptable.**
4	Why was a business letter a better choice than a poem for the community center request?	**The club needed the director's permission and a reply. The business letter clearly stated the requested location, date, and event.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Subject: Quiet study space request
Dear Ms. Patel,
I am a student at North High, and I am writing to ask whether the library could keep its upstairs study room open until 7 p.m. on Thursdays during exam weeks. Several students in my neighborhood share crowded homes and need a quiet place to work after school. I know staffing and closing procedures may limit your options. If extended hours are not possible, could you suggest another room we might reserve?
Thank you for considering the request.
Sincerely,
Jordan Lee
Revision plan: Tomorrow, I would check the library's current Thursday hours and revise my request if needed.

Accept different markings when students can point to passage clues for each choice. For Part 3, look for a 70 to 100 word draft with an identifiable format and audience, plus a specific, separate revision sentence.