Apply With Purpose

Read an application guide for its instructions and purpose.

11.RI.1.A "Interpret and complete an application for employment or college admission, and summarize the intent, main ideas, and purpose of the workplace or technical documents."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline each action an applicant must take. Circle each sentence that explains why the lab needs information or materials.

City Water Lab Internship Guide

1. The City Water Lab offers paid summer internships to students who will be at least 16 by June 1. Interns test water samples, record results, and help prepare public education displays. To apply, submit the online form by April 12 at 5:00 p.m. The lab uses the form to confirm that applicants meet the age requirement and can attend the required training on June 10. Late or incomplete forms are not reviewed.

2. On the form, use your legal name and an email address you check regularly. List a school or community reference who is not related to you, and include that person's phone number. In the availability section, mark every weekday hour you can work between June 17 and August 9. Do not list hours you hope to have free. The supervisor compares this section with the lab's schedule before selecting interview candidates.

3. Before submitting, attach a one-page résumé that names relevant classes, volunteer work, or jobs. Answer the short question, "Why do you want to work at the Water Lab?" in 75 to 100 words. Give one specific example of a skill you would use, such as careful measurement or clear communication. The application asks for accurate contact information so staff can reach applicants about interviews, training, or missing materials. Keep a copy of your submitted form.

2 ANSWER WITH EVIDENCE

Use the passage

1. What is the main purpose of this guide?

2. Summarize the main steps an applicant must complete before submitting the application.

3. How does the supervisor use the availability section?

4. Why does the application require accurate contact information?

3 YOUR TURN

Your own words

Imagine you are applying to be a library media assistant. Complete these three entries: Availability, Reference, and a two-sentence response explaining one relevant skill. Use realistic, specific information.

ANSWER KEY

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GRADE 11 · 11.RI.1.A

PART 1 · READ AND MARK

Underline each action an applicant must take. Circle each sentence that explains why the lab needs information or materials. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What is the main purpose of this guide?	**To explain how eligible students can complete and submit an application for the City Water Lab internship.**
2	Summarize the main steps an applicant must complete before submitting the application.	**Meet the eligibility and deadline requirements, complete the form with a reference and availability, attach a résumé, answer the short question, and provide accurate contact information.**
3	How does the supervisor use the availability section?	**The supervisor compares the applicant's available work hours with the lab schedule when choosing interview candidates.**
4	Why does the application require accurate contact information?	**Staff need it to contact applicants about interviews, training, or missing materials.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Availability: Monday through Friday, 3:30 to 5:30 p.m. Reference: Ms. Elena Ortiz, Robotics Club adviser, 555-0148 Response: I organize equipment and record checkout details carefully during robotics meetings. I would use those habits to return media materials to the correct place and keep records accurate.

Accept accurate paraphrases of the guide's purpose, instructions, and reasons. For Part 3, accept varied realistic details if all three entries are present and the response has exactly two sentences about a relevant skill.