# Words That Fit

Match your qualifications and language to the audience.

**11.W.1.C** "Write to describe personal qualifications for potential occupational or educational opportunities, producing clear and coherent writing in which the development, organization..."

NAME _____ DATE _____

## 1 READ AND MARK

Read it twice

**YOUR JOB** Underline each statement that presents Maya's qualifications, and circle the specific evidence that supports it. Number 1 beside a formal-language choice and 2 beside an informal-language choice to show how she changes style for her audience.

### Maya's Two Messages

1. Dear Ms. Alvarez, I am applying for the RiverWatch Summer Internship because I want to learn how community groups protect local streams. As a junior at Eastview High School, I have completed biology and environmental science courses that taught me to record observations carefully and interpret data. I am especially interested in RiverWatch's water-testing projects because I have seen litter collect near Cedar Creek after storms. I would value the chance to contribute to fieldwork while learning from your staff. My résumé is attached for your review.

2. Last spring, I served as a volunteer team leader during our school's creek cleanup. I organized six classmates, checked that we had gloves and collection bags, and recorded the types of waste we found. Our team removed 18 bags of trash, and I presented our results to the science club. This experience strengthened my ability to plan tasks, communicate clearly, and follow safety procedures outdoors. I can attend every Tuesday and Thursday in June, and I have reliable transportation to the field site. Thank you for considering my application. Sincerely, Maya Ortiz.

3. Hi Jordan, I just sent my RiverWatch application. Since you did the internship last year, could you tell me whether the field days are usually muddy? I wrote about leading the creek cleanup and taking environmental science, but I kept this message shorter because I am asking you, not the coordinator. I am excited, and I hope I get to test water samples instead of only reading about them in class. I also want to know what shoes work best near the stream. Thanks for any tips you can share!

## 2 ANSWER WITH EVIDENCE

Use the passage

1. Which sentence most clearly states Maya's purpose and the opportunity she seeks? Copy the sentence.

2. Name two qualifications Maya gives in her formal email. Include the evidence she uses for each qualification.

3. Why does Maya include her schedule and transportation in the formal email?

4. Identify one formal phrase from Maya's email and one informal phrase from her message to Jordan. Explain why the language changes.

## 3 YOUR TURN

Your own words

Choose a real or realistic job, internship, or program. Write a 140-170-word formal email that names the opportunity, gives two qualifications with evidence, states availability or a next step, and includes a formal closing. Then write a 35-50-word informal message to a mentor or peer that shares your application and asks one useful question.

ANSWER KEY

# Words That Fit

GRADE 11 · 11.W.1.C

## PART 1 · READ AND MARK

Underline each statement that presents Maya's qualifications, and circle the specific evidence that supports it. Number 1 beside a formal-language choice and 2 beside an informal-language choice to show how she changes style for her audience. Accept any marking that follows this job and points at the right text.

## PART 2 · ANSWERS

| # | QUESTION | ANSWER |
|---|---|---|
| 1 | Which sentence most clearly states Maya's purpose and the opportunity she seeks? Copy the sentence. | **"Dear Ms. Alvarez, I am applying for the RiverWatch Summer Internship because I want to learn how community groups protect local streams."** |
| 2 | Name two qualifications Maya gives in her formal email. Include the evidence she uses for each qualification. | **She completed biology and environmental science courses that taught her to record observations and interpret data. She also led a creek cleanup, organizing six classmates, checking supplies, recording waste, and presenting results.** |
| 3 | Why does Maya include her schedule and transportation in the formal email? | **It shows that she is available for the internship schedule and can reliably get to the field site.** |
| 4 | Identify one formal phrase from Maya's email and one informal phrase from her message to Jordan. Explain why the language changes. | **Formal: "Thank you for considering my application." Informal: "Hi Jordan" or "I just sent my RiverWatch application." The email is for the internship coordinator, while the message is for a peer who can give advice.** |

## PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Dr. Patel, I am applying for the City Hospital Student Volunteer Program for the fall term. I am interested in health care careers and would welcome the opportunity to support patients and staff while learning about hospital services. During the past year, I volunteered twice a month at the Maple Street Senior Center, where I greeted visitors, delivered activity supplies, and listened respectfully to residents. I also completed a first-aid and CPR course through my school, which taught me to respond calmly and follow safety steps. These experiences have prepared me to communicate clearly, protect privacy, and complete assigned tasks responsibly. I am available on Wednesday afternoons and Saturday mornings. My teachers can confirm my dependable attendance and respectful communication. Thank you for considering my application. I would be glad to provide references or meet for an interview. Sincerely, Elena Ruiz Hi Marcus, I applied to volunteer at City Hospital this fall. You volunteered there last year, so what should I expect during the first shift? I mentioned my senior center work and CPR course, but I would like your advice about what volunteers do most often.

Accept equivalent qualifications when students connect each claim to a specific detail from the passage. For the comparison question, accept any accurate formal and informal language choices with a clear explanation of the different audiences.