One Plan, Three Voices

Study how a writer shifts form, voice, and purpose.

11.W.1.D "Choose appropriate modes and blend multiple forms of writing by routinely engaging in the production of shorter and longer pieces that adapt writing content, technique, and voice for a range of audiences, purposes, and tasks (e.g..."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline phrases that identify an audience or purpose. Then number 1, 2, and 3 beside places where the writer shifts among informative, descriptive, reflective, persuasive, or critical writing.

Courtyard Garden Messages

1. To the principal: Our unused courtyard can become a native-plant garden that supports pollinators and gives science classes an outdoor study space. The project needs four raised beds, soil, seedlings, and a weekend work crew. According to the National Wildlife Federation, native plants provide food and shelter for local wildlife, while their roots can help rainwater soak into the ground. I am requesting permission to use the courtyard and to present a budget to the school council next month. The plan would begin with a small pilot bed beside the south wall.

2. To my classmates: Picture the courtyard at lunch, with purple coneflowers beside golden black-eyed Susans and a narrow path between the beds. Instead of crossing bare concrete, you could pause near leaves that smell like mint after rain. Last spring, I watched a bee circle the lone planter outside the library, and I realized that a few flowers can change how a place feels. If you want to help, bring gloves next Saturday and sign up with the environmental club by Friday. Your ideas can shape the plant labels.

3. To the school council: The garden plan is practical, but its first draft left two concerns unanswered: cost and care during school breaks. I revised it after comparing prices from three local nurseries and asking the custodial team where water access is available. The estimated materials cost is $640, and a rotating volunteer schedule would assign two students to water and weed each week. Please approve a $500 grant and allow us to raise the remaining $140 through a plant sale. This revision replaces enthusiasm alone with details that decision makers can evaluate.

2 ANSWER WITH EVIDENCE

Use the passage

1. How does the first paragraph adapt its voice and content for the principal? Give two details from the paragraph.

2. Compare the second and third paragraphs. How does the writer change purpose and voice for each audience?

3. What forms of writing are blended in the second paragraph, and what does each form help the writer do?

4. What two weaknesses in the original plan does the third paragraph identify, and how does the revision address them?

3 YOUR TURN

Your own words

Choose a practical improvement for your school. Write 150 to 180 words in three paragraphs: a formal summary and request to an administrator, a vivid reflection or description that invites classmates to participate, and a brief critique that addresses one weakness in the plan for a decision-making group. Shift your voice and technique for each audience.

ANSWER KEY

One Plan, Three Voices

GRADE 11 · 11.W.1.D

PART 1 · READ AND MARK

Underline phrases that identify an audience or purpose. Then number 1, 2, and 3 beside places where the writer shifts among informative, descriptive, reflective, persuasive, or critical writing. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How does the first paragraph adapt its voice and content for the principal? Give two details from the paragraph.	**It uses a formal request for permission and includes practical information, such as needed materials, a pilot bed, and benefits for wildlife and science classes.**
2	Compare the second and third paragraphs. How does the writer change purpose and voice for each audience?	**For classmates, the writer uses vivid, personal language and an invitation to help. For the school council, the writer uses a practical, evaluative voice focused on costs, maintenance, and funding.**
3	What forms of writing are blended in the second paragraph, and what does each form help the writer do?	**The paragraph blends description, reflection, and an invitation. Description creates an image of the garden, reflection explains the writer's personal insight, and the invitation asks classmates to participate.**
4	What two weaknesses in the original plan does the third paragraph identify, and how does the revision address them?	**The weaknesses are cost and care during school breaks. The revision provides a materials estimate, compares nursery prices, identifies water access, and creates a rotating volunteer schedule.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

To the assistant principal: Our school should install a water-bottle refill station near the gym. Students crowd around one fountain, and some buy disposable bottles from vending machines. A station costs money, but it could reduce plastic waste and make drinking water easier to access. Please let the student council gather price estimates and present a funding plan in November. To my teammates: Imagine finishing a game and hearing cold water splash into your bottle instead of watching a slow fountain sputter. Last week, I waited behind six runners while my bus pulled up. If we work together, we can survey students, design posters, and show that a change can make practices less rushed. To the facilities committee: This proposal has a weakness, because a refill station will require filter changes and cleaning. We should not promise savings without checking maintenance costs. Ask the vendor for a service schedule, then compare its fee with the money students spend on bottled water. If the numbers support the project, approve one station as a six-month trial and review use before adding more.

Accept answers that accurately identify audience, purpose, and specific changes in voice, content, or technique. For the writing task, accept varied school improvements if the response has three distinct audience-focused paragraphs, blends the required forms, and stays within 150 to 180 words.