Same Facts, Different Readers

Study how technical writers adjust information, organization, and tone for specific readers.

12.W.1.B.ii "Write technical pieces that: Create clear and coherent writing in which the development, organization, and style matches the intended audience and purpose of the workplace and/or post-secondary education and language in informal and formal..."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB In each paragraph, underline the action readers should take, circle two words or phrases that fit the audience, and number the steps or events in the order readers need them.

Fire-Alarm Speaker Test Communications

1. Campus Operations Notice: On Tuesday, October 14, technicians will test the south building's fire-alarm speakers from 7:00 to 7:20 a.m. The test supports the annual life-safety inspection and may interrupt meetings briefly. No evacuation is expected. If an alarm continues after 7:20, leave by the nearest marked exit and report to the assembly point beside the library loading dock. Building occupants should not contact emergency services unless they observe smoke, fire, or another immediate hazard. Questions about access needs may be sent to Facilities Operations at facilities@example.org.

2. Email to Facilities Crew: Please arrive at the panel room by 6:40 a.m. Jordan will place signs at the two south entrances, and Mei will call Security before the test begins. Check that the speaker log is open on the shared drive, then record any silent or distorted units by room number. After the test, remove the signs and send your completed log to me by 8:00. If a speaker fails, do not reset the panel until I inspect the circuit. Text me if access to a room is blocked so we can adjust the route.

3. Lobby display update: Speaker testing starts at 7:00 a.m. in the south building. You may hear several short alarm tones, but you do not need to leave for the scheduled test. The work should end by 7:20. If tones continue after that time, use the marked exit nearest you and walk to the library loading-dock assembly point. Staff members are checking each speaker as part of the annual inspection. This update is posted for people entering the building, so it gives the timing, expected disruption, and the action to take only if the situation changes.

2 ANSWER WITH EVIDENCE

Use the passage

1 Compare paragraphs 1 and 2. Who is the audience for each paragraph, and what does each writer need that audience to do?

2 How does paragraph 2 organize its information so the crew can complete the work efficiently?

3 What sentence in paragraph 1 limits unnecessary emergency calls? Explain why that sentence fits the purpose of a formal safety notice.

4 Why does paragraph 3 say that readers may hear alarm tones but do not need to leave for the scheduled test?

3 YOUR TURN

Your own words

Use this situation: On Thursday, November 6, Facilities will shut off water to west-wing restrooms from 1:00 to 2:00 p.m. while workers replace a damaged valve. Write a 110-130 word formal notice for building occupants, then write a 45-65 word informal message assigning the crew's tasks for the repair.

ANSWER KEY

Same Facts, Different Readers

GRADE 12 · 12.W.1.B.ii

PART 1 · READ AND MARK

In each paragraph, underline the action readers should take, circle two words or phrases that fit the audience, and number the steps or events in the order readers need them. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Compare paragraphs 1 and 2. Who is the audience for each paragraph, and what does each writer need that audience to do?	**Paragraph 1 addresses building occupants and explains how to respond safely to the test. Paragraph 2 addresses the facilities crew and assigns preparation, documentation, and follow-up tasks.**
2	How does paragraph 2 organize its information so the crew can complete the work efficiently?	**It gives a start time, assigns responsibilities, lists tasks in work order, sets a reporting deadline, and adds a condition for a failed speaker.**
3	What sentence in paragraph 1 limits unnecessary emergency calls? Explain why that sentence fits the purpose of a formal safety notice.	**"Building occupants should not contact emergency services unless they observe smoke, fire, or another immediate hazard." It gives a precise safety boundary and helps prevent confusion during a planned test.**
4	Why does paragraph 3 say that readers may hear alarm tones but do not need to leave for the scheduled test?	**The wording anticipates concern from people entering the building and distinguishes the planned test from an emergency that requires evacuation.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Formal notice: Notice to West Wing Occupants: On Thursday, November 6, Facilities will shut off water to the west wing restrooms from 1:00 to 2:00 p.m. while a maintenance team replaces a damaged valve. During this period, restroom sinks and toilets in that wing will not operate. Please use restrooms in the central wing or east wing until service is restored. Drinking fountains outside the west wing will remain available. The work is scheduled to end at 2:00 p.m.; however, posted signs will identify any extension. Do not use fixtures that have been marked out of service. Report water leaking into hallways or classrooms to Facilities Operations at 555-0148. This repair is intended to prevent a larger plumbing failure. Informal crew message: Crew, meet at the valve closet at 12:30. Priya, post restroom signs in the west wing and check them again at 1:00. Mateo, confirm that central-wing restrooms are unlocked. I will notify the front desk and monitor calls. Send me a message when your task is finished, and report any unexpected leak immediately.

Accept equivalent explanations that connect a language or organization choice to audience and purpose using evidence from the passage. For Part 3, verify both word ranges, accurate use of the scenario, clear organization, and a noticeably more formal tone in the public notice than in the crew message.