

Notice With Purpose

Annotate a technical notice for audience, purpose, and usable directions.

12.W.1.B.iii "Write technical pieces that: Generate technical writing (e.g., job description, questionnaire, job application, or business communication) that clearly address specific audiences with identified purposes."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline words that show who needs this message, circle each action readers must take, and number the details, such as times, locations, and reporting steps, that make action possible.

Scheduled Network Maintenance

- ① To: Building B Lab Coordinators From: Maya Chen, Network Operations Manager Subject: Scheduled Network Maintenance, October 18 On Saturday, October 18, Network Operations will replace the core switch that connects Building B laboratories to campus systems. Work will begin at 6:00 a.m. and end by 2:00 p.m. During that window, wired and wireless connections in Building B will be unavailable. Door-card access, emergency phones, and building power will continue to operate. This notice is directed to lab coordinators because they schedule equipment, support research teams, and can alert instructors who use the building.
- ② Please complete two preparations by Thursday, October 16. First, move any remote experiments, data uploads, or software updates planned for Saturday to another date. Second, tell researchers and students who need Building B that internet access will not be available. If a device must remain online for safety or a time-sensitive project, submit a Network Exception Request through the Service Portal by 3:00 p.m. October 16. Requests must identify the device, room number, technical contact, and reason for continuous connectivity. Operations will review each request, but cannot guarantee approval.
- ③ After maintenance, coordinators should test one wired connection and one wireless connection in each active lab before Monday classes begin. Report problems through the Service Portal, selecting "Network Outage Follow-Up," and include the lab number, device type, time of test, and an error message or screenshot. For urgent issues that prevent safe operation, call the Operations Desk at 555-0148. This message provides a schedule, assigns preparation steps, and gives reporting instructions so lab activity can resume with minimal disruption after the network service is restored.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the intended audience? Name two responsibilities the notice says this audience has.

2 What is the notice's main purpose? Give two details that clarify how the maintenance will affect readers.

3 What action has a 3:00 p.m. October 16 deadline, and what four details must the reader include?

4 How does the final paragraph give coordinators usable follow-up instructions after the maintenance?

3 YOUR TURN _____ Your own words

Write a 120-160-word technical email from a school library systems coordinator to students who use the digital printing lab. Your purpose is to prepare them for a one-day printer software update, and your email must include a subject line, the update window, the affected service, two actions with deadlines, and a contact method.

PART 1 • READ AND MARK

Underline words that show who needs this message, circle each action readers must take, and number the details, such as times, locations, and reporting steps, that make action possible. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience? Name two responsibilities the notice says this audience has.	The audience is Building B lab coordinators. They schedule equipment, support research teams, and can alert instructors who use the building.
2	What is the notice's main purpose? Give two details that clarify how the maintenance will affect readers.	Its purpose is to prepare coordinators for a planned network outage and direct their response. Details include the October 18, 6:00 a.m. to 2:00 p.m. schedule and the loss of wired and wireless connections in Building B.
3	What action has a 3:00 p.m. October 16 deadline, and what four details must the reader include?	Readers must submit a Network Exception Request for a device that must remain online. The request must include the device, room number, technical contact, and reason for continuous connectivity.
4	How does the final paragraph give coordinators usable follow-up instructions after the maintenance?	It tells them to test one wired and one wireless connection in each active lab, report problems through the Service Portal with specific details, and call the Operations Desk for urgent safety-related issues.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Subject: Digital Printing Lab Software Update, April 9
Digital Printing Lab Users: The library will update the software that sends files to the color and large-format printers on Wednesday, April 9, from 7:30 a.m. to 4:00 p.m. During this period, computers in the lab will remain available, but no print jobs can be released or collected. The update will improve compatibility with current design applications. By 6:00 p.m. Tuesday, April 8, submit any projects due April 9 through the print portal or arrange another printing option. Also, save your files to cloud storage or a personal drive before leaving the lab on April 8. If a course deadline requires printing during the update, email printhelp@riverviewhs.edu by noon Monday, April 7, with your course, due time, and file type.

Accept responses that identify the stated audience and purpose and support claims with accurate details from the notice. For Part 3, accept varied scenarios if the email clearly addresses the named audience and includes every required technical detail.