Plan It Clearly

Study how a clear announcement groups useful details.

2.W.2.A.iii "Engage in writing as a process to plan writing based on purpose and genre. This includes: Developing, selecting, and organizing ideas and details relevant to the topic, purpose, and genre."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline details a family needs before coming, then number the three trading actions 1, 2, and 3.

Seed Swap Plan

1. Our class will hold a seed swap for families on Friday after recess. The event will be in the school garden by the blue gate. We want families to trade seeds and learn what can grow in our neighborhood.

2. First, bring a small bag of seeds you can share. Next, place your bag on the matching plant table. Then, choose one new kind of seed and write its name on the trade list.

3. Our garden helpers will set out labels, pencils, and paper bags before the swap. Families may ask helpers about sun, water, and planting times. This plan gives everyone a place, a time, and clear steps for trading.

2 ANSWER WITH EVIDENCE

Use the passage

1. Why was this announcement written?

2. What words show the order of the trading actions?

3. What two details tell a family when and where to meet?

3 YOUR TURN

Your own words

Choose a class event and plan an announcement for it. Write a title, then write three short groups of details: who, what, when, and where, what to bring or do, and steps in order.

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PART 1 · READ AND MARK

Underline details a family needs before coming, then number the three trading actions 1, 2, and 3. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Why was this announcement written?	**It was written to tell families about the seed swap and how to trade seeds.**
2	What words show the order of the trading actions?	**First, Next, Then.**
3	What two details tell a family when and where to meet?	**Friday after recess, in the school garden by the blue gate.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Pet Supply Drive Our class will collect pet food for the animal shelter on Tuesday at the library door. Bring one can of pet food or a clean towel. First, put your item in the box. Next, write your name on the list.

For marking, accept useful before-coming details, including Friday after recess as the meeting time and the school garden by the blue gate as the place. Accept the three actions numbered in the order shown: bring seeds, place the bag, then choose and record a new seed.