Speak With Purpose

Notice how a speaker organizes a report for an audience.

3.C.2.A.iii "Report orally on a topic or text, tell a story, or recount an experience in an organized manner. This includes: Using language (formal or informal) and style as appropriate to audience, topic, and purpose."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two words or phrases that sound respectful and formal. Number the paragraphs 1, 2, and 3 to show the order of the report.

Our Pollinator Garden

1. Good afternoon, Garden Club visitors and families. I am Maya, and I will report on our school pollinator garden. A pollinator is an animal that moves pollen from one flower to another. Our class planted the garden in April to help bees, butterflies, and other pollinators find food near our school during warm months each year.

2. First, we chose a sunny space because many flowering plants need sunlight. Next, we planted milkweed, coneflowers, and asters. Milkweed leaves are food for monarch caterpillars. We also set out a shallow dish with stones and water, so insects can drink safely. By June, we noticed bees visiting the flowers almost every day after recess.

3. Thank you for listening to my report. Our garden is still growing, and we can care for it by pulling weeds and adding water when the soil is dry. I hope you will visit the garden and notice the living things there. If you have questions, I would be pleased to answer them after this talk.

2 ANSWER WITH EVIDENCE

Use the passage

1. How does Maya begin her report so listeners know the topic?

2. Who is Maya speaking to? Use words from the report to support your answer.

3. Write two phrases that show Maya is speaking politely and formally. Why does this style fit her report?

4. How do the words “First,” “Next,” and “By June” help Maya organize her report?

3 YOUR TURN

Your own words

Write a 4 to 6 sentence report about a class project, a helpful job you did, or an event at school. Plan a beginning, middle, and ending, use polite language for families or visitors, then deliver your report aloud to a partner or small group.

ANSWER KEY

Speak With Purpose

GRADE 3 · 3.C.2.A.iii

PART 1 · READ AND MARK

Underline two words or phrases that sound respectful and formal. Number the paragraphs 1, 2, and 3 to show the order of the report. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How does Maya begin her report so listeners know the topic?	**She greets the listeners, tells her name, and says she will report on the school pollinator garden.**
2	Who is Maya speaking to? Use words from the report to support your answer.	**She is speaking to Garden Club visitors and families. The greeting says, "Garden Club visitors and families."**
3	Write two phrases that show Maya is speaking politely and formally. Why does this style fit her report?	**Answers may include "Good afternoon," "Thank you for listening," and "I would be pleased to answer." This polite style fits a report for visitors and families.**
4	How do the words "First," "Next," and "By June" help Maya organize her report?	**They show the order of events, from choosing the space, to planting, to noticing bees later.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Good evening, families and guests. I am here to report on our class book drive. First, we placed collection boxes near the office. Next, students brought in gently used books for younger readers. We collected 86 books in two weeks. Thank you for helping us share books with other children.

Accept responses that identify the audience, polite formal language, and the report's clear sequence. For the oral task, listen for an organized 4 to 6 sentence report, language suited to families or visitors, and audible delivery to the assigned listeners.