

Share It Right

Sort ways to share findings for different audiences.

6.R.1.E "Organize and share findings in formal and informal oral or written formats."

NAME _____

DATE _____

FORMAL SHARING

Use a formal format when you share findings with an official or larger audience. Plan and organize your information carefully.

A marine biologist sends a carefully organized research paper about seal movements to an ocean journal.

INFORMAL SHARING

Use an informal format when you share findings in a relaxed way with people you know. Your language can sound more conversational.

At breakfast, Nia tells her uncle how many butterflies she spotted.

1 SORT _____ 8 items

Circle FORMAL or INFORMAL for each item, then choose two items and explain which clues helped you sort them.

- | | | | |
|----|--|---------------|-----------------|
| 1. | A written report for the principal that has headings and sources. | FORMAL | INFORMAL |
| 2. | A planned presentation to the city council about park-use data. | FORMAL | INFORMAL |
| 3. | A chat with a sibling about what you found in a recycling survey. | FORMAL | INFORMAL |
| 4. | A letter to the newspaper editor explaining results from a water test. | FORMAL | INFORMAL |
| 5. | A voice message to a friend about books classmates recommend. | FORMAL | INFORMAL |
| 6. | A casual conversation with classmates about observations from a plant study. | FORMAL | INFORMAL |
| 7. | An article for the school website with a chart and source list. | FORMAL | INFORMAL |
| 8. | A text to your cousin about facts you learned at the history museum. | FORMAL | INFORMAL |

2 PROVE IT Explain your thinking

Pick two items from Part 1. For each one, tell how you knew where it belonged.

ITEM # _____ HOW I KNEW _____

ITEM # _____ HOW I KNEW _____

3 MAKE YOUR OWN One of each

Write one new FORMAL sharing example and one new INFORMAL sharing example.

FORMAL _____

INFORMAL _____

CHALLENGE

Use the same finding in two ways: name a formal format and an informal format for sharing it.

PART 1 • SORT

#	ITEM	CATEGORY	WHY
1	A written report for the principal that has headings and sources.	FORMAL	It is an organized written report for an official audience.
2	A planned presentation to the city council about park-use data.	FORMAL	It is prepared for an official audience.
3	A chat with a sibling about what you found in a recycling survey.	INFORMAL	It is a relaxed conversation with a family member.
4	A letter to the newspaper editor explaining results from a water test.	FORMAL	It shares findings with a public audience in a planned written format.
5	A voice message to a friend about books classmates recommend.	INFORMAL	It is a casual message to a friend.
6	A casual conversation with classmates about observations from a plant study.	INFORMAL	The word casual and the audience of classmates show informal sharing.
7	An article for the school website with a chart and source list.	FORMAL	It is an organized publication with supporting sources.
8	A text to your cousin about facts you learned at the history museum.	INFORMAL	A text to a cousin is a relaxed way to share information.

PART 2 • PROVE IT

Accept any explanation that names the deciding feature from the rule box for the chosen item.

PART 3 • MAKE YOUR OWN (SAMPLE ANSWERS)

- **FORMAL:** A student gives a prepared report to the library board about the number of visitors.
- **INFORMAL:** During a phone call, a student tells an aunt which recipes got the most votes.

Challenge: Finding: Our class survey showed that 18 students prefer longer recess. Formal format: a prepared report for the school council. Informal format: a conversation with a neighbor.

Formal items are 1, 2, 4, and 7. Informal items are 3, 5, 6, and 8; accept explanations that connect audience, planning, organization, or conversational language to the category.