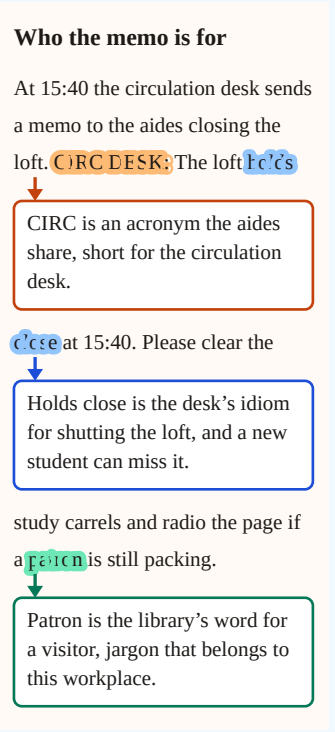
English Language Arts 10-1

Unit 2: Comprehend and respond to texts

Context and situation

A memo for a narrow audience

- At 15:40 the school library’s circulation desk sends a memo to the student aides who close the loft, the upstairs study area. CIRC DESK: The loft holds close at 15:40. Please clear the study carrels and radio the page if a patron is still packing.
- CIRC is an acronym the aides share, short for the circulation desk.
- “Holds close” is the desk’s idiom for shutting the loft, and a new student can miss it.
- Patron is the library’s word for a visitor, jargon that belongs to this workplace.



Audience and shared vocabulary

- The purpose is to get the loft closed safely at 15:40.
- The audience is the student aides who already use the desk's labels.
- Jargon, an acronym, and an idiom are clues to that situation, and the situation explains the clues.

Key terms

context

The situation in which a text is made and used, including purpose, audience, place, and shared knowledge.

jargon

Specialized wording that a particular group uses for its own work, clear to insiders and opaque to newcomers.

acronym

A short label built from the first letters of a longer name, such as CIRC for circulation.

Annotated example

- Purpose line: direct aides to close the upper study area.
- Audience line: student workers who know carrel, patron, and the page radio.
- Language line: CIRC is an acronym, patron is jargon, and “holds close” is the desk’s idiom for shutting.

Example

- At 15:40 the circulation desk sends this memo to the aides: CIRC DESK: The loft holds close at 15:40. Please clear the study carrels and radio the page if a patron is still packing.
- Purpose: get the loft closed safely. Audience: aides who already know carrel, patron, and the page radio.
- CIRC is their acronym for the desk, “holds close” is their idiom for shutting, and patron is their word for a visitor.

Practice with a note

- At 18:50 the stage manager pins this note by the door: STAGE: House lights go to half at 18:50. ASMs, sweep the wings and call the SM if a guest is still in the vom.
- Name the purpose, the audience, and what ASM, SM, and vom mean in this theatre.

Review

- At 11:10 the cafeteria lead posts this note: LINE: The special starts at 11:10. Servers, plate the feature and flag the cashier if the tray rail jams.
- Write the purpose, the audience, and the workplace meaning of flag and feature.