English Language Arts 10-2

Unit 4: Create and refine texts

Purpose and audience

The principal needs the wait written down

- Your class found that on Thursdays, nine students in a downtown work placement, called practicum, finish at 4:10 and miss the last neighbourhood bus at 3:40. One extra bus loop would cost $86. The assignment says: recommend one action and show the cost. One page. Friday.
- Purpose: persuade. The action is one Thursday loop. Motive: nine students are paying a city fare or waiting for a ride, and the writer wants that to change.
- The principal knows budget lines. The page has to tell her that practicum ends at 4:10 and that the office bench is where those students wait and their coats pile up.
- A sarcastic opener, must be nice to have a car, may get the page set aside. A plain page may earn a question about where nine came from, and the notes can answer it.

What this page is for

Purpose
Persuade the principal to approve one Thursday loop.

Reader
She knows budget codes. She did not sit on the office bench, so the times have to be on the page.

Limits
One page, due Friday, using nine students, $86, and the 3:40. No new survey.

Reader and limits

- A creation purpose names the job, the reader, and the result of a mismatched tone.
- Strategy follows that job. A recommendation needs a cost. A joke needs neither, so it is the wrong strategy.
- A situation limit includes the due time, the length, and the facts you are allowed to use.
- Paraphrase the assignment before drafting, so the page answers the task that was set.

Key terms

creation purpose

The job a text is meant to do for a named reader, including what happens if the tone misses.

situation limit

A real bound on the text, such as the due time, the length, or the facts already in hand.

Friday is the deadline

- If the job is a recommendation, the page needs an action and a price. A portrait of the vending machine serves a different job.
- Write the 4:10 and the 3:40 because those times are new to her.
- Use nine and $86. The overnight draft keeps the count you already checked.
- If the alternatives overflow one page, cut examples and keep the price.

A plan that meets Friday's deadline

- Job: persuade the principal to approve one Thursday loop.
- Reader needs: 4:10 against 3:40, nine students, $86, and where nine came from.
- Limits: one page, Friday, notes already checked. No new survey. No sarcasm.
- If she asks a follow-up, the note from Ms. Adeyemi, who keeps the office attendance clipboard, answers it. That readiness is part of the plan.

A half-page for the clinic lead

- The clinic lead wants a half-page by Thursday on missed hand-washing at the ward sinks.
- She already knows the policy. Tuesday's tally is the new fact.
- Name the purpose, one fact she needs, and one limit. Retire a joke about germs.

Review

- Cover the bus plan and the clinic plan.
- The shop teacher wants a short note on Friday explaining why the 1:10 class had to leave the kiln shut. He already knows the six-hour rule. Due at the end of class. Half a page.
- Name the purpose, one fact he still needs, and one limit.