

A Notice Board with a Clear Routine

Classroom copy · 1 October 2026

Invented instructional example.

At the made-up North Field Center, volunteers posted notices for clubs, games and craft times on one large board. At first, new notices went wherever a space looked open. Some covered older dates, and visitors had to scan the whole board to find the week’s activities. The volunteers tried a simple routine. They grouped notices under three headings, wrote an end date on each notice, and removed expired notices every Monday. They also placed the current week’s schedule at eye level near the entrance. In the following week, visitors could find current activities without reading every older notice. The volunteers kept the routine because clear sections and regular updates made the board easier to use.

Independent response

Read “A Notice Board with a Clear Routine” on your own. Before you write, you may use the planning organizer on the next page. Write the topic in a word or short phrase. State the central idea in one complete sentence. Then write a 2–3 sentence objective summary that includes at least two key details. Use your own words; do not add an opinion or information from outside the passage. Put your finished response in the lines here. If you need more room, use a separate sheet.

Independent response

Planning organizer

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Use this page to plan before writing your independent response. Take your ideas and evidence from the passage. This organizer gives you space; it does not provide the answer or choose details for you.

Topic: who or what is the passage about?

What point does the whole passage develop? (brief phrase)

Key detail 1 from the passage

Key detail 2 from the passage

Central idea: state the whole-passage point in one sentence

Objective summary: draft 2–3 sentences in your own words
