

# Know Your Audience

Before starting to write, take a moment to think about who your reader is going to be. When you **know your audience**, you can choose the right words, details, and tone. For example, you won't write the same way to a newspaper editor as to your friends.

**To the Editor** Many students oppose having classes on Saturdays.

**To Your Friends** If they think I'm going to school on Saturday, they're crazy!

**Directions** Write the letter of each sentence next to its intended audience.

1. **A** I hope that you will feel better soon.  
**B** Hurry up and get better.

\_\_\_\_\_ close friend                      \_\_\_\_\_ teacher

2. **A** Hey, how's it going?  
**B** I hope that you are well.

\_\_\_\_\_ principal                      \_\_\_\_\_ classmate

3. **A** I look forward to seeing you again.  
**B** See you around.

\_\_\_\_\_ little brother                      \_\_\_\_\_ elderly aunt

4. **A** Food in the cafeteria could be much better.  
**B** Our dog wouldn't eat that stuff!

\_\_\_\_\_ newspaper reader                      \_\_\_\_\_ family members

**Directions** Write the first two sentences for two letters of acceptance. Address the person or groups below, accepting what is described.

*To:* your best friend; *What:* invitation to a party

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*To:* the school Parents' Association; *What:* reading award

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