

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.

 B close friend

 A teacher

2. **A** Hey, how's it going?

B I hope that you are well.

 B principal

 A classmate

3. **A** I look forward to seeing you again.

B See you around.

 B little brother

 A elderly aunt

4. **A** Food in the cafeteria could be much better.

B Our dog wouldn't eat that stuff!

 A newspaper reader

 B 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 **Possible answers:**

That sounds great! See you Tuesday.

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

I am honored to accept your award. I've loved books since long before I went to school.