

Ordering Important Information

- When writing an announcement, first decide what information is most important. Put that information first.
- Put other information in order of importance from most important to least important.
- Be sure your announcement includes all the necessary information that answers some or all of these questions: Who? What? Where? When? How? Why?

Announcement

- _____ The party will be in Miss Garcia's classroom.
- _____ Come to a party!
- _____ The party is for new student Carmen Gutierrez, who just started in Miss Garcia's class this week.
- _____ Miss Garcia's students are giving the party.
- _____ The party will begin at 2:00 P.M. and end at 3:00 P.M.
- _____ Snacks will be served.

1. What information should be first? Place the number 1 next to it.
2. What information should be second? Third? Number the other information in order of importance.
3. What information is missing?
4. Where should the missing information go?

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Announcement	
4	The party will be in Miss Garcia's classroom.
1	Come to a party!
3	The party is for new student Carmen Gutierrez, who just started in Miss Garcia's class this week.
2	Miss Garcia's students are giving the party.
5	The party will begin at 2:00 P.M. and end at 3:00 P.M.
6	Snacks will be served.

1. What information should be first? Place the number 1 next to it.
2. What information should be second? Third? Number the other information in order of importance.
3. What information is missing?
the day of the party
4. Where should the missing information go?
before or after the time of the party