

NAME _____

DATE _____

HR _____

RI 2: Main idea & supporting details

Read the memo below.

ACTIVE READING

As you read, circle key details that support the main idea of the memo. Look for examples or facts.

STOVIC & ASSOCIATES
PASSAIC, NEW JERSEY

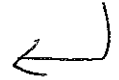
TO: All Employees
FROM: Josef Stovic, Head of Security

DATE: October 1
SUBJECT: Photo I.D. Badges

Lately, I have seen employees break company rules by not wearing their photo I.D. badges. I'd like to remind all employees that wearing I.D. badges helps us ensure that only people who belong here are admitted to our facilities. This simple security measure helps us to protect you, your personal property, and company equipment from theft or harm. For everyone's security, including your own, it is essential that you clip your photo I.D. badge to your clothing or wear your badge on a chain around your neck when you are on company property. Carrying your badge in your pocket or purse is not enough. You must display your badge in plain view.

If you have misplaced your badge, please contact me immediately. I will give you a temporary badge and requisition a permanent replacement. I appreciate your cooperation.

Read this text



1. What is the main idea of the memo?

THINK: What is the central message?

- A. Employees are breaking company rules.
- B. I.D. badges help prevent theft.
- C. Security is everybody's responsibility.
- D. Employees must wear their I.D. badges.

2. Which of the following is a key supporting detail of the main idea?

THINK: Which best supports the main idea?

- A. Wearing an I.D. badge helps security to protect employees.
- B. Badges should be worn, not carried.
- C. Mr. Stovic appreciates employees' cooperation.
- D. Replacement badges are available.

Answer these questions

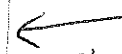


3. Many schools require student I.D.s. Do you think this makes schools safer?

Step 1 Take a position.	<i>Student I.D.s (do/do not) make schools safer.</i>
Step 2 Give a reason why you took that position.	
Step 3 Write TWO facts or examples to support your position.	

Respond to this question

Use this chart to help you write your response



Hand-drawn horizontal lines for writing a response.