

## Book Swap

**Directions:** Read the passage once for the big idea, then again to **underline details** that affect steps (time limits, supplies, roles, rules).

1. Write **6-10 numbered steps** that someone could follow to carry out the task in real life.
2. Use **imperative verbs** (e.g., prepare, set, assign, label, announce, collect, donate, record).
3. Include at least **one timing detail, one materials list, and one safety/responsibility reminder**.
4. End with a brief **"If-Then" contingency** (what to do if a problem occurs).

The literacy club wanted to host a pop-up book swap after school to help students discover "new to you" reads. The principal approved using the cafeteria on Friday and asked the club to keep the event under 45 minutes. Students would bring up to three gently used books and receive one token per book to trade for other titles. To keep things orderly, the organizers planned three tables labeled K-2, 3-5, and 6-8 so books could be sorted by reading level. Two volunteers would run a check-in desk to hand out tokens, mark each student on a sign-in sheet, and remind everyone that the swap is cash-free. The club decided to advertise with one hallway poster per grade and a short morning announcement the day before the event. A small "care station" with hand sanitizer and tape for quick book repairs would be set near the entrance. Any leftover books would be boxed and donated to the town library with a note from the club. The advisor also asked the team to leave ten minutes at the end for clean-up and to record how many books were traded.



### Quality Check (student self-review):

- ☐ I used imperative verbs.
- ☐ I included timing (e.g., "at 3:00," "last 10 minutes").
- ☐ I listed materials and roles.
- ☐ I followed the passage's rules (cash-free, token system, sorting).
- ☐ I added one safety/responsibility reminder.