Teachers:
There are two pages that can be used for Task, Purpose, Audience. The stage below can be used with student example.

Task, Purpose, Audience

I can produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. W.4

What is task?

What is purpose?

What is audience?

Audience is who you are writing to. Formal voice, casual voice, or combination.