Before You Send

Match a digital message to its reader and purpose.

9.DL.14 "Create and edit digital texts that are suitable in purpose and tone for their intended audience and occasion."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two details added to Nia's email that help the librarian consider her request. Circle one phrase in the group chat that keeps her teammates from assuming the space is reserved.

One Plan, Two Messages

1. On Monday, ninth grader Nia helped plan an oral-history project about the neighborhood bakery. Her team hoped to record an interview in the school library on Friday from 3:15 to 4:00 p.m. Before contacting the librarian, Nia typed a quick draft on her phone: "Hey! Can we use the library Friday? Need it for our thing. Thx." She paused when a teammate asked whether the librarian would know when they planned to arrive or what they needed the space for. Nia decided to revise before tapping Send.

2. Her email to Ms. Chen, the librarian, began, "Subject: Library space request for Friday interview. Dear Ms. Chen, May our group use a quiet corner of the library this Friday from 3:15 to 4:00 p.m. to record an oral-history interview about the neighborhood bakery? We will use one phone for audio and keep our voices low. Please let us know whether that space is available and if there are any recording rules we should follow. Thank you, Nia Patel." Nia checked the time once more, then sent the email. She did not assume the space was reserved.

3. While she waited for a reply, Nia wrote to her teammates in their group chat: "I asked Ms. Chen about a quiet library corner for Friday, 3:15 to 4:00. It is not booked yet, so please hold off on telling our guest where to meet. Can someone check that the phone has enough storage for the recording?" Her classmates already knew the bakery project, so she did not repeat its full description. Two teammates replied that they could check the phone before Friday. Nia still needed to tell the guest a final meeting place once the librarian answered.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which two details in Nia's email make her request more useful to Ms. Chen than the phone draft?

2. How do the email's greeting and closing fit its audience better than the phone draft's opening and sign-off?

3. Why is “It is not booked yet” important in Nia's message to her teammates?

4. Why does Nia ask her teammates about phone storage but ask Ms. Chen about recording rules?

3 YOUR TURN

Your own words

Your class wants to collect clean winter coats for a local donation center next week. Write a four- to five-sentence email asking the school office to announce the drive, including when and where students should bring coats.

ANSWER KEY

Before You Send

GRADE 9 · 9.DL.14

PART 1 · READ AND MARK

Underline two details added to Nia's email that help the librarian consider her request. Circle one phrase in the group chat that keeps her teammates from assuming the space is reserved. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which two details in Nia's email make her request more useful to Ms. Chen than the phone draft?	**The email gives the 3:15 to 4:00 p.m. time and explains that the group needs a quiet corner to record an interview. Accept any two of these details.**
2	How do the email's greeting and closing fit its audience better than the phone draft's opening and sign-off?	**"Dear Ms. Chen" and "Thank you, Nia Patel" are respectful and identify the sender, unlike "Hey!" and "Thx."**
3	Why is "It is not booked yet" important in Nia's message to her teammates?	**It makes clear that Ms. Chen has not approved the request, so teammates should not give their guest a meeting place yet.**
4	Why does Nia ask her teammates about phone storage but ask Ms. Chen about recording rules?	**Teammates can prepare the phone, while the librarian can explain the library's recording rules.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear School Office, our class is collecting clean winter coats for a local donation center next week. Could you please announce the drive during Monday's morning announcements? Students can bring coats to the labeled box outside Room 214 from Monday through Friday. Please let us know if you need a shorter announcement script. Thank you for helping us share the details.

Accept varied wording in the short answers when students connect message choices to the reader's needs. For the email, look for a clear request, collection time and place, respectful tone, and four or five sentences.