Words With Respect

Read how a formal request stays clear, precise, and respectful.

CCSS.ELA-Literacy.W.6.1d "Establish and maintain a formal style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline four words or phrases that make the request sound formal. Circle the sentence that directly and respectfully asks the school to take action.

A Request for Safer Bicycle Storage

1 Dear Principal Alvarez, I am writing to request a covered bicycle rack near the school entrance. Many students ride bicycles, yet the current racks are exposed to rain and snow. Wet seats and slippery handlebars can make the trip home uncomfortable and less safe. A covered rack would protect bicycles and encourage more students to choose this healthy form of transportation. I respectfully ask the school to consider this improvement during the next facilities planning meeting.

2 The project could also benefit the school community. When bicycles are stored neatly in one protected area, walkways remain clearer for people arriving on foot. The school may be able to seek support from a local business or parent organization to help pay for materials. Before selecting a location, staff members should examine the space to ensure that the rack does not block doors, ramps, or emergency routes. Careful planning would help the project serve students safely.

3 Thank you for reviewing this request. I understand that the school must balance many needs when choosing projects. However, a covered bicycle rack is a practical investment because it could last for many years and improve daily travel for student cyclists. If the school decides to explore the idea, I would be glad to share a brief survey of students who ride bicycles. I appreciate your consideration of this proposal.

2 ANSWER WITH EVIDENCE

Use the passage

1. What words does the writer use to address the principal formally?

2. Copy the sentence in which the writer makes a respectful request for action.

3. Which sentence shows that the writer understands the school has other needs to consider?

4. The writer calls the bicycle rack "a practical investment." What does this phrase suggest, and why does it sound formal?

3 YOUR TURN

Your own words

Write a four-sentence formal email to a library director requesting a quiet study table for students. Include a greeting, a respectful request, clear reasons, and a closing.

ANSWER KEY

Words With Respect

GRADE 6 · W.6.1d

PART 1 · READ AND MARK

Underline four words or phrases that make the request sound formal. Circle the sentence that directly and respectfully asks the school to take action. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What words does the writer use to address the principal formally?	**"Dear Principal Alvarez,"**
2	Copy the sentence in which the writer makes a respectful request for action.	**"I respectfully ask the school to consider this improvement during the next facilities planning meeting."**
3	Which sentence shows that the writer understands the school has other needs to consider?	**"I understand that the school must balance many needs when choosing projects."**
4	The writer calls the bicycle rack "a practical investment." What does this phrase suggest, and why does it sound formal?	**It suggests the rack has long-term value. "Investment" is a precise, formal word.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Library Director, I am writing to request an additional table for students who need a quiet place to study. This table would give students space to read, take notes, and complete research assignments. It could be placed near the reference shelves, where staff members can easily supervise the area. I respectfully ask you to consider this request when planning future library improvements. Sincerely, Jordan Lee