Respectful Requests

Notice how a formal request stays respectful and clear.

CCSS.ELA-Literacy.W.7.1d "Establish and maintain a formal style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline three phrases that sound respectful or professional, and write 1, 2, or 3 beside each phrase to show its paragraph. These choices help the writer maintain a formal style.

Request for a Refill Station

(1) Dear Members of the Parks Committee, Our community skate park serves many students and families each week. However, the nearest drinking fountain is across a busy parking lot, and it is often unavailable during weekend events. I respectfully request that the committee consider installing a water-bottle refill station beside the park entrance. This addition would give visitors a convenient source of drinking water and could reduce the number of disposable plastic bottles left near ramps and benches.

(2) A refill station would support the park's cleanliness and safety. When visitors can fill reusable bottles nearby, they have less reason to carry glass containers or leave empty bottles on the ground. The station could also help athletes remain hydrated during warm weather. Although installation would require funding, the committee might seek support from a local business or include the project in next year's maintenance budget. These practical options make the proposal reasonable rather than costly.

(3) I ask the committee to review this proposal at its next meeting and to share its decision with park users. If the project is approved, a sign near the entrance could explain how to use the station and encourage visitors to bring reusable bottles. I would be pleased to provide photographs of the crowded fountain area or collect comments from other park users. Thank you for considering a change that would benefit the park and the people who use it.

2 ANSWER WITH EVIDENCE

Use the passage

1. What phrase in paragraph 1 makes the writer's request sound respectful rather than demanding?

2. In paragraph 2, which word is a precise, formal way to describe athletes having enough water?

3. Copy the sentence in paragraph 2 that recognizes a cost concern and offers professional solutions.

4. What closing phrase in paragraph 3 shows respect for the committee?

3 YOUR TURN

Your own words

Write a four-sentence formal request to your principal asking for one improvement in a shared school space. State the improvement, give two reasons, and end with a respectful request for action.

ANSWER KEY

Respectful Requests

GRADE 7 · W.7.1d

PART 1 · READ AND MARK

Underline three phrases that sound respectful or professional, and write 1, 2, or 3 beside each phrase to show its paragraph. These choices help the writer maintain a formal style. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What phrase in paragraph 1 makes the writer's request sound respectful rather than demanding?	**"I respectfully request that the committee consider"**
2	In paragraph 2, which word is a precise, formal way to describe athletes having enough water?	**hydrated**
3	Copy the sentence in paragraph 2 that recognizes a cost concern and offers professional solutions.	**"Although installation would require funding, the committee might seek support from a local business or include the project in next year's maintenance budget."**
4	What closing phrase in paragraph 3 shows respect for the committee?	**"Thank you for considering a change"**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Lee, I respectfully request additional shaded benches near the bus-loading area. They would protect students from the sun while they wait and create a more comfortable space for families during school events. Please consider adding this improvement during the next campus maintenance project. Thank you for reviewing this request.

Accept equivalent quoted phrases that clearly show respect, precise word choice, or professional consideration of a concern. For Part 3, accept varied school improvements if the response has four sentences, two reasons, and a formal, respectful tone.