

A Respectful Request

Study how a formal proposal sounds organized and professional.

CCSS.ELA-Literacy.W.8.1d "Establish and maintain a formal style."

NAME _____ DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Circle formal words or phrases, and number the transitions that connect one point to the next. These choices help the writer sound respectful, organized, and serious.

A Proposal for Refill Stations

- ① Dear Members of the School Board, Our school should install additional water-refill stations in the main hall and near the athletic fields. At present, students often wait in line at a small number of fountains, especially between classes. This delay can make students late and may discourage them from drinking water during the day. Additional stations would provide a practical solution because they would allow students to fill reusable bottles quickly and return to class prepared to learn.
- ② Furthermore, refill stations could reduce plastic waste. Many students purchase bottled drinks when a fountain is unavailable or inconvenient. If reliable stations were located in busy areas, more students could use reusable bottles instead. This change would decrease the number of disposable containers placed in school trash and recycling bins. Although installation would require funding, the Board could seek community partnerships or use planned facilities budgets. The long-term benefits for student access and waste reduction justify careful consideration of this proposal.
- ③ For these reasons, I respectfully request that the School Board examine the cost of adding refill stations during its next facilities review. A pilot installation near the cafeteria could show whether the stations shorten lines and increase reusable-bottle use. The Board could then review student feedback and maintenance costs before expanding the program. This measured approach would use resources responsibly while addressing an everyday need. Thank you for considering a proposal that would support students and reduce unnecessary waste.

2 ANSWER WITH EVIDENCE Use the passage

- 1 Copy the sentence in which the writer makes a formal request. Which two words in that sentence make the request sound especially respectful?

- 2 The writer uses the phrase "At present" instead of a casual phrase such as "Right now." How does "At present" help create a formal style?

- 3 Name two transitions from the passage. Explain how these transitions help the proposal maintain a formal style.

- 4 Copy the sentence that begins with "Although installation would require funding." How does this sentence create a formal, reasonable tone?

3 YOUR TURN Your own words

Write one formal paragraph of 80 to 100 words to your principal proposing a school improvement other than refill stations. Include a respectful request, at least one transition, and a cautious suggestion such as "could" or "might." Do not use contractions or slang.

PART 1 • READ AND MARK

Circle formal words or phrases, and number the transitions that connect one point to the next. These choices help the writer sound respectful, organized, and serious. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Copy the sentence in which the writer makes a formal request. Which two words in that sentence make the request sound especially respectful?	"For these reasons, I respectfully request that the School Board examine the cost of adding refill stations during its next facilities review." The words "respectfully request" make the tone especially respectful.
2	The writer uses the phrase "At present" instead of a casual phrase such as "Right now." How does "At present" help create a formal style?	"At present" sounds more formal and objective than a casual phrase such as "Right now."
3	Name two transitions from the passage. Explain how these transitions help the proposal maintain a formal style.	"Furthermore" and "For these reasons" are transitions. They connect the writer's points logically, making the proposal organized and formal.
4	Copy the sentence that begins with "Although installation would require funding." How does this sentence create a formal, reasonable tone?	"Although installation would require funding, the Board could seek community partnerships or use planned facilities budgets." It acknowledges a concern and offers a practical option instead of making a demand.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Alvarez, I respectfully request that the school consider creating a quiet study area in the library during lunch. Some students need a calm place to complete assignments or read before afternoon classes. Furthermore, a supervised study area could help students use their time productively without requiring a new room. The school might begin with a two-week trial and collect student feedback. This careful plan would allow the administration to evaluate the program before making a permanent decision. Thank you for your consideration.

Accept other accurately identified formal language and transitions from the passage if students explain their effects on tone or organization. For the open response, look for an 80 to 100 word formal proposal with a respectful request, a transition, cautious language, and no contractions or slang.