

Write for Decision

Notice how a writer shapes a request for a public audience.

CCSS.ELA-Literacy.W.9-10.4 "Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the sentence that makes the writer's main request, circle two details that show the writer considered the council's responsibilities, and number the paragraphs in the order the argument develops.

Public Comment: Safer Bus Stops

- ① Dear Riverton City Council Members, I am writing to ask you to add shade structures and benches at the three busiest bus stops near Riverton High School. Each afternoon, students, workers, and older riders wait in direct sun beside Maple Avenue. The stops have signs, but they offer no protection from heat or rain. Because buses sometimes run late, riders may stand there for twenty minutes or more. Small shelters would make waiting safer and more comfortable for people who depend on public transportation daily.
- ② Riverton can begin with a practical pilot. The city could install one prefabricated shelter at each location, then track rider use and maintenance costs for a year. This approach would let the council test the plan before committing to a larger project. The shelters could include clear route maps, which would help new riders find the correct bus. Benches would also give people with injuries or limited mobility a place to rest. These improvements support the council's goal of making city services accessible to all residents.
- ③ I urge the council to place this pilot on its next transportation agenda and request cost estimates from local suppliers. Students could share brief observations about wait times, while transit staff could identify the stops with the greatest need. I understand that the city must balance many projects, so a pilot offers a careful, affordable first step. Please consider funding the shelters in the upcoming budget. Thank you for working to ensure that a bus ride begins with a safe place to wait for everyone.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the intended audience, and what words in the opening identify that audience?

2 What specific action does the writer want the council to take?

3 How does paragraph 2 develop the request for this audience? Identify two kinds of support the writer provides.

4 What immediate next step does paragraph 3 request, and what phrase helps keep the tone respectful?

3 YOUR TURN Your own words

Write a 100 to 130 word, three-paragraph email to your principal requesting one realistic improvement to the lunch period. State your request, give two specific reasons, propose a practical next step, and use a respectful tone.

PART 1 • READ AND MARK

Underline the sentence that makes the writer's main request, circle two details that show the writer considered the council's responsibilities, and number the paragraphs in the order the argument develops. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience, and what words in the opening identify that audience?	The intended audience is the Riverton City Council. The opening says, "Dear Riverton City Council Members."
2	What specific action does the writer want the council to take?	The writer wants the council to add shade structures and benches at the three busiest bus stops near Riverton High School.
3	How does paragraph 2 develop the request for this audience? Identify two kinds of support the writer provides.	It presents a pilot plan that lets the council track use and costs before a larger commitment, and it explains accessibility benefits such as route maps and benches for riders with limited mobility.
4	What immediate next step does paragraph 3 request, and what phrase helps keep the tone respectful?	It asks the council to place the pilot on its next transportation agenda and request cost estimates. "Please consider" or "Thank you for working" keeps the tone respectful.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Nguyen, I am writing to request an additional water refill station near the cafeteria. During lunch, students often form a line at the single fountain in the hallway, and some leave without filling their bottles. A refill station near the cafeteria would shorten the line and make water easier to reach during the busiest part of the day. It could also reduce the number of disposable bottles students buy when they are in a hurry. Please ask the facilities team to estimate the cost and possible location for a station. If the project cannot happen this year, the school could include it in next year's improvement plan. Thank you for considering a practical way to support students.

Accept answers that accurately connect the writer's choices to the city council audience, the goal of gaining support, and the organized request. For the email, accept varied realistic improvements when the response meets the length, paragraph, development, organization, and audience requirements.