Writing With Purpose

Notice how a proposal changes its details and tone for a decision-maker.

CCSS.ELA-Literacy.WHST.11-12.4 "Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that makes the request, circle details a principal would need to evaluate it, and number each paragraph's job: request, plan, or next step.

A Covered Garden Work Area

(1) Dear Principal Alvarez, I am writing on behalf of the Student Garden Club to request a covered work area beside the school garden. During lunch and after-school meetings, students use the garden to grow vegetables for the cafeteria's salad bar and to study soil, insects, and water use. Rain and intense sun often shorten our work sessions because the garden has no sheltered space for tools or students. A simple shade structure would let classes and club members continue planting, measuring, and harvesting in more kinds of weather.

(2) Our club has considered cost and location before making this request. The proposed structure could stand on the gravel strip east of the raised beds, where it would not block the path or the sprinkler heads. We need a roof, two open sides, and a lockable cabinet for gloves and hand tools, not a large building. Based on prices listed by local hardware stores, we estimate that basic materials would cost about $1,200. The club can raise part of that amount through our spring plant sale and can provide volunteers for setup.

(3) Please consider placing this project on the agenda for the next facilities meeting. If you approve the idea, the Garden Club will prepare a detailed materials list and meet with the grounds manager to confirm a safe location. We would also welcome advice about district rules for student-built structures. This small addition would protect students, keep garden tools organized, and help the garden serve more classes throughout the year. Thank you for considering a practical project that students are ready to help fund and maintain.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the writer addressing, and what action does the writer request?

2. Which details in paragraph 2 would matter to a principal responsible for school operations?

3. How does paragraph 2 develop the request rather than simply repeat it?

4. What specific next step does the writer ask the principal to take, and what does the writer promise to do if the idea is approved?

3 YOUR TURN

Your own words

Write a 130-170-word email to the school facilities director requesting a water bottle filling station outside the gym. Use a formal tone, explain why students need it, give a practical location or plan, and ask for a specific next step.

Writing With Purpose

PART 1 · READ AND MARK

Underline the sentence that makes the request, circle details a principal would need to evaluate it, and number each paragraph's job: request, plan, or next step. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the writer addressing, and what action does the writer request?	**The writer addresses Principal Alvarez and requests a covered work area beside the school garden.**
2	Which details in paragraph 2 would matter to a principal responsible for school operations?	**The location will not block the path or sprinkler heads, the structure has a limited design, materials cost about $1,200, and the club will raise funds and provide volunteers.**
3	How does paragraph 2 develop the request rather than simply repeat it?	**It explains the location, needed features, estimated cost, funding plan, and volunteer support.**
4	What specific next step does the writer ask the principal to take, and what does the writer promise to do if the idea is approved?	**The writer asks the principal to place the project on the next facilities meeting agenda. The club will prepare a materials list and meet with the grounds manager.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Facilities Director Chen, I am writing for the Student Wellness Committee to request a water bottle filling station in the hallway outside the gym. Students leave practices, physical education classes, and games thirsty, but the nearby fountain has only a low spout and often creates a line. A filling station would give students a faster way to refill reusable bottles and could reduce plastic bottle waste after events. It would also make it easier for visiting teams to find drinking water. The best location is the wall beside the gym entrance, where students can reach it without blocking the main hallway. Our committee can survey students about use and share the results with your office. Please add this request to the next building improvement meeting. Thank you for considering a practical upgrade that would support students every day.

Accept answers that identify the passage's audience, request, supporting operational details, and closing action. For the email, accept varied ideas if the response is 130-170 words, clearly organized, appropriately formal, and tailored to the facilities director.