A Practical Refill

Read a formal proposal and notice how its language stays respectful and precise.

CCSS.ELA-Literacy.WHST.6-8.1d "Establish and maintain a formal style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that states the writer's request. Circle three words or phrases that make the proposal sound formal rather than casual.

Proposal for a Refill Station

1 To the Facilities Committee, I respectfully request that the school install a water bottle refill station near the gymnasium. During physical education classes and after-school practices, many students use the nearby fountain, which has a low spout and often creates a line. A refill station would allow students to fill reusable bottles quickly. This improvement could reduce the number of disposable plastic bottles used on campus and help students return to class or practice without unnecessary delay.

2 The proposed location is practical because the gymnasium hallway is used by athletes, health classes, and students walking to the cafeteria. Installing the station there would serve several groups without requiring major changes to classrooms. The school should ask the maintenance staff to examine the plumbing before selecting a model. Their review would identify whether the existing water line can support the equipment and would provide a reasonable estimate of installation costs for the project.

3 Although the station would require an initial purchase, its benefits justify careful consideration. Students who carry reusable bottles would have a convenient way to get water during active periods. In addition, fewer purchases of single-use bottles could lessen waste in outdoor trash bins. I recommend that the committee review the maintenance report, compare two suitable station models, and include student representatives in the discussion. This process would support an informed decision that considers cost, safety, and daily use.

2 ANSWER WITH EVIDENCE

Use the passage

1. Copy the sentence that states the writer's formal request.

2. In paragraph 2, what phrase sounds more formal than saying “check the pipes”?

3. In the final paragraph, which word in the sentence beginning “This process” makes the outcome sound measured instead of guaranteed?

4. What three actions does the writer recommend the committee take before making a decision?

3 YOUR TURN

Your own words

Write a three-sentence formal request to your principal proposing one improvement to a shared school space. Include a respectful opening, one specific reason, and a measured recommendation using would, could, or should.

A Practical Refill

PART 1 · READ AND MARK

Underline the sentence that states the writer's request. Circle three words or phrases that make the proposal sound formal rather than casual. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Copy the sentence that states the writer's formal request.	**To the Facilities Committee, I respectfully request that the school install a water bottle refill station near the gymnasium.**
2	In paragraph 2, what phrase sounds more formal than saying “check the pipes”?	**examine the plumbing**
3	In the final paragraph, which word in the sentence beginning “This process” makes the outcome sound measured instead of guaranteed?	**would**
4	What three actions does the writer recommend the committee take before making a decision?	**Review the maintenance report, compare two suitable station models, and include student representatives in the discussion.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

To the Principal, I respectfully request that the library add a small quiet study area near the reference shelves. This space would give students a place to read and complete assignments during study hall. I recommend that the school survey students and review available seating before making a decision.

For Question 1, require the complete sentence, including “To the Facilities Committee,” at the beginning. Accept equivalent explanations for Question 3 if students identify “would” and explain that it presents a possible result rather than a guarantee.