

Write With a Plan

Find the writer's purpose, goal, and reader.

5.P.EICC.4.a "Establish a purpose and goals for writing and identify a target audience. (C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Circle words or phrases that show the target audience, then put a star beside the two sentences that state what the writer wants to happen. These marks help you see how a writer plans for a reader.

A Request for a Refill Station

- ① Dear Principal Ramos, our fifth-grade class would like to ask for a water refill station near the playground. At lunch and recess, the current fountain often has a long line. Some students finish playing thirsty because they do not have time to walk to the hall fountain. A nearby station would help students refill bottles quickly and return to class ready to learn.
- ② Last Friday, our class watched the playground fountain for ten minutes after recess began. Twelve students waited in line, and three left before getting a drink. We are sharing these observations so you can see the problem clearly. A refill station could shorten the line, support students who carry reusable bottles, and reduce the need for single-use plastic bottles.
- ③ Because you make decisions about school equipment, we included a clear request, observations, and benefits for students. We hope you will approve one refill station before the weather gets warmer in spring. If the school needs help, our class can make signs that show students how to use it and keep the area clean. Thank you for considering our idea.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the target audience for this message? What clue tells you?

2 What is the writer's main purpose for writing this message?

3 What specific goal does the writer hope to reach, and by when?

4 Name two details the writer uses to show why a refill station is needed.

3 YOUR TURN Your own words

Choose one school improvement idea. Write a four-sentence message to an adult who can help. Make your audience clear, state your purpose, name one specific goal, and include two details that would matter to that adult.

PART 1 • READ AND MARK

Circle words or phrases that show the target audience, then put a star beside the two sentences that state what the writer wants to happen. These marks help you see how a writer plans for a reader. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the target audience for this message? What clue tells you?	The target audience is Principal Ramos. The greeting names her, and the writer says she makes decisions about school equipment.
2	What is the writer's main purpose for writing this message?	The writer wants to persuade Principal Ramos to approve a water refill station near the playground.
3	What specific goal does the writer hope to reach, and by when?	The writer hopes to have one refill station approved before the weather gets warmer in spring.
4	Name two details the writer uses to show why a refill station is needed.	The writer reports that twelve students waited in line and three left without a drink. The writer also explains that a station could shorten the line, help students with reusable bottles, and reduce single-use plastic bottles.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Ms. Lee, I am writing to ask for a book return bin near the bus entrance. Students who arrive early carry library books until class starts, and some forget to return them later. A bin near the entrance would help students return books on time and keep backpacks lighter. I hope you can add one bin before the next library checkout.

Accept equivalent descriptions of the audience, purpose, and goal when they match the passage. For Part 3, accept any realistic school idea that clearly identifies an audience, purpose, specific goal, and two relevant supporting details.