The Right Appeal

Notice how a writer shapes a request for a school leader.

7.P.ST.2 "Author, Audience, & Purpose: Interpret and construct texts by developing and applying knowledge of the strategies and techniques authors use to accommodate the target audience and achieve the text's purpose."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two details that respond to a principal's concerns, such as cost, safety, or planning. Circle one respectful phrase that helps the writer persuade this audience.

A Note to Our Principal

1. Dear Principal Alvarez, As a student who rides a bike to school, I see that the rack near the gym is often full before first period. When bikes are locked to fences, the sidewalk becomes crowded, and some students worry that their bikes may be damaged. I am writing to ask that our school add one more bike rack near the east entrance. This change would give riders a safer, organized place to leave their bikes during the school day.

2. Adding a rack is a practical use of school funds. A basic outdoor rack can hold several bikes, and it needs little upkeep after it is installed. The school could place it beside the east entrance, where riders already arrive and where adults can easily see it. Because the rack would reduce clutter on the sidewalk, it could also help students and visitors move safely into the building each morning. This location would make the improvement useful from the first day.

3. Principal Alvarez, I know you must balance many needs when you make school decisions. For that reason, I am not asking for an expensive project. The student council could survey bike riders, compare prices from local suppliers, and share the results with you. If the survey shows that another rack is needed, could the school consider adding it before next spring? Thank you for considering a solution that supports students who choose to bike to school.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the author, and who is the target audience? Use one detail from the passage to support your answer.

2. What is the author's main purpose for writing this note?

3. Name two details from paragraph 2 that would matter to a principal making a school decision.

4. How does paragraph 3 make the request sound reasonable to the principal?

3 YOUR TURN

Your own words

Choose a school improvement other than bike parking. Write a 90 to 110 word email to a specific school decision maker that persuades them to make the change. Include a respectful greeting, one concrete benefit, one practical detail about cost, safety, or planning, and a polite closing.

ANSWER KEY

The Right Appeal

GRADE 7 · 7.P.ST.2

PART 1 · READ AND MARK

Underline two details that respond to a principal's concerns, such as cost, safety, or planning. Circle one respectful phrase that helps the writer persuade this audience. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the author, and who is the target audience? Use one detail from the passage to support your answer.	**The author is a student who rides a bike to school, and the audience is Principal Alvarez. The greeting and direct requests to the principal support this answer.**
2	What is the author's main purpose for writing this note?	**The author wants to persuade the principal to add another bike rack near the east entrance.**
3	Name two details from paragraph 2 that would matter to a principal making a school decision.	**The rack can hold several bikes, and it needs little upkeep after installation. Other acceptable details include adult visibility, reduced sidewalk clutter, and safer entry.**
4	How does paragraph 3 make the request sound reasonable to the principal?	**It recognizes that the principal must balance needs and suggests a survey and price comparison before the school decides. The polite, conditional request also avoids demanding the change.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Alvarez, I am writing to ask for a water bottle refill station near the cafeteria. At lunch, students often wait at the fountains, and some choose not to fill their bottles at all. A refill station would give students faster access to drinking water and could reduce plastic bottle waste. To plan carefully, the school could ask the maintenance staff whether a wall near existing plumbing would work. The student council could also survey students about the best location. Please consider adding this station during a future building update. Thank you for your time.

For question 3, accept any two passage details that connect the rack to a principal's concerns about money, safety, or school operations. In Part 3, accept varied school improvements if the writing clearly addresses a decision maker and uses the required audience-focused details.