A Clear Request

Find the audience and opinion in a model letter.

4.W.1.a "In an introductory statement, clearly state an opinion to a particular audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle the greeting that names the reader and underline the opening sentence that states the writer's opinion.

A Letter About Indoor Recess

1. Dear Principal Lee, our school should set aside one cafeteria table for board games during indoor recess. On rainy days, many students crowd around the same noisy activities. A game table would give students another choice. You decide how indoor recess works, so I am asking you to try this idea next month. It could start with just one table and a few games.

2. At a game table, students could play checkers, cards, or simple word games. These games let us talk and think without running through the cafeteria. A small sign could show which table is for games, and students could return each game to a labeled box. That way, the space would be easy to set up and clean after recess.

3. Some students might worry that games would be too loud. The table could have a rule: use indoor voices, or choose a different recess activity. Teachers could try the table for one week and ask students if it helped. Principal Lee, please give our school a game table for indoor recess. One small change could make rainy days more fun for many students.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is this letter written to? Copy the words in the opening that tell you.

2. What opinion does the writer state in the opening sentence?

3. Why does the writer ask this reader to try the idea?

4. How does the request near the end match the opinion in the opening?

3 YOUR TURN

Your own words

Write two sentences to your town librarian asking for one change at the library. In your first sentence, name the reader and clearly state your opinion; in your second sentence, give a reason.

ANSWER KEY

A Clear Request

GRADE 4 · 4.W.1.a

PART 1 · READ AND MARK

Circle the greeting that names the reader and underline the opening sentence that states the writer's opinion. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is this letter written to? Copy the words in the opening that tell you.	**The letter is written to Principal Lee. The opening says, "Dear Principal Lee."**
2	What opinion does the writer state in the opening sentence?	**The school should set aside one cafeteria table for board games during indoor recess.**
3	Why does the writer ask this reader to try the idea?	**Principal Lee decides how indoor recess works.**
4	How does the request near the end match the opinion in the opening?	**Both ask for a game table during indoor recess. The opening calls for one cafeteria table for board games, and the ending asks Principal Lee to give the school a game table.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Librarian, I think our town library should add a shelf of books in more languages. This would help more families find stories they can read together.

Accept answers that identify Principal Lee as the audience and a board game table during indoor recess as the opinion. For Your Turn, check that the first sentence names the librarian and states a specific opinion, and that the second gives a reason.