Words That Persuade

Notice how a writer speaks to a school principal.

5.W.1.d "Use language appropriate for the identified audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two phrases that show respect for Principal Chen. Circle two details that show the writer has considered the school's needs.

A Shelf for Swapping Books

1 Dear Principal Chen, I am writing to ask you to consider a book-swap shelf near our school library. Some students finish their books but cannot easily find another one they want to read. A swap shelf would let students leave a book and choose a different one. Could we try it for one month before deciding whether to keep it?

2 The shelf could use a small space beside the library door, so it would not need a new room. With the librarian's permission, student helpers could check that donated books are clean and suitable for our school. A clear sign could explain how to swap books. This plan would give students more reading choices while keeping the space organized.

3 I know you must consider how new projects affect the school day. To avoid extra work for staff, I can gather a team of volunteers to straighten the shelf each Friday. At the end of the month, we could ask students and the librarian what worked. Thank you for considering a small trial that could help more students discover books they enjoy.

2 ANSWER WITH EVIDENCE

Use the passage

1. Why does the writer ask Principal Chen to try the shelf for one month instead of asking to keep it forever?

2. Why is “with the librarian's permission” a useful detail to include when writing to the principal?

3. Why might Principal Chen care that the shelf would not need a new room?

4. What does the writer offer to do so the shelf will not add work for school staff?

3 YOUR TURN

Your own words

Write three or four sentences to persuade your classmates to bring a reusable water bottle to school. Use words that fit classmates, and include one practical reason they might care.

ANSWER KEY

Words That Persuade

GRADE 5 · 5.W.1.d

PART 1 · READ AND MARK

Underline two phrases that show respect for Principal Chen. Circle two details that show the writer has considered the school's needs. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Why does the writer ask Principal Chen to try the shelf for one month instead of asking to keep it forever?	**A one-month trial lets the principal decide whether the shelf works before keeping it.**
2	Why is “with the librarian's permission” a useful detail to include when writing to the principal?	**It shows the writer respects the librarian's role and will not place books near the library without permission.**
3	Why might Principal Chen care that the shelf would not need a new room?	**The principal must consider how school space is used.**
4	What does the writer offer to do so the shelf will not add work for school staff?	**The writer offers to gather volunteers to straighten the shelf each Friday.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Bring a reusable water bottle to school if you have one. Fill it before class so you have water ready after recess. You will have a drink when you need one. Let's keep our bottles handy!

Accept answers that connect a detail in the passage to the principal's responsibility for school space, staff, or decisions. For Part 3, look for a clear request, a practical reason, and language suited to classmates.