Make Your Case

Read how a request keeps a respectful, practical tone.

7.W.1.c "Establish and maintain a consistent style and tone appropriate for the purpose and audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline one phrase in each paragraph that sounds respectful and practical for a principal reading a request.

A Station Near the Gym

1 Dear Principal Chen, I am writing to ask you to consider a water bottle refill station near the gym. Students leave physical education classes thirsty, and the closest fountain is at the far end of the main hallway. A station near the gym could make it easier to fill bottles without losing much time between classes. I understand that the school must weigh many requests, so I hope these reasons will help you decide whether this change would serve our students.

2 First, a refill station would support students who carry reusable bottles. A short stop after class would let them prepare for the next period instead of walking across the building. It might also reduce the need for single-use bottles at school, although that depends on whether students choose to refill their own. I am not suggesting that one station would solve every problem. I am asking you to consider a location where many students already need water after physical activity.

3 I recognize that a new station would have costs, including installation and upkeep. Before making a decision, the school could ask maintenance staff whether the hallway has a suitable water connection and estimate the expense. If a station is not possible this year, the school might consider it during future building improvements. Thank you for considering a practical way to make drinking water easier to reach after gym class. I would welcome a chance to help gather student feedback if that information would be useful.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the letter addressed to? Which two words in the opening show that the writer is making a request, not giving an order?

2. In the second paragraph, which sentence avoids promising that the station will reduce single-use bottles? How does its wording fit the letter's tone?

3. How does the writer discuss costs without sounding demanding? Include a phrase from the third paragraph.

4. How does the offer to gather student feedback support the letter's tone? Use the writer's wording in your answer.

3 YOUR TURN

Your own words

Write five or six sentences to your principal requesting a bench near the bus pickup area. Keep a respectful, practical tone, give one reason, acknowledge one possible concern, and suggest a next step.

ANSWER KEY

Make Your Case

GRADE 7 · 7.W.1.c

PART 1 · READ AND MARK

Underline one phrase in each paragraph that sounds respectful and practical for a principal reading a request. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the letter addressed to? Which two words in the opening show that the writer is making a request, not giving an order?	**The letter is addressed to Principal Chen. The words "ask" and "consider" make the opening a request.**
2	In the second paragraph, which sentence avoids promising that the station will reduce single-use bottles? How does its wording fit the letter's tone?	**"It might also reduce the need for single-use bottles at school, although that depends on whether students choose to refill their own." The cautious wording keeps the argument reasonable.**
3	How does the writer discuss costs without sounding demanding? Include a phrase from the third paragraph.	**The writer acknowledges installation and upkeep costs, then suggests that the school "could ask maintenance staff" for information before deciding.**
4	How does the offer to gather student feedback support the letter's tone? Use the writer's wording in your answer.	**"I would welcome a chance to help gather student feedback" offers useful help without pressuring the principal.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Chen, I am writing to ask you to consider adding a bench near the bus pickup area. Some students wait there after a long school day, and a bench would give them a place to sit. I understand that the area must stay clear so students can board safely. Perhaps staff could identify a spot away from the bus lane before any decision is made. Thank you for considering this request, and I would be glad to help collect student opinions.

Accept other underlined phrases that show a respectful, practical tone. For the writing task, look for five or six sentences that maintain that tone while including a reason, a concern, and a next step.