Make Your Case

A respectful argument for a school change

9-10.W.1.e "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 shows respect for the school leadership team. Circle words that make the proposal cautious rather than absolute.

A Quiet Lunch Option

1. Dear members of the school leadership team, I ask you to consider a six-week pilot that opens the library during lunch on Tuesdays and Thursdays. Some students need a quiet place to read, complete assignments, or prepare for a test before after-school responsibilities begin. The cafeteria serves an important purpose, but its noise makes focused work difficult. A limited pilot would give students another option without changing lunch for anyone else. I recognize that access depends on available supervision, so I am proposing a trial rather than an immediate, permanent schedule change.

2. To make the pilot manageable, the school could ask a staff member who already supervises lunch whether library duty is possible on one of those days. If staffing does not allow both days, starting with one day would still test the idea. Students could sign in when they enter, follow the library's usual expectations, and leave enough time to reach their next class. These steps would help the school observe demand while protecting a calm setting. They also offer a way to address practical concerns before any decision about expanding access.

3. At the end of six weeks, the team could review sign-in counts and ask the supervising adult whether the arrangement was workable. Students could also report whether they used the time for reading or schoolwork. Those observations would support a more informed choice than assuming the library would be either crowded or empty. I hope you will consider this modest trial and share the results with students before setting next semester's schedule. A careful test respects both students who need a quiet space and staff members responsible for keeping that space safe.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the intended audience? Quote a phrase from the first paragraph that makes the writer's tone appropriate for that audience.

2. In the second paragraph, how does the writer discuss a possible staffing problem without sounding dismissive?

3. The writer proposes checking sign-in counts after six weeks. How does that suggestion fit the cautious tone used earlier in the passage?

4. How does the final request maintain a respectful tone while still asking the team to act?

3 YOUR TURN

Your own words

Write a five- or six-sentence paragraph to your principal asking for a once-a-week after-school study hall. Keep a respectful, measured tone throughout, give a reason, address one practical concern, and suggest a short trial.

Make Your Case

PART 1 · READ AND MARK

Underline one phrase in each paragraph that shows respect for the school leadership team. Circle words that make the proposal cautious rather than absolute. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience? Quote a phrase from the first paragraph that makes the writer's tone appropriate for that audience.	**The audience is the school leadership team. "I ask you to consider" makes a respectful request rather than a demand.**
2	In the second paragraph, how does the writer discuss a possible staffing problem without sounding dismissive?	**The writer acknowledges that staffing may not allow two days and suggests starting with one day instead.**
3	The writer proposes checking sign-in counts after six weeks. How does that suggestion fit the cautious tone used earlier in the passage?	**It calls for evidence before a lasting decision, matching the earlier request for a limited trial rather than an immediate, permanent change.**
4	How does the final request maintain a respectful tone while still asking the team to act?	**"I hope you will consider this modest trial" asks for action without demanding it, and the writer asks the team to share the results with students.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal, I ask you to consider a four-week trial of an after-school study hall on Wednesdays. Students with busy homes could use that hour to finish work before going home. I understand that an extra session would require supervision and an available room. If staffing permits, a teacher who volunteers could oversee the study hall, and students could sign in at the door. After four weeks, the school could review attendance and ask the supervising teacher whether the schedule was manageable. I hope you will consider this limited trial when planning next month's activities.

Accept other relevant quotations and explanations that connect the writer's choices to a consistent, respectful tone for school leaders. For Part 3, look for five or six sentences that sustain that tone while including all three requested elements.