A Measured Request

Trace how a formal proposal stays precise and respectful.

C.11-12.1.e "Establish and maintain a task-appropriate writing style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two phrases that state the request precisely, circle two conditional phrases that avoid overpromising, and number the opening request and closing courtesy to trace the letter's formal style.

Request for a Lunch Study Room

1 Principal Alvarez, I am writing to request a four-week trial of a quiet study room during lunch. The library is often used for classes at that time, and the cafeteria offers few places to work without conversation nearby. A designated room would give students who need to review notes or complete assignments a dependable option. This proposal does not ask the school to change lunch schedules or limit where other students gather. It asks only that one available classroom be set aside for students who choose a quieter space.

2 To make the trial manageable, students could sign in when they arrive and follow the classroom's existing rules for food and cleanup. A staff member would need to supervise the room, so the trial should begin only if coverage can be arranged without taking support from another area. The school might limit entry to the room's safe capacity and post that limit at the door. These steps would help protect staff time and keep the room orderly while allowing students to use it for its intended purpose.

3 At the end of four weeks, the school could review sign-in totals and ask participating students and the supervising staff member whether the space was useful. If demand is low or supervision proves difficult, the school could end the trial. If the room is used regularly and runs smoothly, the school could consider continuing it. I would appreciate the opportunity to discuss this limited trial with you. Thank you for considering a way to support students who work best in a quiet setting.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which words in the opening sentence make the request specific rather than vague? Explain why that precision suits a request to a principal.

2. How does the sentence about staff coverage keep the proposal respectful toward the school? Use a phrase from the passage.

3. Why is "I would appreciate the opportunity to discuss this limited trial with you" an appropriate closing for this audience and purpose?

4. Find one condition in the final paragraph. How does it help the writer avoid promising that the trial will succeed?

3 YOUR TURN

Your own words

Write a formal request to a parks director for a water refill station at a neighborhood park. In one paragraph, state a specific request and practical reason, acknowledge one possible concern, and close courteously without assuming approval.

ANSWER KEY

A Measured Request

HIGH SCHOOL · C.11-12.1.e

PART 1 · READ AND MARK

Underline two phrases that state the request precisely, circle two conditional phrases that avoid overpromising, and number the opening request and closing courtesy to trace the letter's formal style. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which words in the opening sentence make the request specific rather than vague? Explain why that precision suits a request to a principal.	**"Four-week trial of a quiet study room during lunch" specifies the action, duration, and time, giving the principal a concrete request to consider.**
2	How does the sentence about staff coverage keep the proposal respectful toward the school? Use a phrase from the passage.	**It acknowledges that supervision has a cost and says the trial should begin only "if coverage can be arranged without taking support from another area."**
3	Why is "I would appreciate the opportunity to discuss this limited trial with you" an appropriate closing for this audience and purpose?	**The courteous wording invites discussion without assuming the principal has approved the trial.**
4	Find one condition in the final paragraph. How does it help the writer avoid promising that the trial will succeed?	**For example, "If the room is used regularly and runs smoothly" makes continuing the room depend on what happens during the trial.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Parks Director, I am writing to request a water refill station near the entrance to Maple Park. Visitors who bring reusable bottles currently have no place in the park to refill them, so a station could make longer visits more comfortable. I recognize that installation and maintenance would require funding and staff time. Before making a decision, your office could estimate those costs and ask park users whether they would use the station. Thank you for considering this request. I would welcome the chance to discuss possible locations.

Accept other passage-supported phrases and explanations that connect the writer's choices to a precise, measured, respectful request. For Part 3, look for a consistent formal style as well as all four requested elements.