Tone That Fits

Notice how a writer keeps a request practical and respectful.

C.7.1.e "Establish and maintain a task-appropriate writing style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two phrases that sound appropriate for a letter to a principal, and circle one phrase that shows the writer has considered a possible concern. Notice how these choices help the writer maintain a respectful style.

A Cover for the Bicycle Rack

1. Dear Principal Rivera, I am writing to request a covered bicycle rack near the main entrance. Students who ride to school currently leave their bicycles beside an uncovered rack, where rain can soak seats and make locks difficult to handle. A simple roof over the existing rack would give riders a drier place to secure their bicycles. I understand that any change to school grounds requires planning and funding. Still, this improvement would address a daily problem for students who travel by bicycle.

2. The cover could also make the entrance safer and more orderly. When students pause to wipe wet seats or adjust bags at the rack, they may block the path to the doors. A covered area would give them a defined place to finish those tasks before joining the flow of people entering the building. Before deciding on a design, the school could ask riders and staff where a cover would be most useful. Their feedback could help avoid blocking the walkway or limiting access to the rack.

3. I recognize that a new structure may not fit this year's budget. As a first step, the school could price a small canopy and check whether it meets safety requirements. If the cost is too high, a student group could help research lower-cost options for a future year. Would you consider asking the facilities team to review this idea? I would be glad to collect brief comments from students who use the rack. Thank you for considering a practical way to improve their arrival at school.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which words in paragraph 1 show that the writer is addressing a school decision-maker rather than chatting with a friend? Explain your choice.

2. Why does the writer use “could” instead of “will” when describing the cover's effects in paragraph 2?

3. How does the writer keep a respectful tone while discussing the budget in paragraph 3? Cite one phrase.

4. The writer offers to collect student comments near the end. How does that offer fit the letter's practical, respectful style?

3 YOUR TURN

Your own words

Write a five- or six-sentence announcement for classmates inviting them to a book swap you are organizing. Keep a friendly, energetic style throughout, and explain how students can take part.

ANSWER KEY

Tone That Fits

GRADE 7 · C.7.1.e

PART 1 · READ AND MARK

Underline two phrases that sound appropriate for a letter to a principal, and circle one phrase that shows the writer has considered a possible concern. Notice how these choices help the writer maintain a respectful style. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which words in paragraph 1 show that the writer is addressing a school decision-maker rather than chatting with a friend? Explain your choice.	**"Dear Principal Rivera" names the decision-maker, and "planning and funding" recognizes concerns the principal must consider.**
2	Why does the writer use "could" instead of "will" when describing the cover's effects in paragraph 2?	**"Could" presents possible benefits without promising that the cover will solve every problem. This cautious wording suits a proposal.**
3	How does the writer keep a respectful tone while discussing the budget in paragraph 3? Cite one phrase.	**"I recognize that a new structure may not fit this year's budget" acknowledges a possible limit instead of dismissing it.**
4	The writer offers to collect student comments near the end. How does that offer fit the letter's practical, respectful style?	**The offer gives the principal a useful next step and shows that the writer wants to help, not just demand a change.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Have a book sitting on your shelf that someone else might love? Bring it to our Saturday book swap in the school library and trade it for a new read. Set your book on the swap table, then browse for one that catches your eye. Mystery, sports, fantasy, or facts, every kind of book is welcome. Come share a story and leave with another one to explore!

Accept other passage-based examples of respectful wording and explanations that connect the wording to the principal as audience. For Your Turn, look for five or six sentences that explain participation and maintain a friendly, energetic style.