A Request That Works

Notice how a writer keeps a respectful style from start to finish.

C.8.1.e "Establish and maintain a task-appropriate writing style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two phrases that keep the request respectful, and circle two specific details that make the proposal sound practical rather than vague.

A Letter to the Principal

1 Dear Principal Chen, I am writing to request a bottle-filling station near the gym entrance. After physical education, students often arrive at the single hallway fountain at the same time. Several wait while others fill bottles using the narrow spout. The line sometimes reaches the gym doors, where classes need space to pass. A station designed for bottles could make this routine more orderly. I understand that equipment and installation cost money, so I hope you will consider this request when planning school improvements.

2 To help determine whether the station is needed, the school could count how many students use the fountain during the five minutes after each gym class. Staff could also note whether the line blocks the doors. These observations would provide more useful evidence than a guess about how popular the station might be. If the numbers support the change, a station near the entrance may shorten waits without requiring students to leave the gym area. I would be glad to help collect the observations with a teacher's guidance.

3 If a new station is not possible this year, a sign directing students to another fountain could be a practical first step. That option would not replace a bottle-filling station, but it might ease the crowd near the gym doors. I would appreciate the chance to discuss either solution with you or a member of the facilities team. Thank you for considering a change that could make the hallway easier to use for everyone. I look forward to hearing which option, if any, the school can pursue.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which words in the first paragraph make the request sound respectful instead of demanding? Explain their effect.

2. How do the time and place details in paragraph 2 support a practical, school-appropriate style?

3. Which words in paragraph 2 show that the writer is not promising a result without evidence? Why does that choice fit this request?

4. How does the final paragraph keep a respectful style while suggesting another option? Cite one phrase.

3 YOUR TURN

Your own words

Write a 5- to 6-sentence email to your school librarian requesting a quiet reading area during lunch. Include a concrete reason, a realistic suggestion, and a respectful closing while keeping a school-appropriate style throughout.

ANSWER KEY

A Request That Works

GRADE 8 · C.8.1.e

PART 1 · READ AND MARK

Underline two phrases that keep the request respectful, and circle two specific details that make the proposal sound practical rather than vague. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which words in the first paragraph make the request sound respectful instead of demanding? Explain their effect.	**"I hope you will consider this request" asks the principal to think about the proposal rather than insisting on a decision.**
2	How do the time and place details in paragraph 2 support a practical, school-appropriate style?	**"The five minutes after each gym class" identifies when to count students, and "near the entrance" identifies a possible location. Both details make the proposal specific enough for the school to evaluate.**
3	Which words in paragraph 2 show that the writer is not promising a result without evidence? Why does that choice fit this request?	**"If the numbers support the change" and "may shorten waits" show uncertainty. The writer treats the station as a possibility to evaluate, not a guaranteed solution.**
4	How does the final paragraph keep a respectful style while suggesting another option? Cite one phrase.	**"If a new station is not possible this year" acknowledges a limit before suggesting a sign, rather than demanding the original solution.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

I am writing to ask whether the library could offer a quiet reading area during lunch. Some students would like a place to read away from the noise of the cafeteria. A few seats along the back wall could be set aside for students who agree to speak softly. If space is limited, the area could be offered on two lunch days each week. I would appreciate your consideration and would be glad to help share the guidelines with students. Thank you for your time.

Accept other accurate quotations and explanations that connect word choice or concrete details to a respectful, practical style. For the email, look for a consistent school-appropriate tone, a specific reason, a feasible suggestion, and a respectful closing.