A Request That Works

Trace how a proposal moves from need to action.

C.9-10.3.a "Produce clear and coherent writing in which the development, organization and style are appropriate to task and purpose."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the writer's main request, circle two details that make the plan workable, and write "need," "plan," or "next step" beside the paragraph where each appears.

A Quiet Place at Lunch

1 Dear Principal Alvarez, I am writing to ask for a quiet study room during lunch twice a week. Our cafeteria is a place to eat and talk, but it is difficult to review notes there before an afternoon test. Some students also have responsibilities after school, so lunch may be their only free time on campus. I am not asking to make the cafeteria silent or to keep anyone from meeting friends. A separate room would give students another choice while leaving the usual lunch space available for conversation.

2 The library's small meeting room could work if it is available, but I would first check its schedule with the librarian. The room already has tables, so students would not need new furniture. We could begin with Tuesdays and Thursdays for four weeks and limit entry to students who bring work to do. A sign at the door could explain that quiet conversation about assignments is welcome, while videos and phone calls belong elsewhere. At the end of the trial, students could complete a short survey about whether the room helped them use lunch time well.

3 I know a room cannot open without adult supervision. If the librarian is unable to supervise, perhaps a teacher who already has lunch duty could use the meeting room instead, but that decision would be yours to make. A short trial would let us see whether enough students use the space without committing the school to a permanent change. Would you be willing to discuss the idea with the librarian next week? I can help write the sign and survey if the trial is approved. Thank you for considering a way to make lunch more useful for students who need a calm place.

2 ANSWER WITH EVIDENCE

Use the passage

1. How does the first paragraph establish both the request and a reason for it?

2. Why does the writer say they would check the meeting room's schedule before describing the trial?

3. Choose two details from the second paragraph that make the plan specific. How would each help the principal evaluate it?

4. How does the final paragraph address a concern and move the principal toward a decision?

3 YOUR TURN

Your own words

Write one paragraph of 80 to 110 words to your student council proposing a lunchtime school-supply swap table. State the need and request, give two workable details, address one concern, and end with a specific next step in a respectful tone.

A Request That Works

PART 1 · READ AND MARK

Underline the writer's main request, circle two details that make the plan workable, and write "need," "plan," or "next step" beside the paragraph where each appears. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How does the first paragraph establish both the request and a reason for it?	**The writer asks for a quiet study room during lunch twice a week and explains that the cafeteria makes it difficult to review notes before a test.**
2	Why does the writer say they would check the meeting room's schedule before describing the trial?	**Checking availability first shows that the proposed trial depends on whether the room can be used.**
3	Choose two details from the second paragraph that make the plan specific. How would each help the principal evaluate it?	**The four-week trial sets a limited period to test the idea, and the student survey would provide feedback on whether the room helped.**
4	How does the final paragraph address a concern and move the principal toward a decision?	**It acknowledges the need for adult supervision, suggests a possible alternative if the librarian is unavailable, and asks the principal to discuss the idea with the librarian next week.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Student Council, Could you try a school-supply swap table at lunch once a month? Students sometimes have extra folders or pencils while others need them, and a shared table could put those supplies to use. We could place labeled bins near the cafeteria entrance and ask one council member to oversee the table for the first 20 minutes of lunch. To prevent a mess, we could accept only clean, usable supplies and store leftovers in one box. Please discuss a two-month trial at your next meeting; I can help make labels and sort donations.

Accept other passage-supported explanations of how the writer's choices serve the request. For Part 3, check that the paragraph meets the word range and includes a need, a request, two workable details, a concern, and a specific next step.