

A Respectful Request

Read a formal school proposal and notice how its tone fits the audience.

5W1.f "Maintain a style and tone appropriate to the writing task."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Circle words or phrases that make the writer sound polite and formal. Underline the sentences that respectfully ask the principal to take action.

A Shaded Seating Area

- ① Dear Principal Ortiz, Our school should add a shaded seating area near the playground. At recess, many students eat snacks or wait for rides in direct sun. A covered bench area would give students a cooler, safer place to sit. I respectfully ask you to consider this improvement during the next school planning meeting in May.
- ② First, shade can help protect students from too much sunlight. The Centers for Disease Control and Prevention explains that shade is one way to reduce exposure to ultraviolet rays. Our playground has trees, but their shade does not reach the pickup area in the afternoon. A roof over several benches would offer steady cover when students need it most.
- ③ Some people may worry that a seating area would cost too much. However, the school could begin with two benches and a simple roof, then add more later if needed. This plan would make the cost easier to manage. Please ask the planning team to study prices and possible locations. Thank you for considering a practical way to make recess and dismissal more comfortable.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What words in the first paragraph show that the writer is speaking respectfully to the principal?

2 Why does the writer use the phrase "Some people may worry" instead of saying that other people are wrong?

3 Copy one sentence that politely asks the principal or planning team to take action.

4 How does the sentence about beginning with two benches and a simple roof help the writer keep a practical, formal tone?

3 YOUR TURN _____ Your own words

Write a five-sentence formal email to your principal supporting one school improvement. Include a clear claim, two reasons with at least one specific detail, and a respectful request for action.

PART 1 • READ AND MARK

Circle words or phrases that make the writer sound polite and formal. Underline the sentences that respectfully ask the principal to take action. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What words in the first paragraph show that the writer is speaking respectfully to the principal?	"I respectfully ask you to consider this improvement."
2	Why does the writer use the phrase "Some people may worry" instead of saying that other people are wrong?	It acknowledges a concern in a calm, respectful way.
3	Copy one sentence that politely asks the principal or planning team to take action.	"Please ask the planning team to study prices and possible locations."
4	How does the sentence about beginning with two benches and a simple roof help the writer keep a practical, formal tone?	It offers a reasonable solution to the cost concern instead of making a demand.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Ortiz, Our school should place a water bottle refill station near the gym. After physical education, students often wait in line at the distant drinking fountain. A refill station would help students get water quickly and return to class on time. It could also reduce the number of plastic bottles students throw away. Please consider including this useful change in next year's building plans.

Accept answers that identify polite, formal language and explain how it fits a proposal to a principal. For the open response, accept varied school-improvement claims when the writing remains respectful and includes the required claim, reasons, detail, and request.