

Words With Purpose

Notice how a formal request uses respectful, convincing language.

6W1.f "Maintain a style and tone appropriate to the writing task."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three words or phrases that make the letter sound respectful and formal. Circle the sentence that politely asks the principal to take action.

A Request for Shade

- ① Dear Principal Alvarez, I am writing on behalf of several sixth-grade students to request two shade canopies near the lunch tables. During warm months, the uncovered tables become uncomfortable by the middle of lunch. Some students move indoors or finish eating quickly to escape the sun. On days when the temperature rises, students often wait for indoor seats rather than use open tables. Adding shade would give more students a comfortable place to eat, talk, and prepare for afternoon classes.
- ② Shade canopies would support both comfort and safety. The Centers for Disease Control and Prevention advises people to seek shade when ultraviolet rays are strongest. Although lunchtime is short, students who sit outside may be exposed to direct sunlight every day. Canopies could also reduce crowding inside the cafeteria because students would have another usable seating area. This change would help the school use its outdoor space more effectively. It would benefit students without disrupting lunch routines.
- ③ I understand that purchasing and installing canopies requires planning and funding. The student council could collect student opinions, and the school could compare prices from several vendors before choosing a design. Please consider placing this request on the next school improvement meeting agenda. I would be glad to share survey results with the committee if leaders would find them useful. Thank you for considering a practical improvement for students. Sincerely, Jordan Lee, Grade 6 Student Council Representative.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What request does Jordan make in the first sentence of the letter?

2 What source does Jordan name in paragraph 2? Why does using this source fit a formal request to a principal?

3 Copy the sentence in paragraph 3 that politely asks the principal to take action.

4 How does the signature show why Jordan is writing to the principal?

3 YOUR TURN _____ Your own words

Write a 4-5 sentence formal note to your principal requesting one school improvement. State your request, give at least one reason, and include a polite sentence asking the principal to consider it. Use respectful language, not slang.

PART 1 • READ AND MARK

Underline three words or phrases that make the letter sound respectful and formal. Circle the sentence that politely asks 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 request does Jordan make in the first sentence of the letter?	Jordan asks for two shade canopies near the lunch tables.
2	What source does Jordan name in paragraph 2? Why does using this source fit a formal request to a principal?	Jordan names the Centers for Disease Control and Prevention. Using a trusted source gives the request credible support.
3	Copy the sentence in paragraph 3 that politely asks the principal to take action.	Please consider placing this request on the next school improvement meeting agenda.
4	How does the signature show why Jordan is writing to the principal?	It identifies Jordan as a Grade 6 Student Council Representative, showing that Jordan is speaking for students about a school issue.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Alvarez, I am writing to request a quiet study corner in the library. Many students need a calm place to read or complete assignments during lunch. A study corner with a few tables would make the library more useful for focused work. Please consider discussing this idea with the library staff. Thank you for your time. Sincerely, Maya Patel

Accept equivalent descriptions of the letter's respectful, formal tone when they are supported by words or sentences from the passage. For the open response, look for a clear request, a relevant reason, a polite action sentence, and language appropriate for a principal.