

The Persuasion Voice

Study how a formal argument stays respectful and convincing.

8W1.f "Maintain a style and tone appropriate to the writing task."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline two phrases that sound formal and respectful, then circle one sentence that addresses a concern, to see how the writer maintains a persuasive tone.

A Proposal for Refill Stations

- ① Dear Members of the School Board, Our middle school should install water refill stations in the cafeteria and near the gym. Currently, students who forget reusable bottles often buy single-use plastic bottles or go without water until class ends. Refill stations would give students a practical choice during busy school days. This proposal asks the board to consider a change that supports student health, reduces unnecessary waste, and serves many people each day on our campus.
- ② At lunch, the line at the vending machines shows that bottled drinks are a common purchase. The Environmental Protection Agency explains that reducing waste at its source is the most effective waste-management approach. Although refill stations cost money to install, they can help the school use fewer disposable bottles over time. The board could begin with two stations, then review maintenance costs and student use after one semester. This careful plan would make the decision responsible and measurable.
- ③ Some people may worry that students would misuse the stations. That concern deserves attention, so the school can post clear expectations and include the stations in its regular cleaning schedule. Still, possible misuse is not a strong reason to avoid a useful improvement. I respectfully ask the board to approve a small pilot program. By collecting information before expanding the project, the board can protect school funds while giving students easier access to water each day.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the intended audience? What words at the beginning show that the writer chose a formal audience?

2 Copy one phrase from the passage that creates a respectful, formal tone.

3 How does the writer respond to the concern about students misusing the stations without sounding dismissive?

4 How does the final sentence maintain the formal tone of the proposal? Use one detail from that sentence in your answer.

3 YOUR TURN _____ Your own words

Write a four-sentence formal request to your principal that argues for one improvement at school. State your claim, give a reason or evidence, acknowledge one concern respectfully, and end with a courteous request.

PART 1 • READ AND MARK

Underline two phrases that sound formal and respectful, then circle one sentence that addresses a concern, to see how the writer maintains a persuasive tone. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience? What words at the beginning show that the writer chose a formal audience?	The intended audience is the School Board. The formal salutation is "Dear Members of the School Board."
2	Copy one phrase from the passage that creates a respectful, formal tone.	Answers may include "This proposal asks the board to consider," "That concern deserves attention," or "I respectfully ask the board."
3	How does the writer respond to the concern about students misusing the stations without sounding dismissive?	The writer says the concern deserves attention and suggests clear expectations and regular cleaning.
4	How does the final sentence maintain the formal tone of the proposal? Use one detail from that sentence in your answer.	It remains formal by discussing "collecting information," "protect[ing] school funds," and expanding the project carefully rather than making an emotional demand.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Ruiz, our school should add a covered bike rack near the main entrance. Many students leave bicycles in the rain, which can damage seats and chains. Although the rack would require funding, a small structure would protect students' transportation and encourage biking. I respectfully ask you to consider including this improvement in next year's facilities plan.

Accept answers that identify the board as the audience and support tone claims with accurate passage details. For the writing task, look for a consistently formal, respectful tone as well as all four requested argument moves.