

Tone With Purpose

Study how a formal proposal balances evidence, concerns, and action.

9-10W1f "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 create a respectful, formal tone, circle one sentence that uses evidence, and number the sentence that addresses a practical concern.

A Measured Start-Time Proposal

- ① Dear Members of the School Board, I urge the district to move high school start time to 8:30 a.m. or later. Teenagers' sleep cycles shift later during adolescence, and the American Academy of Pediatrics recommends that middle and high schools begin at 8:30 a.m. or later. A later start would not solve every challenge students face, but it could give them a fairer chance to arrive alert and ready to learn. For that reason, the board should carefully examine a change during planning for next year.
- ② Scheduling changes deserve careful study. Bus routes, after-school jobs, athletics, and family pickup schedules could be affected. However, these concerns are reasons to plan responsibly, not reasons to dismiss the idea without review. The district could consult transportation staff and families before selecting a schedule. It could also protect practice time by adjusting some activity schedules. By naming these trade-offs, I do not minimize them. I ask the board to weigh them against the academic and health benefits of students getting more sleep each night.
- ③ I recommend a one-year pilot at the high school, followed by a public report on attendance, tardiness, and student feedback. A pilot would let the district test the proposal instead of making a permanent decision immediately. Please set a clear review date and invite students, educators, and caregivers to share what they observe. If the evidence shows that the change causes serious problems, the board can revise the plan. If it improves students' readiness for class, the district will have sound reasons to continue it. Thank you for considering a measured step that puts learning first.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Copy one phrase from paragraph 1 that makes the writer sound respectful toward the school board. How does that phrase fit the audience?

2 What evidence does the writer use to support the later start time? Explain how presenting this information supports a formal tone.

3 What practical concern does the writer address in paragraph 2? Copy wording that shows the writer treats that concern respectfully.

4 Why does the writer recommend a one-year pilot instead of demanding an immediate permanent change? Explain how this choice fits the tone of a proposal to a school board.

3 YOUR TURN _____ Your own words

Write a 90-110-word email to your principal proposing a quiet study area in the library during lunch. Use a respectful, formal tone, give one reason, acknowledge one practical concern, and request a specific action.

PART 1 • READ AND MARK

Underline three words or phrases that create a respectful, formal tone, circle one sentence that uses evidence, and number the sentence that addresses a practical concern. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Copy one phrase from paragraph 1 that makes the writer sound respectful toward the school board. How does that phrase fit the audience?	Possible phrase: "I urge the district" or "the board should carefully examine." These phrases make a firm request without sounding demanding or insulting.
2	What evidence does the writer use to support the later start time? Explain how presenting this information supports a formal tone.	The writer states that teen sleep cycles shift later and that the American Academy of Pediatrics recommends starts at 8:30 a.m. or later. Citing research-based guidance makes the proposal sound informed and credible.
3	What practical concern does the writer address in paragraph 2? Copy wording that shows the writer treats that concern respectfully.	The writer addresses bus routes, jobs, athletics, and family pickup schedules. Possible wording: "these concerns are reasons to plan responsibly" or "I do not minimize them."
4	Why does the writer recommend a one-year pilot instead of demanding an immediate permanent change? Explain how this choice fits the tone of a proposal to a school board.	A pilot allows the district to test the idea and review evidence before making a permanent decision. This cautious, practical approach fits a formal proposal because it respects the board's responsibility to consider consequences.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Chen, I ask you to create a quiet study area in the library during lunch. Many students need a calm place to finish assignments or prepare for tests, especially when classrooms are closed. I understand that the library staff must supervise lunch safely and may have limited space. The school could begin with twenty seats and a sign-up list for one month. Please consider this small trial and review student use and staff feedback at the end of the trial before making a permanent decision. Thank you for your time.

Accept varied quotations and explanations when students accurately connect formal, respectful language to the board audience and purpose. In Part 3, accept responses that meet the word range and include a clear proposal, reason, practical concern, specific action, and consistently appropriate tone.