Words That Work

Notice how a writer shapes a request for a specific audience.

10.4.W.2 "Students will select language to create a specific effect in writing according to purpose and audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two phrases that make the need vivid and circle two phrases that make the plan seem manageable to the principal, then write a brief note beside one choice explaining its effect.

A Quiet Place at Lunch

1 Dear Principal Rivera, At lunch, the hallway outside our library becomes a waiting room for students who need a place to work. Last Tuesday, I watched a classmate balance a chemistry notebook on her knees while the bell rang and sneakers squeaked past. The cafeteria offers space to talk, but its noise makes careful reading difficult. Could our school open one section of the library as a quiet study area during lunch? This would not replace the cafeteria or ask everyone to whisper. It would give students another option when they need to focus.

2 I know the library cannot simply unlock its doors without supervision. A four-week trial would let the school test the idea before making a lasting commitment. A staff member already assigned to lunch duty could supervise the area if the schedule allows, and students could sign in at the door. We could begin with just twenty seats and post clear rules: work quietly, leave food outside, and clean up before the bell. These limits are not meant to make lunch less welcoming. They would help protect library materials and give you a clear way to judge whether the plan works.

3 If the trial leads to crowded tables or extra work for staff, we could revise it or stop it. If students use the space well, the library could become a steady place for those who need ten quiet minutes before an afternoon test. I am willing to help write the sign-in sheet and ask classmates what rules would make the space useful. Would you consider discussing the trial with the librarian and the lunch supervisors this month? A small test now could tell us more than another semester of guessing whether students would use the space. Thank you for considering the request.

2 ANSWER WITH EVIDENCE

Use the passage

1. What does the image of a classmate balancing a notebook on her knees help the principal understand?

2. Why does the writer say the plan would give students "another option" rather than ask everyone to whisper?

3. How do "four-week trial" and "before making a lasting commitment" shape the request for this audience?

4. What effect might "revise it or stop it" have on a principal worried about crowded tables or extra work?

3 YOUR TURN

Your own words

Write a 70 to 90 word message asking your student council to host a school supply swap. Include one concrete image, a benefit for students, and a specific action you want the council to take.

Words That Work

PART 1 · READ AND MARK

Underline two phrases that make the need vivid and circle two phrases that make the plan seem manageable to the principal, then write a brief note beside one choice explaining its effect. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What does the image of a classmate balancing a notebook on her knees help the principal understand?	**It makes the lack of a suitable work space concrete, so the principal can picture why students need another option.**
2	Why does the writer say the plan would give students "another option" rather than ask everyone to whisper?	**The wording shows that the request would not take away students' space to talk at lunch, making the plan easier for the principal to consider.**
3	How do "four-week trial" and "before making a lasting commitment" shape the request for this audience?	**They present the change as a limited test, addressing a principal's concern about committing school space and staff time.**
4	What effect might "revise it or stop it" have on a principal worried about crowded tables or extra work?	**It reassures the principal that the plan can change or end if it causes problems.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Hi Student Council, Picture a binder full of unused paper sitting in a locker while another student searches for a notebook before class. Could you host a supply swap in the cafeteria next Friday? Students could drop off clean, usable folders, pencils, and notebooks, then take what they need at no cost. A labeled collection box would keep setup simple. If three council members could staff the table during lunch, more students could start class ready to work without buying new supplies.

Accept other passage-supported explanations of how a phrase affects the principal. For the message, look for 70 to 90 words and language that makes the student benefit clear while giving the council a specific, feasible action.