Make the Case

Revise a request for a clear, respectful message.

7.2.W.3 "Students will routinely and recursively revise drafts for intended purpose, audience, organization, and coherence (e.g., consistent point of view)."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that shifts point of view, circle the sentence that does not support the request, and number the two student-council findings to plan a clearer order.

A Draft Request to the Principal

1. Dear Principal Rivera, our seventh-grade classes need a water refill station near the gym. After practice, we line up at the single fountain outside the cafeteria. The walk takes several minutes, and some students head straight to the buses instead of getting water. Our team wants to fill bottles quickly before leaving. When you finish practice, your bottle is often empty. Last Thursday, twelve students waited at the fountain while two buses began loading. A refill station by the gym would make that trip shorter.

2. Last month, the student council counted how many people used the cafeteria fountain after practice. On three afternoons, at least ten students waited in line at once. The gym doors open beside a wide hallway with space for a refill station. Our school mascot is a blue heron, and its picture hangs on the gym wall. A station in that hallway could serve students before they reach the bus doors. The council also found that most students brought reusable bottles, so a place to refill them would be useful.

3. Installing a station would take planning, and we are not asking for a decision today. The council could meet with the custodian to discuss a safe location and the cost. If the school chooses a station, students could make signs showing where to refill bottles. Anyway, the current setup is a total mess, so just fix it already. We hope you will consider putting a refill station near the gym. Students could then get water before boarding buses instead of choosing between the fountain line and a ride home.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which sentence in the first paragraph shifts point of view? Rewrite it to match the students' voice.

2. Which finding in paragraph 2 should move closer to the other student-council finding? Where should it go?

3. Which sentence in paragraph 2 would you cut to keep the request focused? Why?

4. Rewrite the sentence in paragraph 3 that sounds too demanding for the principal. Keep the request respectful.

3 YOUR TURN

Your own words

Write your own five- or six-sentence note to Principal Rivera requesting a refill station near the gym. Use evidence from the draft, group related ideas, keep a consistent student point of view, and use a respectful tone.

ANSWER KEY

Make the Case

GRADE 7 · 7.2.W.3

PART 1 · READ AND MARK

Underline the sentence that shifts point of view, circle the sentence that does not support the request, and number the two student-council findings to plan a clearer order. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which sentence in the first paragraph shifts point of view? Rewrite it to match the students' voice.	**"When you finish practice, your bottle is often empty." Revise to: "When we finish practice, our bottles are often empty."**
2	Which finding in paragraph 2 should move closer to the other student-council finding? Where should it go?	**Move the finding about most students bringing reusable bottles directly after the sentence about at least ten students waiting in line.**
3	Which sentence in paragraph 2 would you cut to keep the request focused? Why?	**Cut the sentence about the blue heron mascot. It does not explain the need for a refill station or support the proposed location.**
4	Rewrite the sentence in paragraph 3 that sounds too demanding for the principal. Keep the request respectful.	**The current fountain setup makes it difficult for students to get water before boarding buses; please consider a station near the gym.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Rivera, we request a water refill station near the gym for students leaving practice. The student council observed lines of at least ten people at the cafeteria fountain on three afternoons. Most students bring reusable bottles, but the fountain is several minutes from the gym and buses begin loading soon after practice. A station in the wide hallway beside the gym could let us fill our bottles before boarding. We could meet with the custodian to discuss a safe location and the cost. Please consider this change so students can get water before their buses leave.

Accept other revisions that preserve the draft's facts and improve point of view, organization, focus, or tone. For the note, look for five or six original sentences that make a coherent, respectful request supported by passage evidence.