

Write for a Reason

Study how a letter matches its audience and purpose.

CCSS.ELA-Literacy.W.6.4 "Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB This letter describes an invented school situation. Underline the sentence in paragraph 1 that proposes a school improvement. Circle two supporting details, and write 1 beside the transition that begins paragraph 2.

A Request for Water

- ① Dear Principal Alvarez, Our school should add a water-bottle refill station near the gym. Students leave PE thirsty, and the nearest fountain is across the building. A refill station could make refilling bottles easier, so students could return to class ready to learn. I am writing to ask you to consider this change because it would help many students during every school day. It could also reduce the number of plastic bottles thrown away.
- ② First, the gym area is especially busy during lunch and after-school practices. Teams, clubs, and PE classes often use the space at the same time. When students cannot refill bottles nearby, some buy drinks in plastic containers or wait until they reach another hallway. A station could make refilling more convenient. Staff could record its use and compare disposable-bottle waste before and after installation. A refill count alone would not prove that students used fewer disposable bottles.
- ③ Please ask the facilities team to study possible locations and costs for a refill station. The wall outside the gym office may work if the team confirms access to water pipes and a clear walking route. If the project is too expensive this year, students could help seek donations before any purchase. Thank you for considering a practical way to make refilling easier. Checking costs and later use would help our school judge whether this proposal is worthwhile.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the audience for this letter, and how does the opening show that the writer knows the audience?

2 What is the writer's main request?

3 How does the second paragraph develop the writer's request? Give two ways.

4 How does the final paragraph help organize the letter and fit its purpose?

3 YOUR TURN

Your own words

Write a 90 to 120 word letter to your school librarian asking for one improvement to the library. Use three paragraphs: state your request and reason, develop it with details, then suggest a next step and close respectfully. Include at least one transition.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PART 1 • READ AND MARK

This letter describes an invented school situation. Underline the sentence in paragraph 1 that proposes a school improvement. Circle two supporting details, and write 1 beside the transition that begins paragraph 2. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the audience for this letter, and how does the opening show that the writer knows the audience?	The audience is Principal Alvarez. The letter opens with “Dear Principal Alvarez” and uses respectful language.
2	What is the writer's main request?	The writer asks the principal to consider adding a water-bottle refill station near the gym.
3	How does the second paragraph develop the writer's request? Give two ways.	It describes heavy use of the gym area and inconvenient refilling routes. It also proposes checking station use and changes in disposable-bottle waste.
4	How does the final paragraph help organize the letter and fit its purpose?	It requests a facilities review, suggests a location to check and a possible funding step, then closes respectfully. These actions help the principal evaluate the request.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Ms. Chen, I am writing to ask for a small quiet study corner in the library. Some students need a calm place to read, finish homework, or prepare for tests during lunch.

First, two tables near the back windows could be labeled for silent work. A simple sign would help students know that phone calls and group games belong in other areas. This change would let the library serve both groups and independent workers.

Please consider trying the corner for one month and asking students for feedback. If it is useful, the library could keep it open each lunch. Thank you for considering this practical improvement.

Accept answers that accurately identify the letter's audience, purpose, organization, and supporting details. For the writing task, look for 90 to 120 words, three organized paragraphs, a clear request, relevant development, a practical closing, and a respectful style for the librarian. The supplied letter and sample are invented classroom models, not reports of verified school conditions. The 90-120-word range applies to the student's letter; the sample remains within it with or without its greeting.