

Make the Case

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

CCSS.ELA-Literacy.W.9-10.4 "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 public comment is fictional. Underline the opening request. Circle two details that address council responsibilities, such as budgeting or accessibility. Beside each paragraph, label its role in developing the request.

Public Comment: Safer Bus Stops

- ① Riverton City Council Members, I am writing to ask you to add shade structures and benches at the three busiest bus stops near Riverton High School. Each afternoon, students, workers, and older riders wait in direct sun beside Maple Avenue. The stops have signs, but they offer no protection from heat or rain. Because buses sometimes run late, riders may stand there for twenty minutes or more. Small shelters would make waiting safer and more comfortable for people who depend on public transportation daily.
- ② Riverton can begin with a practical pilot. The city could install one prefabricated shelter at each location, then track rider use and maintenance costs for a year. This approach would let the council test the plan before committing to a larger project. The shelters could include clear route maps, which would help new riders find the correct bus. Benches would also give people with injuries or limited mobility a place to rest. These improvements support the council's goal of making city services accessible to all residents.
- ③ I urge the council to place this pilot on its next transportation agenda and request cost estimates from local suppliers. Students could share brief observations about wait times, while transit staff could identify the stops with the greatest need. I understand that the city must balance many projects, so cost estimates should guide whether a limited pilot is feasible. Please consider funding the shelters in the upcoming budget. Thank you for working to ensure that a bus ride begins with a safe place to wait for everyone.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the intended audience, and what words in the opening identify that audience?

2 What specific action does the writer want the council to take?

3 How does paragraph 2 develop the request for this audience? Identify two kinds of support the writer provides.

4 What immediate next step does paragraph 3 request, and what phrase helps keep the tone respectful?

3 YOUR TURN

Your own words

Fictional evidence: on each of two lunch days, observers counted 12 students waiting at one refill station; wait lengths were not recorded. Write a respectful 100-130-word email body to your principal requesting a study before adding a station. Use three paragraphs: request, two reasons, next step.

1. Develop the email

Respect the evidence limits. Address the principal directly. Leave blank lines between paragraphs.

[illegible]

2. Explain your audience choices

Explain how two email choices suit the principal's responsibilities in one or two sentences, outside the email word count.

PART 1 • READ AND MARK

This public comment is fictional. Underline the opening request. Circle two details that address council responsibilities, such as budgeting or accessibility. Beside each paragraph, label its role in developing the request. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience, and what words in the opening identify that audience?	The intended audience is the Riverton City Council. The opening directly addresses "Riverton City Council Members."
2	What specific action does the writer want the council to take?	The writer wants the council to add shade structures and benches at the three busiest bus stops near Riverton High School.
3	How does paragraph 2 develop the request for this audience? Identify two kinds of support the writer provides.	It presents a pilot plan that lets the council track use and costs before a larger commitment, and it explains accessibility benefits such as route maps and benches for riders with limited mobility.
4	What immediate next step does paragraph 3 request, and what phrase helps keep the tone respectful?	It asks the council to place the pilot on its next transportation agenda and request cost estimates. "Please consider" or "Thank you for working" keeps the tone respectful.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Email body: Principal Nguyen, please consider studying whether our cafeteria needs another water refill station. On each of two lunch days, observers counted twelve students waiting at the current station. These practice observations suggest demand worth investigating, although they do not tell us how long anyone waited.

First, recording wait lengths could show whether students lose substantial lunch time. Second, checking possible locations and plumbing could reveal whether another station is feasible. A study would provide information for a decision without assuming that a purchase is already justified.

Please ask the facilities team and student council to plan these checks before the next improvement meeting. Thank you for considering an approach that respects both students' needs and the school's budget.

Audience explanation: I acknowledge missing wait lengths to avoid overstating the evidence, and I request feasibility checks because the principal must consider costs before approving a purchase.

TEACHER ASSESSMENT NOTES

Assess the actual email and its audience explanation. Require three paragraphs, 100-130 body words, request, two developed reasons, respectful style and an actionable next step. The explanation must link two choices to the principal's responsibilities. The twelve students on each of two days do not establish twenty-four distinct people, wait lengths, the need to buy equipment, or an affordable installation. A study may find a different solution. Reading and practice observations are fictional; no real city or school records are implied. Paragraph roles in the reading may be labeled request/problem, pilot/benefits, and next step/budget. Accept equivalent accurate responsibility details. The model is an email body; greeting, subject and signature are optional and outside its word count.