

Ask With Purpose

Study how a clear request letter is built.

5.12 "Composition: listening, speaking, reading, writing, and thinking using multiple texts--genres. The student uses genre characteristics and craft to compose multiple texts that are meaningful..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB This letter is classroom fiction. Underline the three requests in the second body paragraph. Circle details explaining why the class needs help. Notice how the three body paragraphs organize the request.

A Museum Request

Dear Ms. Rivera,

Our fifth-grade class is studying how local rivers shaped our city. We plan to create a hallway display about the Willow Creek flood of 1937. The museum website lists photographs from that event, but it does not explain who took them or where the pictures were first printed. We hope to share accurate facts with our families.

Could you please tell us the names of the photographers, if they are known? We would also like to know which newspaper first published the photographs. If possible, may we visit the museum archives on a weekday afternoon in October? A staff member's advice would help us choose images and write correct captions for our school display.

Thank you for considering our request. Please reply to our teacher, Mr. Chen, at teacher@example.org, the practice address for this classroom letter. We will credit the museum beside every photograph we use. The display will be shown during our November family history night.

Sincerely,

Jordan Lee

2 ANSWER WITH EVIDENCE Use the passage

1 What is Jordan's main purpose for writing to the museum?

2 Name two of the three requests in the second body paragraph.

3 Which words explain why advice from a museum staff member would be helpful?

4 How does the final body paragraph make it easy for the museum to reply?

3 YOUR TURN Your own words

Write a practice request letter to a park ranger about a local plant or animal for a class guide. Use a greeting, three body paragraphs and a polite closing. Use the practice contact teacher@example.org; do not send the letter.

1. Greeting and purpose

Add a greeting. In body paragraph 1, introduce your class project and name the plant or animal you want to learn about.

2. Questions and reason

In body paragraph 2, ask two specific questions about that plant or animal. Explain how the answers would help the class guide.

3. Reply and closing

In body paragraph 3, thank the ranger and give the practice teacher contact. Add a polite closing and a made-up student name below the paragraph.

PART 1 • READ AND MARK

This letter is classroom fiction. Underline the three requests in the second body paragraph. Circle details explaining why the class needs help. Notice how the three body paragraphs organize the request. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What is Jordan's main purpose for writing to the museum?	Jordan requests information and a possible archive visit to make an accurate flood-history display.
2	Name two of the three requests in the second body paragraph.	Any two: photographers' names; the first newspaper to publish the photographs; permission to visit the archives.
3	Which words explain why advice from a museum staff member would be helpful?	"help us choose images and write correct captions for our school display"
4	How does the final body paragraph make it easy for the museum to reply?	It supplies Mr. Chen's practice email address.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Ranger Patel,

Our class is making a guide to plants in Brookside Park. I am writing to learn about the purple coneflower. Which animals use this plant for food or shelter? When is the best time to see it blooming? Your answers will help us write accurate labels for our guide.

Thank you for your time. Please reply to our teacher at teacher@example.org, the practice contact for our class letter.

Sincerely,

Maya Rodriguez

TEACHER ASSESSMENT NOTES

Accept three distinct body paragraphs with purpose, two relevant questions, a reason and reply contact. The greeting and polite closing sit outside those paragraphs. Accept any two requests for question 2.