A Quiet Start

Study how a letter fits its reader and purpose.

4.W.4 "Produce clear and coherent writing with suitable tone/voice in which the development and organization 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 Underline Maya's request, circle two reasons she gives for it, and number the paragraphs 1 to 3 to show the order of her letter.

A Letter to the Principal

1 Dear Principal Rivera, I am writing to ask if our school library could open fifteen minutes before the first bell on Tuesdays and Thursdays. Some students arrive early because their buses come before school starts. Right now, they wait in the noisy hallway. A quiet place to read would help us use that time well. Thank you for considering this idea.

2 Last month, I asked twelve students who ride my bus what they do while they wait. Nine said they would read or look for books if the library were open. An early library visit could also give students time to return books without missing recess. A teacher or another adult would need to be there, so this plan would work only if someone were available.

3 Could we try this plan for two weeks and ask students and the library staff how it went? If opening twice a week is too hard, perhaps we could try just one morning. I know a schedule change takes planning, and I appreciate the work adults do to keep our school running. Thank you for thinking about a quiet start to our day. Sincerely, Maya

2 ANSWER WITH EVIDENCE

Use the passage

1. How does Maya describe the hallway to help explain why she wants the library open early?

2. Why does Maya include what nine students on her bus said?

3. How does the final paragraph make Maya's plan easier for the principal to consider?

4. Find words in the final paragraph that show respect for the principal. Why do they fit this reader?

3 YOUR TURN

Your own words

Write a five-sentence note to your principal asking for a board game table during indoor recess. State your request, give two different reasons, suggest a way to try it, and close politely.

ANSWER KEY # A Quiet Start

GRADE 4 · 4.W.4

PART 1 · READ AND MARK

Underline Maya's request, circle two reasons she gives for it, and number the paragraphs 1 to 3 to show the order of her letter. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How does Maya describe the hallway to help explain why she wants the library open early?	**She calls the hallway noisy, which helps show why students would benefit from a quiet place to read.**
2	Why does Maya include what nine students on her bus said?	**Their answers show that students would use the library to read or look for books.**
3	How does the final paragraph make Maya's plan easier for the principal to consider?	**Maya suggests a two-week trial and offers one morning a week as a smaller option.**
4	Find words in the final paragraph that show respect for the principal. Why do they fit this reader?	**Maya says she knows a schedule change takes planning and appreciates adults' work. These words show that she understands the principal must consider the school's schedule.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Could we have a board game table in the cafeteria during indoor recess once a week? Games would give students a quiet choice when rain keeps us inside. They would also help classmates practice taking turns and working together. We could start with games the school already owns and ask an adult to watch the table. Thank you for considering this idea.

Accept other passage-based explanations that connect a detail to Maya's request, organization, or respectful tone. For the note, look for five sentences with a clear request, two distinct reasons, a practical suggestion, and a polite closing.