# Make the Case

How a writer shapes a proposal for its reader

**8.W.4** "Produce clear and coherent writing in which the development, organization, style, tone, and voice 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, number two practical details that develop her plan, and circle one phrase that shows respect for her audience.

### A Place to Play at Lunch

1 Dear Principal Alvarez, Many students finish lunch with fifteen minutes left, but the cafeteria offers few ways to spend that time together without a screen. I am writing to propose a four-week board-game table in one corner of the cafeteria. Last Thursday, I watched three classmates balance a chessboard on their knees because every table nearby was crowded with lunch trays. A designated space would give students a place to talk and think together while keeping the regular lunch tables available for eating.

2 The pilot could use games already stored in the student council closet, so it would not require new purchases. Student volunteers could set out games at the start of lunch and count the pieces before returning each box. To avoid blocking traffic, the table could sit against the wall beside the windows, away from the doors and food line. A staff member already supervising lunch could check the area during regular rounds. These details make the idea small enough to test without changing the whole lunch schedule.

3 If the table becomes noisy or pieces go missing, the student council could adjust the rules or end the pilot. At the end of four weeks, volunteers could ask students who used the table whether it helped them enjoy lunch, then share the responses with you. I know you must consider both student needs and cafeteria safety, so I would appreciate a chance to discuss this plan before any decision is made. Thank you for considering a simple way to make lunch more welcoming. Sincerely, Maya Chen

## 2 ANSWER WITH EVIDENCE

Use the passage

1. What does Maya ask the principal to approve? Why does she state this request in the first paragraph?

2. Which two details in the second paragraph show that Maya has considered school resources or routines?

3. Quote a phrase from the final paragraph that shows respect for the principal. How does it fit this audience?

4. Why does Maya suggest gathering feedback after four weeks instead of asking for a permanent table right away?

## 3 YOUR TURN

Your own words

Write a six-sentence email to your school librarian proposing one small change that would help students find books. State your request, give a specific reason, suggest a practical way to try it, and close respectfully.

ANSWER KEY

# Make the Case

GRADE 8 · 8.W.4

## PART 1 · READ AND MARK

Underline Maya's request, number two practical details that develop her plan, and circle one phrase that shows respect for her audience. Accept any marking that follows this job and points at the right text.

## PART 2 · ANSWERS

| # | QUESTION | ANSWER |
|---|---|---|
| 1 | What does Maya ask the principal to approve? Why does she state this request in the first paragraph? | **She asks for a four-week board-game table in the cafeteria. Stating the request early lets the principal know the purpose of the message.** |
| 2 | Which two details in the second paragraph show that Maya has considered school resources or routines? | **She proposes using games already in the student council closet and having a staff member check the table during regular lunch rounds. Either the volunteer plan or the table's location is also acceptable.** |
| 3 | Quote a phrase from the final paragraph that shows respect for the principal. How does it fit this audience? | **"I know you must consider both student needs and cafeteria safety" acknowledges the principal's responsibilities.** |
| 4 | Why does Maya suggest gathering feedback after four weeks instead of asking for a permanent table right away? | **A short trial lets the principal assess whether the table helps students and whether problems need to be addressed before making a longer-term decision.** |

## PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Ms. Patel,
I am writing to suggest placing a small sign near the library entrance that lists where popular book genres are shelved. Yesterday, two students asked me where to find mysteries, and neither of us knew which shelves to check. A sign could help visitors locate books without interrupting you when you are helping someone else. Could we test a paper version for two weeks before making anything permanent? I could help write the labels and ask students which directions are still confusing. Thank you for considering a change that could make our library easier to explore.
Sincerely,
Jordan Lee

For the marking task, accept any two feasible details from the second paragraph and any phrase that respectfully acknowledges the principal's role. For the email, look for six body sentences that make a clear request, develop a reason and a practical trial, and maintain a respectful tone.