Ask, Then Learn

Study how an email requests useful information.

4.12.D "compose correspondence that requests information."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline every sentence that asks for information. Circle the sentence that tells how and when the reader should reply.

Email to the Parks Department

1. Dear Ms. Alvarez, Our fourth-grade class is planning a pollinator garden beside the school library. We want to choose flowers that help bees and butterflies during spring and summer. Our teacher suggested that we ask the Greenfield Parks Department because your staff cares for the native plant garden at Maple Park and knows which plants grow well in our town.

2. Could you please tell us which three native flowers are good choices for a sunny garden? We also need to know when students should plant them and how much space each plant needs. If possible, please send a simple list or a web link that shows the flowers' names and pictures. This will help our class make a careful plan.

3. Thank you for taking time to help our class. Please email your answer to gardenclub@riversideschool.org by March 18, if you can. We will use the information to draw our garden plan and share it with families at the school science night. Thank you for considering our request this week. Sincerely, Jordan Lee, Garden Club Secretary

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is Jordan writing to, and why is that person or group a good choice?

2. Give two details Jordan asks the reader to provide.

3. How does Jordan tell the reader to send a reply, and when should it be sent?

4. What information in the closing tells the reader who wrote the email?

3 YOUR TURN

Your own words

Write a short email to a person or organization that can help with a school project. Include a greeting, why you are writing, at least two clear questions, a way to reply, and a closing with your name.

Ask, Then Learn

PART 1 · READ AND MARK

Underline every sentence that asks for information. Circle the sentence that tells how and when the reader should reply. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is Jordan writing to, and why is that person or group a good choice?	**Jordan is writing to Ms. Alvarez at the Greenfield Parks Department because the staff cares for a native plant garden and knows which plants grow well in town.**
2	Give two details Jordan asks the reader to provide.	**Answers may include three native flowers for a sunny garden, when to plant them, how much space each plant needs, or a list or web link with names and pictures.**
3	How does Jordan tell the reader to send a reply, and when should it be sent?	**The reader should email gardenclub@riversideschool.org by March 18.**
4	What information in the closing tells the reader who wrote the email?	**The closing gives the writer's name, Jordan Lee, and role, Garden Club Secretary.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Mr. Chen, Our class is making a map of safe walking routes near Riverside School. We are writing to the city transportation office because you help plan crosswalks and sidewalks. Could you tell us where we can find a map of marked crosswalks? Also, how can students report a corner where drivers may not see walkers clearly? Please email your answers to saferoutes@riversideschool.org by April 12. Thank you for your time. Sincerely, Maya Patel

Accept reasonable wording that identifies the correct recipient, purpose, requested details, reply information, and signature. For the open task, accept any appropriate correspondence that clearly requests information and includes all listed parts.