

Ask Clearly

Study how a polite request letter gives useful details.

4.12 "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 Underline the sentence that states the main request, circle two details the nature center needs, and number the greeting, closing, and reply information 1, 2, and 3. These parts make a request letter clear and polite.

A Letter to Riverbend

- ① Dear Ms. Ortiz, Our class is planning a visit to Riverbend Nature Center in May. We are studying how frogs change as they grow, and we hope to observe a pond habitat. Could you please tell us whether your center has a program about frog life cycles for fourth-grade classes? We would also like to know how long the program lasts.
- ② We can visit on a Tuesday or Thursday morning. There are 24 students and three adults in our group. Some students use wheelchairs, so please tell us which trail to the pond is easiest to use. If the program has a cost, could you send the price and any forms our teacher must complete before our visit?
- ③ Thank you for your time. Your answer will help us choose a date and prepare for the trip. Please reply by April 12 to Maple Grove Elementary School, 18 Cedar Lane, or email our teacher at mgreen@maplegrove.edu. Please include the name of the best contact person for questions on the day of our visit. Sincerely, Jordan Lee

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What is Jordan's main request?

2 Name two pieces of information Jordan requests besides whether the program is available.

3 Copy one phrase that makes Jordan's request sound polite.

4 How does Jordan tell Ms. Ortiz when and how to reply?

3 YOUR TURN _____ Your own words

Write a 70-90 word email or letter to a community place requesting information for a class activity. Include a greeting, a clear purpose, two questions or useful details, a polite closing, and a way or time for the recipient to reply.

PART 1 • READ AND MARK

Underline the sentence that states the main request, circle two details the nature center needs, and number the greeting, closing, and reply information 1, 2, and 3. These parts make a request letter clear and polite. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What is Jordan's main request?	Jordan asks whether Riverbend Nature Center has a frog life cycle program for fourth-grade classes.
2	Name two pieces of information Jordan requests besides whether the program is available.	Answers may include the program length, the easiest accessible trail to the pond, the cost, and needed forms.
3	Copy one phrase that makes Jordan's request sound polite.	"Could you please tell us" or "Thank you for your time."
4	How does Jordan tell Ms. Ortiz when and how to reply?	Jordan asks for a reply by April 12, sent to Maple Grove Elementary School or emailed to the teacher.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear City Library Staff, Our fourth-grade class is learning about inventors, and we would like to visit the library's history room on October 8. Could you please tell us whether the room has exhibits about local inventors? We also need to know if groups may bring notebooks and how long a guided visit lasts. There will be 26 students and four adults. Please email Ms. Park at lpark@oakschool.edu by September 20.
Sincerely, Ava Chen

Accept reasonable wording for the passage questions when it matches the letter. For the open response, check for 70-90 words and all requested correspondence features, including a clear information request and useful details.