

Who Is Listening?

Use clues in an argument to identify its intended reader.

4.9.E.iii "identifying the intended audience or reader; and"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three words or phrases that tell who the writer expects to read this letter.
Circle one request that this reader has the power to act on.

Shade for Our Playground

- ① Dear Principal Alvarez, our playground has only one small covered area. At recess, students wait in line for shade when the sun is bright. I am writing to ask you to support three shade sails near the climbing wall. As our school leader, you make choices that keep students safe and help school days run smoothly.
- ② Shade sails would give younger children a cooler place to play, and they could protect students from too much sun. They also would let teachers lead outdoor reading or science activities without moving everyone inside. The sails are strong fabric covers that attach to poles, so they can shade a large space while leaving room for games.
- ③ Please consider adding shade sails before next spring. You could ask the parent group to help compare prices, then include the best plan in the school budget. This project would show families that the school plans carefully for student health. I hope you will share this idea with the staff and let students know what happens next.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the intended reader of this letter?

2 What two phrases in paragraph 1 help you identify the intended reader?

3 Which sentence in paragraph 3 shows that the writer expects the reader to make money decisions for the school?

4 Why does the writer mention the parent group and the school budget?

3 YOUR TURN _____ Your own words

Choose one school improvement, such as a new club, better lunch choices, or a reading corner. Write exactly three sentences to a school audience you choose. In sentence 1, name your audience and state your claim. In sentences 2 and 3, give reasons or requests that fit what this audience can do.

PART 1 • READ AND MARK

Underline three words or phrases that tell who the writer expects to read this letter. Circle one request that this reader has the power to act on. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended reader of this letter?	Principal Alvarez, the school principal or school leader.
2	What two phrases in paragraph 1 help you identify the intended reader?	"Dear Principal Alvarez" and "As our school leader."
3	Which sentence in paragraph 3 shows that the writer expects the reader to make money decisions for the school?	"You could ask the parent group to help compare prices, then include the best plan in the school budget."
4	Why does the writer mention the parent group and the school budget?	The writer expects the principal to be able to organize help and make or influence school budget decisions.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Librarian, please add a bin for graphic novels near the checkout desk. You can choose popular titles because you know which books students borrow most. You can place the bin where students can find it easily before selecting books.

Accept any intended-reader answer that identifies Principal Alvarez as the principal or a school leader and uses passage evidence. For the open task, accept three sentences that name a school audience, make a claim, and include details suited to that audience's role.