

# Questions That Matter

Notice how a clear email asks for useful information.

**5.12.D** "compose correspondence that requests information."

NAME \_\_\_\_\_

DATE \_\_\_\_\_

## 1 READ AND MARK \_\_\_\_\_ Read it twice

**YOUR JOB** Underline the sentence that explains why Nia is writing, circle each question mark, and box the sentence that tells Ms. Alvarez how and when to reply.

### Email to the Garden Club

- ① Subject: Questions About Pollinator Plants Dear Ms. Alvarez, My name is Nia Carter, and I am a fifth-grade student at Oak Ridge Elementary. Our class is planning a small pollinator garden beside the library. We want to choose plants that help local bees and butterflies. I am writing because you lead the Greenway Garden Club and may know which plants will grow well in our space.
- ② Our garden spot gets sun in the morning, but the library shades it after lunch. Could you recommend three native flowering plants for this kind of light? About how far apart should we place the plants so butterflies can reach them easily? We also have only a small budget for soil and mulch. Which supplies are most important for us to buy first?
- ③ Your advice will help our class make a plan before we ask the principal for permission. The garden will be used by students during science lessons. Please email me at [ncarter@oakridge.edu](mailto:ncarter@oakridge.edu) by April 12 if you can. Thank you for sharing your time and knowledge with young gardeners. I look forward to learning from you. Sincerely, Nia Carter

**2 ANSWER WITH EVIDENCE** \_\_\_\_\_ Use the passage

**1** What information does Nia want from Ms. Alvarez?

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**2** Which details about the garden help Ms. Alvarez give useful advice?

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**3** Copy two questions Nia asks in her email.

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**4** How does Nia tell Ms. Alvarez how and when to respond?

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**3 YOUR TURN** \_\_\_\_\_ Your own words

Write an email to a local librarian asking for information to help your class plan a reading celebration. Include a subject line, greeting, reason for writing, two specific questions, one helpful detail, and a polite closing.

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**PART 1 • READ AND MARK**

Underline the sentence that explains why Nia is writing, circle each question mark, and box the sentence that tells Ms. Alvarez how and when to reply. Accept any marking that follows this job and points at the right text.

**PART 2 • ANSWERS**

| # | QUESTION                                                            | ANSWER                                                                                                                                                                                                                                                  |
|---|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | What information does Nia want from Ms. Alvarez?                    | <b>She wants recommendations for native flowering plants, plant spacing, and the most important supplies to buy.</b>                                                                                                                                    |
| 2 | Which details about the garden help Ms. Alvarez give useful advice? | <b>The spot has morning sun and afternoon shade, and the class has a small budget for soil and mulch.</b>                                                                                                                                               |
| 3 | Copy two questions Nia asks in her email.                           | <b>Answers may include: "Could you recommend three native flowering plants for this kind of light?" "About how far apart should we place the plants so butterflies can reach them easily?" "Which supplies are most important for us to buy first?"</b> |
| 4 | How does Nia tell Ms. Alvarez how and when to respond?              | <b>She asks Ms. Alvarez to email <a href="mailto:ncarter@oakridge.edu">ncarter@oakridge.edu</a> by April 12.</b>                                                                                                                                        |

**PART 3 • YOUR TURN (SAMPLE ANSWER)**

Subject: Questions About Books for Our Reading Celebration  
Dear Mr. Chen, My fifth-grade class is planning a reading celebration for students in grades three through five. We have time for one author video visit and a table of new books. Which recently published books would you suggest for these readers? Do you know any authors who offer short virtual visits? Thank you for your help. Sincerely, Ava Brooks

Accept equivalent answers that identify the email's purpose, useful background details, specific questions, and response directions. For the writing task, accept a clear correspondence that requests information and includes all listed parts.