

Write With Purpose

Study how a business email makes a polite, clear request.

7.11.D "compose correspondence that reflects an opinion, registers a complaint, or requests information in a business or friendly structure."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the writer's requests, circle the details that support the writer's opinion, and number the greeting and closing 1 and 2. These parts help you see how a business email is organized and persuasive.

A Request for Later Study Hours

- ① Dear Ms. Alvarez, I am a seventh grade student at Harbor Middle School, and I use the Harbor Community Center after classes. I am writing to ask whether the center could keep its study room open until 7:00 p.m. on Tuesdays and Thursdays. Many students wait for rides or for sports practice to end, and the room now closes at 5:30. A later closing time would give us a quiet, supervised place to finish homework.
- ② In my opinion, the extra hours would help students and families. At 5:30, the nearby public library is also closing, so students who need a table, internet access, or help from a tutor have few options. My friend Jordan and I often work on group projects there, but we must leave before we can complete our plans. The center already has staff members in the gym until 7:00 p.m., which may make the change easier to arrange.
- ③ Could you please tell me whether the study room is available on those evenings and whether an adult could supervise it? If later hours are not possible, I would like to know if the center could offer a homework table in the lobby instead. Please send your response to my school email by September 12, because our student council will discuss this idea at its next meeting. Thank you for considering this request. Sincerely, Maya Chen

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What change does Maya request from Ms. Alvarez?

2 What are two details Maya uses to support her opinion that later hours would help?

3 Which words or phrases show that Maya makes her request politely? Give two examples.

4 What backup idea does Maya offer if the study room cannot stay open later?

3 YOUR TURN _____ Your own words

Write a 90 to 120 word business email to the director of a local museum. State your opinion about a school visit or request information about one, and include a greeting, two supporting details, a specific question or request, and a closing.

PART 1 • READ AND MARK

Underline the writer's requests, circle the details that support the writer's opinion, and number the greeting and closing 1 and 2. These parts help you see how a business email is organized and persuasive. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What change does Maya request from Ms. Alvarez?	She asks the community center to keep the study room open until 7:00 p.m. on Tuesdays and Thursdays.
2	What are two details Maya uses to support her opinion that later hours would help?	Students may be waiting for rides or sports practice to end, and the public library also closes at 5:30.
3	Which words or phrases show that Maya makes her request politely? Give two examples.	Answers may include "Could you please," "I would like to know," "Please send," and "Thank you for considering this request."
4	What backup idea does Maya offer if the study room cannot stay open later?	She suggests offering a homework table in the lobby instead.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Dr. Patel, Our seventh-grade science classes are planning a visit to the River City Museum, and I believe the renewable-energy exhibit would be a useful choice. Hands-on displays could help us connect classroom lessons about energy sources to real machines. Several students also want to learn how engineers test solar panels and wind turbines. Could you please tell me whether the exhibit includes a guided program for school groups and what it costs per student? We need this information before October 3 so our teacher can plan transportation. Thank you for your time. Sincerely, Aiden Lopez

Accept equivalent evidence and polite language for the short-answer questions. For Part 3, accept a business email that has a clear purpose, appropriate greeting and closing, at least two relevant supporting details, and a specific request or question within the word range.