

Ask With Purpose

Study how a business letter makes a clear, respectful request.

7.11 "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 writer's purpose, circle the three questions that request information, and number these planning details: group size, chaperone count, and reply date.

Letter to the Harbor Museum

- ① Dear Ms. Alvarez, I am writing for the students in the Jefferson Middle School History Club. We hope to visit the Harbor Museum after school next month to study the city's shipbuilding past. Our club members are especially interested in the workers who built wooden fishing boats along the river. Could you please tell us whether the museum offers a guided tour for student groups? We would like to plan a visit that gives us enough time to ask questions and take notes.
- ② Before we choose a date, we need a few details. What afternoons are tours available in October? Is there a fee for each student, and does the fee include the boatyard exhibit? Our group has twenty-four students and two adult chaperones. If a tour is not available, please let us know whether students may use the exhibit's audio stations independently. This information will help our teacher arrange transportation and collect permission forms from families on time.
- ③ Thank you for considering our request. You can reply to our teacher, Mr. Patel, at rpatel@jeffersonms.org or call the school office at 555-0148. A reply by September 12 would help us reserve a bus before the transportation deadline. We appreciate the museum's work to preserve local stories and artifacts. I hope the History Club can learn from your collection this fall. Thank you for sharing this information with us. Sincerely, Maya Ortiz Jefferson Middle School History Club

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What is the writer’s main purpose for sending this letter?

2 Name two pieces of information the writer asks the museum to provide.

3 Copy one phrase that gives the letter a polite, professional tone.

4 How do the contact information and September 12 date in the final paragraph help the museum respond?

3 YOUR TURN _____ Your own words

Write a business email to a community organization asking about a program or visit. Include a professional greeting and closing, a clear purpose, exactly two specific questions, and one detail that helps the reader respond, such as your group size or a date.

PART 1 • READ AND MARK

Underline the sentence that states the writer's purpose, circle the three questions that request information, and number these planning details: group size, chaperone count, and reply date. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What is the writer's main purpose for sending this letter?	The writer wants information about arranging a Harbor Museum visit and whether a guided tour is available for the History Club.
2	Name two pieces of information the writer asks the museum to provide.	Answers may include tour afternoons in October, the student fee, whether the fee includes the boatyard exhibit, or whether students may use audio stations if no tour is available.
3	Copy one phrase that gives the letter a polite, professional tone.	Answers may include "Could you please tell us," "please let us know," "Thank you for considering our request," or "We appreciate the museum's work."
4	How do the contact information and September 12 date in the final paragraph help the museum respond?	They tell the museum whom to contact and when the club needs a reply in order to reserve transportation.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Mr. Chen, Our science club hopes to visit the River Center in May. Could you tell me which days student groups may tour the water-testing lab? Does the center provide safety goggles, or should visitors bring their own? We have eighteen students and two adult chaperones. Thank you for your time.
Sincerely, Jordan Lee

Accept responses that identify accurate evidence from the letter. For the email, accept varied organizations and purposes if the response uses a business structure, includes exactly two clear questions, and gives a useful planning detail.