# Ready to Send

Notice how a polished email makes a practical request clear and professional.

**11.W.3.D** "Write and revise to a standard acceptable both in the workplace and in post-secondary education."

NAME _____ DATE _____

## 1 READ AND MARK

Read it twice

**YOUR JOB** Underline details that make the request specific, circle polite request language, and number each sentence that offers a next step or contact option.

### Email: Courtyard Water Station

1. I am writing to request repair of the water station beside the student garden. During the past two weeks, the station has leaked after each afternoon watering period. Garden volunteers collected the runoff in buckets on three occasions, and the wet pavement created a slipping risk near the east entrance. I attached photographs and a log that show the dates, times, and estimated amount of water collected. Could your team inspect the valve and let me know whether a repair can be scheduled this month?

2. Repairing the station would protect the garden schedule and reduce avoidable water loss. The garden supplies herbs and vegetables for culinary classes, so volunteers need dependable access to water before school begins. If a replacement part is needed, our environmental club can pause watering while the area is marked for maintenance. We can also move the hose cart away from the entrance to keep the walkway clear. Please tell me which details your team needs before visiting the site, and I will provide them promptly.

3. Thank you for considering this request. I understand that maintenance priorities may change, especially when urgent building issues arise. However, an inspection before the next planting cycle would help us plan responsibly and prevent further runoff. I am available Tuesday through Thursday from 7:30 to 8:00 a.m. or after 3:15 p.m. You may reach me at my school email address. I appreciate your time and will follow any safety instructions your team provides. Please contact me if another meeting time or additional documentation would be useful.

## 2 ANSWER WITH EVIDENCE

Use the passage

1. Which sentence clearly states the writer's main request and identifies the location involved?

2. What two details give the facilities team evidence that the problem needs attention?

3. Which sentence acknowledges that the recipient may have other priorities while keeping the request professional?

4. How does the wording “Could your team inspect the valve” help the email meet a professional standard?

## 3 YOUR TURN

Your own words

Write a 35- to 50-word email request to a school staff member about a real or imagined campus problem. Include a clear purpose, one concrete detail, a respectful next step, and correct sentence punctuation.

# Ready to Send



## PART 1 · READ AND MARK

Underline details that make the request specific, circle polite request language, and number each sentence that offers a next step or contact option. Accept any marking that follows this job and points at the right text.

## PART 2 · ANSWERS

| # | QUESTION | ANSWER |
|---|---|---|
| 1 | Which sentence clearly states the writer's main request and identifies the location involved? | **"I am writing to request repair of the water station beside the student garden."** |
| 2 | What two details give the facilities team evidence that the problem needs attention? | **The station leaked after each afternoon watering period, and volunteers collected runoff in buckets on three occasions. The wet pavement also created a slipping risk.** |
| 3 | Which sentence acknowledges that the recipient may have other priorities while keeping the request professional? | **"I understand that maintenance priorities may change, especially when urgent building issues arise."** |
| 4 | How does the wording "Could your team inspect the valve" help the email meet a professional standard? | **It makes a clear request politely rather than giving a command.** |

## PART 3 · YOUR TURN (SAMPLE ANSWER)

Subject: Library Printer Repair I am requesting repair of the printer near the research tables. It stopped printing color pages during third period today, delaying our history project. Could someone inspect it before tomorrow afternoon? I can show the error message at 3:20 p.m.

For the writing task, accept varied topics if the response is 35 to 50 words and includes all required features.