

# Shade With Purpose

Analyze how a formal application letter connects evidence, qualifications, and audience.

**12.W.1** “Modes and Purposes for Writing Write extended pieces that: Introduce a topic clearly by providing context, presenting well-defined theses, and previewing what follows...”

NAME \_\_\_\_\_

DATE \_\_\_\_\_

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

**YOUR JOB** Underline the sentence that previews the letter’s plan, circle the names of the authoritative sources, and number the two audience-specific products in the conclusion.

### Application: Urban Forestry Internship

- ① Dear Ms. Alvarez: I am applying for the City Urban Forestry summer internship because I want to help turn heat-safety data into practical neighborhood projects. As president of my school’s Environmental Action Team, I organized a shade audit of bus stops and presented the results to the principal. I can contribute careful field observation, spreadsheet skills, and clear public communication. In this letter, I explain how my experience prepares me to collect reliable site data, why tree canopy matters during extreme heat, and how I would communicate findings to residents and city staff.
- ② During our audit, my team recorded pavement temperature, shade coverage, seating, and nearby drinking-water access at 18 bus stops. We used the same thermometer, recorded measurements within a two-hour window, and entered results in a shared spreadsheet, procedures that reduced avoidable variation. Our findings matter because the U.S. Environmental Protection Agency reports that shaded surfaces may be 20 to 45 degrees Fahrenheit cooler than unshaded materials at peak temperatures. The National Weather Service also advises people to limit outdoor activity during the hottest part of the day. Together, these sources support locating shade where people must wait outside.
- ③ If selected, I would begin by mapping stops with little shade and high rider use, then submit a brief report that ranks sites for action. I would describe methods plainly, attach the spreadsheet, and identify limits, such as measurements taken on only one sunny day. For residents, I would use a one-page flyer with a map, plain language, and cooling-center information. For staff, I would provide site coordinates, cost questions, and a proposed timeline. This approach would make the project useful to both audiences while showing exactly what the data can and cannot support. I welcome the opportunity to discuss my qualifications.

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

**1** How does the opening paragraph establish the writer’s qualifications and preview the letter’s organization?

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**2** Which details in paragraph 2 show that the audit used a reliable process?

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**3** How do the EPA and National Weather Service sources support the applicant’s proposal?

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**4** How does the final paragraph adapt the information for residents and city staff?

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

Write a three-paragraph, 180-230-word formal application letter for an internship, job, scholarship, or program you select. Introduce the opportunity, your relevant qualifications, and your plan; use one concrete accomplishment and information from two authoritative sources; then close by explaining how you would communicate findings to two different audiences.

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**PART 1 • READ AND MARK**

Underline the sentence that previews the letter's plan, circle the names of the authoritative sources, and number the two audience-specific products in the conclusion. Accept any marking that follows this job and points at the right text.

**PART 2 • ANSWERS**

| # | QUESTION                                                                                                    | ANSWER                                                                                                                                                                                                                                                  |
|---|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | How does the opening paragraph establish the writer's qualifications and preview the letter's organization? | <b>It identifies the applicant's shade-audit leadership, field observation, spreadsheet, and communication skills, then previews discussion of data collection, tree canopy evidence, and communication for two audiences.</b>                          |
| 2 | Which details in paragraph 2 show that the audit used a reliable process?                                   | <b>The team used the same thermometer, measured within a two-hour window, and entered results in a shared spreadsheet. These procedures reduced avoidable variation.</b>                                                                                |
| 3 | How do the EPA and National Weather Service sources support the applicant's proposal?                       | <b>The EPA evidence shows that shade can make surfaces much cooler, and the National Weather Service advises limiting outdoor activity during the hottest hours. Together, the sources support adding shade at bus stops where riders wait outside.</b> |
| 4 | How does the final paragraph adapt the information for residents and city staff?                            | <b>Residents would receive a plain-language flyer with a map and cooling-center information. Staff would receive site coordinates, cost questions, and a proposed timeline.</b>                                                                         |

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

Dear Hiring Committee, I am applying for the County Water Conservation Internship. As captain of my school's robotics team, I scheduled work sessions, tracked supply costs, and explained design choices to visitors at a community showcase. I completed a statistics course, where I learned to organize survey results and identify patterns. These experiences prepare me to gather dependable information and communicate it clearly. In this letter, I explain why household water conservation deserves attention, describe evidence I would collect, and outline how I would share useful findings. Household conservation is a practical focus for public outreach. EPA WaterSense reports that the average household's leaks can waste nearly 10,000 gallons of water each year. The U.S. Geological Survey states that only about 2.5 percent of Earth's water is freshwater, and much of that freshwater is unavailable because it is frozen or stored underground. During the internship, I would survey residents about leak checks and outdoor watering, then compare responses with county utility-use data. I would note missing responses and avoid claims the data cannot support. For residents, I would create a plain-language handout with leak-check steps and a simple chart of survey results. For county staff, I would prepare a memo with response rates, data limits, and outreach locations. These formats would give each audience usable information. I would value the chance to discuss my qualifications and contribute to the county's conservation work.

Accept responses that accurately identify the letter's qualifications, evidence, source use, organizational choices, and audience adaptations. For the open task, accept varied opportunities and topics when the response has three coherent paragraphs, uses two credible sources, and adapts its final communication plan for two audiences.