

Tone With Purpose

Analyze conventions in a formal school request.

12.W.3.C "Edit writing for appropriate conventions, style, and language in informal and formal contexts. (See Language Usage for grade level expectations)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline four words or phrases that create a formal, respectful tone. Circle the transition words or phrases that organize the request, then draw a box around the sentence that uses a semicolon.

Request for a Repair Café

- ① Dear Ms. Alvarez, I am writing on behalf of the Environmental Action Council to request permission to host a monthly repair café in the school library's makerspace. During each session, students would bring damaged clothing, backpacks, or small household items and work with volunteers to repair them. This proposal supports the district's goal of reducing waste while giving students practical experience with tools, planning, and collaboration. Because the event would occur after school, we would reserve the space only after confirming staff supervision and library availability in advance.
- ② To prepare responsibly, the council would publish a sign-up form that lists each repair category and the available time slots. We would also ask a qualified adult to oversee tool use, since participants may need guidance with needles, adhesives, or hand tools. The café would not accept batteries, broken glass, or other hazardous materials; instead, students could receive information about local disposal options. In addition, volunteers would record the types of repairs completed. Those records could help us decide which supplies to purchase for future sessions and whether the café meets student interest.
- ③ Finally, we request approval to hold a one-session pilot on the first Thursday in October, from 3:30 to 5:00 p.m. The council will provide a volunteer list, a materials budget, and a plan for cleaning the makerspace before the library closes. If the pilot is approved, we will send families a clear description of the event and a permission form for students who need to remain after school. Thank you for considering this request. I would welcome the opportunity to discuss the proposal at a convenient time. Sincerely, Mina Patel President, Environmental Action Council

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Copy one phrase from paragraph 1 that creates a formal tone. Explain why that phrase fits a request to a school administrator.

2 Why does the writer use “would” in paragraph 1 instead of making unconditional promises about the event?

3 Which transition begins paragraph 3, and what does it tell the reader about the organization of the request?

4 Why is a semicolon effective in the sentence about hazardous materials and disposal options?

3 YOUR TURN _____ Your own words

Write a 90-120 word formal email in three paragraphs to a school staff member requesting a realistic improvement. Include a greeting and closing, at least two transitions, and one correctly used semicolon. Avoid slang, text abbreviations, and contractions.

PART 1 • READ AND MARK

Underline four words or phrases that create a formal, respectful tone. Circle the transition words or phrases that organize the request, then draw a box around the sentence that uses a semicolon. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Copy one phrase from paragraph 1 that creates a formal tone. Explain why that phrase fits a request to a school administrator.	Example: "I am writing on behalf of the Environmental Action Council." It sounds respectful and identifies the group the writer represents.
2	Why does the writer use "would" in paragraph 1 instead of making unconditional promises about the event?	The event has not been approved, so "would" appropriately describes a proposed or possible plan.
3	Which transition begins paragraph 3, and what does it tell the reader about the organization of the request?	"Finally" begins paragraph 3. It signals that the writer is moving to the concluding action or request.
4	Why is a semicolon effective in the sentence about hazardous materials and disposal options?	It joins two closely related complete ideas and clearly contrasts what the café will not accept with the alternative information students can receive.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Dr. Chen, I am writing to request a covered bicycle rack near the east entrance. Several students ride to school, but current racks leave bicycles exposed to rain during the day. A covered rack would protect equipment and could encourage more students to choose cycling. To begin, the school could ask the facilities team to identify an unused paved area. In addition, the Student Council could survey riders about location and capacity. The project would require planning; however, it could improve daily access for students who travel by bicycle. Thank you for considering this proposal. I would be glad to share survey results or help present the request to the council. Sincerely, Jordan Lee

Accept different accurately copied formal phrases and reasonable explanations of their effect on audience and tone. For the open response, accept varied school improvement requests if the email meets the length, organization, formality, transition, and semicolon requirements.