

Words With Purpose

Notice how language shapes a formal proposal.

CCSS.ELA-Literacy.L.7.3 "Use knowledge of language and its conventions when writing, speaking, reading, or listening."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three phrases that make the proposal sound formal and evidence-based. Circle one word or phrase that shows a contrast between two ideas.

A Practical Proposal

- ① Dear Principal Alvarez, Our school has an opportunity to make a practical change: install a water-refill station near the gym. At present, students often wait in line at the drinking fountain after physical education. Some carry disposable bottles instead. A refill station would give students a faster way to fill reusable bottles, and it could reduce the number of empty plastic bottles tossed into classroom and hallway bins. This proposal is not about adding a luxury. It is about meeting a daily need efficiently.
- ② Before choosing a model, the school could survey students and staff about the station's location. The survey should ask clear questions, such as whether the gym hallway or cafeteria entrance would be more useful. Although installation would require funding, the station could serve the school for years. It might also include a counter that shows how many disposable bottles have been avoided. That feature would make the results visible, not merely claimed. Careful planning can keep the project sensible and affordable.
- ③ Students can help make the plan work. The Student Council could collect survey responses, share the findings at a school meeting, and invite local businesses to consider supporting the project. A short presentation should use facts, respectful language, and a clear request. For example, speakers might explain how a refill station supports students during busy days, rather than simply saying that it would be nice to have one. With cooperation, a small improvement can create a cleaner, more convenient school.

2 ANSWER WITH EVIDENCE Use the passage

1 Which phrase in paragraph 1 makes the proposal sound practical and focused on a need?

2 What does the phrase "not merely claimed" in paragraph 2 suggest about the bottle counter?

3 Why does the writer use the word "Although" at the beginning of a sentence in paragraph 2?

4 How does the writer make the request in paragraph 3 sound stronger than simply saying the station would be nice to have?

3 YOUR TURN Your own words

Write a three-sentence proposal to improve one shared school space. Use formal, precise language, include one contrast word or phrase, and make your request clear.

PART 1 • READ AND MARK

Underline three phrases that make the proposal sound formal and evidence-based. Circle one word or phrase that shows a contrast between two ideas. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which phrase in paragraph 1 makes the proposal sound practical and focused on a need?	"meeting a daily need efficiently"
2	What does the phrase "not merely claimed" in paragraph 2 suggest about the bottle counter?	The counter would provide visible evidence instead of an unsupported claim.
3	Why does the writer use the word "Although" at the beginning of a sentence in paragraph 2?	It acknowledges that installation costs money before explaining the station's long-term value.
4	How does the writer make the request in paragraph 3 sound stronger than simply saying the station would be nice to have?	The writer recommends explaining specific benefits for students during busy days.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Our library needs a clearly labeled charging shelf near the study tables. Although students may bring chargers from home, a shared shelf would reduce tangled cords and help devices stay available for research. I request that the school provide the shelf and post simple rules for using it.

Accept other accurately identified formal or evidence-based phrases, such as "clear questions," "careful planning," or "respectful language." For the proposal, accept varied topics if the response has three sentences, a clear request, precise formal language, and a contrast word or phrase.