

Plans With Purpose

Study how a public comment is shaped for its audience and goal.

CCSS.ELA-Literacy.W.11-12.4 "Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the sentence that states the writer's position, circle two details chosen for the city council audience, and number the paragraphs 1, 2, and 3 to track the organization of the argument.

Public Comment on Maple Avenue Trees

- ① Members of the Riverton City Council, I support the proposal to plant shade trees along the Maple Avenue bus corridor. This decision is practical, not decorative. Riders often wait beside wide pavement with little shelter, especially during late-afternoon heat. Trees would make the route safer and more comfortable for students, older residents, and workers who depend on the bus. Because the corridor connects a library, a clinic, and two schools, this project would improve a public space used daily by people across the city. Its benefits would reach beyond any single neighborhood or group of riders.
- ② The council should require a planting plan that protects the budget as well as the trees. Select species suited to Riverton's climate, install guards where bicycles are locked, and schedule watering during the first growing seasons. These details matter because young trees fail when they lack water or when trunks are damaged. A phased installation, beginning near the busiest stops, would let staff track survival rates and adjust the plan before spending money on the entire corridor. That approach respects both public funds and the residents who will live with the results.
- ③ Council members can turn a small infrastructure project into a visible commitment to public health and reliable transit. I ask you to approve the corridor plan, with a public progress report after the first year. The report should list trees planted, trees surviving, maintenance costs, and requests from nearby residents. Sharing those results would allow the council to judge the program by evidence rather than promises. It would also show riders that their daily experience matters when the city sets priorities. Approving a careful, measurable plan is a responsible next step.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 How does the first paragraph make the writer's purpose and audience clear?

2 What job does the second paragraph do in the overall organization of the comment?

3 Name two details in paragraph 2 that show the writer considered the council's responsibility to manage public resources.

4 How does the final paragraph make the request more specific and accountable?

3 YOUR TURN _____ Your own words

Write a 120-150 word, three-paragraph email to your school board asking it to approve one water-bottle refill station near the gym hallway. Include a clear request, at least two concrete reasons, one realistic implementation detail, and a final sentence explaining how the board could evaluate the decision.

PART 1 • READ AND MARK

Underline the sentence that states the writer's position, circle two details chosen for the city council audience, and number the paragraphs 1, 2, and 3 to track the organization of the argument. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	How does the first paragraph make the writer's purpose and audience clear?	It addresses the Riverton City Council directly and states support for planting shade trees along the Maple Avenue bus corridor.
2	What job does the second paragraph do in the overall organization of the comment?	It shifts from explaining the project's benefits to explaining a practical, budget-conscious plan for carrying it out.
3	Name two details in paragraph 2 that show the writer considered the council's responsibility to manage public resources.	The writer proposes a phased installation to avoid spending on the entire corridor at once and tracking survival rates so staff can adjust the plan. Accept references to climate-suited species, tree guards, or scheduled watering.
4	How does the final paragraph make the request more specific and accountable?	It asks the council to approve the plan with a first-year public progress report listing planting, survival, maintenance costs, and resident requests.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear School Board Members, I ask you to approve a water-bottle refill station near the gym hallway. Students use that corridor before physical education, practices, and games, yet the nearest fountain is often crowded. A refill station would give students quicker access to water and reduce the number of disposable bottles left in bins after events. Please place the station beside the existing fountain so installation can use current plumbing. Facilities staff could inspect its filter on the same schedule used for other fountains. Posting the filter-change date would help students trust the water and would make maintenance visible. Approve one station for a semester-long trial. At the end of the trial, review maintenance records, student use estimates, and custodial reports before deciding whether to add stations elsewhere.

Accept equivalent answers that accurately connect the passage's choices to its purpose, organization, and city council audience. For the open response, accept varied positions and details when the writing is clear, organized for the board, and meets all stated requirements.