

Plan With Purpose

Study how a proposal is organized for its reader.

CCSS.ELA-Literacy.W.4.4 "Produce clear and coherent writing in which the development and organization 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 request, circle two details that explain why the principal should agree, and write 1, 2, and 3 beside the paragraphs to show the order of ideas.

A Refill Station Proposal

- ① Dear Principal Ramos, Our school needs a water bottle refill station near the gym. Students finish recess and PE feeling thirsty, but the nearest fountain is across the hall. A refill station would give us a quick place to fill reusable bottles. I am writing to ask you to consider adding one before next spring, when outdoor practices begin.
- ② First, a refill station can help students stay ready to learn. After running outside, cold water can help us feel comfortable and focused in class. It also may reduce the line at the hallway fountain, where students sometimes wait while a class is returning from lunch. These changes would help teachers begin lessons on time.
- ③ Our student council could help by asking families to donate reusable bottles for students who need them. The school could choose a sturdy station with a covered spout, then place it where adults can easily see it. Please let the council share prices and location ideas at the October meeting. Thank you for considering this useful improvement.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the writer's audience?

2 What does the writer ask the principal to do?

3 What two reasons in paragraph 2 support the writer's request?

4 How does paragraph 3 help organize the proposal?

3 YOUR TURN Your own words

Write a three-paragraph proposal to your principal asking for one helpful change in a school space. In paragraph 1, state your request, in paragraph 2, give at least two specific reasons, and in paragraph 3, offer one practical step and make a clear closing request. Write 90 to 120 words.

PART 1 • READ AND MARK

Underline the sentence that states the writer's request, circle two details that explain why the principal should agree, and write 1, 2, and 3 beside the paragraphs to show the order of ideas. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the writer's audience?	Principal Ramos, the school principal.
2	What does the writer ask the principal to do?	Consider adding a water bottle refill station near the gym before next spring.
3	What two reasons in paragraph 2 support the writer's request?	The station could help students feel comfortable and focused after running outside, and it could reduce the fountain line so teachers can begin lessons on time.
4	How does paragraph 3 help organize the proposal?	It gives practical ideas for getting bottles and choosing a station, then makes a clear request to present more information.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Lee, I am writing to ask for two shaded benches beside the playground. Students wait to use swings or take breaks. The nearby seats sit in sun. Shaded benches would give students a cooler place to rest safely. First, shade can help students avoid getting too hot on days. It would also give teachers a place to find students who are resting. The benches could make recess comfortable without changing playground games. Our class could survey students about the best location and share the results with you. We could ask the parent group to help pay for the benches. Please let us present this idea at the next school meeting. Thank you for considering a cooler playground.

Accept answers that identify the principal as the audience and explain how details support the request. For the open task, accept varied school changes when the writing has three organized paragraphs, specific support, a practical step, and a clear closing request.