

Plan With Purpose

Study how a proposal is organized for its reader.

CCSS.ELA-Literacy.W.5.4 "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 the transition words that show how the writer moves from the request to reasons and then to a next step.

A Cooler Lunch Spot

- ① Dear Principal Ortiz, our school can make lunchtime safer and more comfortable by adding two shade sails near the playground tables. Many students eat outside, but the tables are in direct sun. A shaded space would give students a cooler place to sit during warm months. I am writing to ask the school to consider this useful improvement.
- ② First, shade sails are stretched fabric covers that create shade outdoors. When properly installed, they reduce direct sunlight over the area below. The school could place them above two tables where students already gather. This plan would improve a space we use every day without changing the playground equipment or reducing the number of seats available.
- ③ Finally, the project could begin with a meeting between school leaders and the facilities team. Please ask the team to estimate the cost and choose a safe location. Families might also help raise funds for the sails. By planning carefully, our school can create a cooler lunch area for students. Thank you for considering this request.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the writer's audience, and which words show this?

2 What is the writer's main purpose in the first paragraph?

3 How does paragraph 2 support the writer's request? Give two details.

4 Why is "Finally" an effective transition word at the start of paragraph 3?

3 YOUR TURN Your own words

Write a 90 to 120 word, three-paragraph proposal to your principal asking for one improvement at school. State your request in paragraph 1, give at least two supporting details in paragraph 2, and suggest a next step in paragraph 3. Use at least two transition words.

PART 1 • READ AND MARK

Underline the sentence that states the writer's request. Circle the transition words that show how the writer moves from the request to reasons and then to a next step. 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, and which words show this?	The audience is Principal Ortiz, shown by the greeting, "Dear Principal Ortiz."
2	What is the writer's main purpose in the first paragraph?	The writer wants the school to consider adding two shade sails near the playground tables.
3	How does paragraph 2 support the writer's request? Give two details.	It explains that shade sails create shade and reduce direct sunlight. It also suggests placing them above two tables students already use.
4	Why is "Finally" an effective transition word at the start of paragraph 3?	It signals the last part of the proposal, which gives next steps and repeats the request for action.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Ortiz, I am writing to ask for a water bottle filling station near the gym. Students often finish practice thirsty, and the nearest fountain is across the building. A filling station would make it easier to refill reusable bottles. First, reusable bottles can reduce the need for single-use plastic bottles. A station with a sensor could also make it easier to drink water without touching a handle. The location near the gym would help teams and students in after-school activities. Finally, please ask the facilities team to check whether the gym hallway has the needed plumbing. The student council could share the idea with families and help collect donations. Thank you for considering this practical change.

Accept answers that accurately identify the audience, purpose, supporting details, and organizational choices in the passage. For the proposal, accept varied school improvements if the writing has three organized paragraphs, a clear request, relevant support, and a logical closing step.