

Words With Purpose

Notice how precise language creates a formal school proposal.

CCSS.ELA-Literacy.W.6.2e "Establish and maintain a formal style."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline five precise or professional words or phrases that help the passage sound formal.
Circle three sentences that state recommendations or plans rather than personal opinions.

A School Garden Plan

- ① Our school has an unused strip of land beside the library. Converting this area into a native plant garden would provide a practical outdoor learning space. Students could observe insects, measure plant growth, and record seasonal changes during science lessons. Native plants are adapted to local conditions, so they generally require less water than many decorative flowers after they become established. A garden would also make the walkway more welcoming for students, families, and visitors.
- ② To prepare the site, a planning group should first examine how much sunlight reaches the area. The group should select plants that support local pollinators, such as bees and butterflies, while avoiding species that may spread aggressively. Teachers, students, and grounds staff can share responsibility for the project. For example, students may create labels, staff members may schedule watering, and classes may collect observations. Clear responsibilities would help the garden remain useful throughout the school year.
- ③ Before the garden is installed, the school should estimate costs for soil, tools, signs, and plants. Community partners may be able to donate materials or advice, but the school should confirm each offer in writing. The project should include a schedule for planting and a plan for summer care. By using available space carefully, the school can create a lasting resource that supports investigation, responsibility, and appreciation for the local environment for all future classes.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Which phrase in paragraph 1 identifies the garden location exactly?

2 What term in paragraph 2 names the school employees who may help with the project?

3 Copy the sentence in paragraph 3 that explains how the school should handle community offers.

4 Choose one recommendation from the passage. Explain in one sentence how its wording sounds formal rather than conversational.

3 YOUR TURN _____ Your own words

Write a three-sentence formal proposal for improving an unused space at your school. Include one specific location, two planned actions, and language appropriate for school leaders.

PART 1 • READ AND MARK

Underline five precise or professional words or phrases that help the passage sound formal. Circle three sentences that state recommendations or plans rather than personal opinions. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which phrase in paragraph 1 identifies the garden location exactly?	"beside the library"
2	What term in paragraph 2 names the school employees who may help with the project?	grounds staff
3	Copy the sentence in paragraph 3 that explains how the school should handle community offers.	"Community partners may be able to donate materials or advice, but the school should confirm each offer in writing."
4	Choose one recommendation from the passage. Explain in one sentence how its wording sounds formal rather than conversational.	The recommendation about summer care sounds formal because it uses "should include" and names a specific plan rather than giving a casual opinion.

PART 3 • YOUR TURN (SAMPLE ANSWER)

The unused area near the cafeteria should become a shaded reading courtyard. Student volunteers could help plant small trees, and the maintenance staff could install benches and a recycling bin. This improvement would provide a calm space for reading and reduce heat along the walkway.

Accept any marking that follows this job and points at the right text. Accept accurately copied phrases and sentences, along with other reasonable explanations of formal style supported by passage language. For Part 3, accept proposals that have exactly three sentences, a specific location, two actions, and consistently formal wording.