Official Voice

Study how a proposal uses a formal tone for an official audience.

CCSS.ELA-Literacy.W.7.2e "Establish and maintain a formal style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline four words or phrases that sound formal and appropriate for an official proposal. Circle three transition words or phrases that help the ideas connect clearly.

A Plan to Reduce Lunch Waste

1. At Riverside Middle School, students examined how much food was discarded during lunch. For five days, the environmental club weighed unopened packaged items and leftover fruit. The group found that many usable materials entered the trash because students were uncertain about donation and composting procedures. In response, the club prepared a proposal for the principal. The proposal recommends clearly labeled collection bins, brief cafeteria announcements, and a partnership with a local food pantry. These steps could reduce waste while helping students understand how daily choices affect the community.

2. Before presenting its plan, the club reviewed information from the cafeteria manager and the county waste office. The members learned that composting turns certain food scraps into material that can improve soil. However, meat, dairy products, and plastic wrappers require different disposal methods. Therefore, the proposal asks adults to supervise the bins during the first month. It also states that the school should measure the amount of waste collected each week. Careful records would allow the principal to evaluate whether the program is meeting its goal.

3. The proposal uses respectful language because it is addressed to school leaders and community partners. For example, it explains the plan's benefits without making exaggerated promises. The writers avoid casual expressions and support their recommendations with observations from the lunch study. In addition, the proposal recognizes that the program may need changes after the first month. This balanced approach shows that the club has considered both the opportunities and the responsibilities involved. By using precise words, complete sentences, and an objective tone, the students present their ideas in a manner appropriate for an official decision.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the proposal meant to address, according to paragraph 3? Why does this audience call for a formal style?

2. Copy the transition word that begins the fourth sentence of paragraph 2. What does it help the reader understand?

3. How does the sentence about careful records maintain an objective, formal tone?

4. What three features of formal writing are named in the final sentence of the passage?

3 YOUR TURN

Your own words

Write a four-sentence formal recommendation to your principal about adding a water-refill station near the gym. Use precise language, an objective tone, and at least one transition word or phrase.

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PART 1 · READ AND MARK

Underline four words or phrases that sound formal and appropriate for an official proposal. Circle three transition words or phrases that help the ideas connect clearly. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the proposal meant to address, according to paragraph 3? Why does this audience call for a formal style?	**It is addressed to school leaders and community partners. An official audience needs respectful, appropriate language.**
2	Copy the transition word that begins the fourth sentence of paragraph 2. What does it help the reader understand?	**"Therefore." It signals that the request for adult supervision follows from the disposal information.**
3	How does the sentence about careful records maintain an objective, formal tone?	**It focuses on measuring results and evaluating the program instead of giving a personal opinion.**
4	What three features of formal writing are named in the final sentence of the passage?	**Precise words, complete sentences, and an objective tone.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Our school should install a water-refill station near the gym. Currently, students who forget reusable bottles may need to use single-use plastic bottles. In addition, a refill station would provide a convenient source of water after physical activity. The administration should consider this improvement when planning future facility purchases.

Accept underlined formal language such as "prepared a proposal," "reviewed information," "evaluate," or "objective tone," along with transitions such as "In response," "However," "Therefore," and "In addition." For the writing task, accept four sentences that maintain a respectful, formal tone and include a clear recommendation and transition.