

Shade With Purpose

Study how a proposal fits its audience and goal.

CCSS.ELA-Literacy.W.7.4 "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 purpose, circle two details that support the proposal, and number the paragraphs 1, 2, and 3 to show how the proposal is organized.

A Proposal for Courtyard Shade

- ① Dear Principal Alvarez, Our school courtyard is a popular place to eat lunch, read, and wait for rides. However, on hot afternoons, the benches near the garden have no shade. Students often move indoors, even when they would rather spend time outside. I am writing to ask the school to add two shade sails above the benches. This small improvement would make the courtyard more comfortable and give more students a usable outdoor space during warm months.
- ② Shade sails are stretched pieces of strong fabric that block much of the sun while allowing air to move underneath. The garden benches are a practical location because students already gather there, and the nearby building wall could support part of the installation. The school could begin with two triangular sails, which cost less than covering the entire courtyard. Families and local businesses might also donate supplies or funds, lowering the cost to the school.
- ③ Please consider placing this idea on the agenda for the next school improvement meeting. I would be glad to gather student opinions and help create a simple map showing where the sails could go. If the school approves the project this fall, the shade could be ready before next spring's warm weather. Adding shade would show that our school listens to students and plans carefully for their daily needs. Thank you for considering this practical change.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the intended audience for this proposal? What clue identifies that audience?

2 What problem does the first paragraph establish before making the request?

3 Name two details from paragraph 2 that make the writer's plan seem practical.

4 How does the final paragraph create an effective ending for a principal?

3 YOUR TURN Your own words

Write a three-paragraph proposal of 120 to 150 words to your principal requesting one improvement to a shared school space. In paragraph 1, state the purpose and need; in paragraph 2, explain a practical plan with supporting details; in paragraph 3, make a clear request and suggest a next step. Use a respectful, formal tone.

PART 1 • READ AND MARK

Underline the sentence that states the writer's purpose, circle two details that support the proposal, and number the paragraphs 1, 2, and 3 to show how the proposal is organized. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience for this proposal? What clue identifies that audience?	The intended audience is Principal Alvarez. The greeting, "Dear Principal Alvarez," identifies the audience.
2	What problem does the first paragraph establish before making the request?	The garden benches have no shade on hot afternoons, so students often move indoors instead of using the courtyard.
3	Name two details from paragraph 2 that make the writer's plan seem practical.	Students already gather at the garden benches, and the nearby building wall could support part of the installation. The writer also notes that two triangular sails would cost less than covering the whole courtyard.
4	How does the final paragraph create an effective ending for a principal?	It asks for the idea to be placed on a meeting agenda, offers the writer's help, gives a possible timeline, and ends with thanks.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Alvarez, I am writing to request a water bottle filling station near the gym. After PE and practice, students often wait at one small fountain or bring disposable bottles. A filling station would give students and visitors a faster way to refill reusable bottles. The gym hallway is a useful location because it is near locker rooms and used by many teams. The station could be placed beside the existing fountain, allowing workers to use the current water line. The parent group could help compare prices and choose a durable model, making the project more affordable. Please add this idea to the next facilities meeting and let students know whether it can fit into next year's budget. I can collect team surveys and count the fountain line during one week. Installing a filling station would reduce waste and make a busy school area work better.

Accept equivalent evidence-based answers that identify the proposal's audience, purpose, supporting details, and organization. For the writing task, look for three clear paragraphs, a specific improvement, relevant support, a logical request, and a formal tone appropriate for a principal.