Formal Plans in Action

Notice how a formal report presents a school proposal clearly and carefully.

CCSS.ELA-Literacy.W.8.2e "Establish and maintain a formal style."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline three transition phrases that guide the reader through the report. Circle six words or phrases that make the tone formal and precise rather than casual.

A Cafeteria Waste Plan

1 During a two-week waste audit, the Green Team examined trash from the cafeteria after lunch. Students sorted the material into recycling, compost, and landfill categories while adults recorded the results. The audit showed that many unopened milk cartons and whole pieces of fruit were placed in landfill bins. These findings do not prove that students intended to waste food. However, they indicate that the cafeteria should study when and why edible items are discarded each day.

2 To reduce this waste, the school could begin with a clearly labeled share table. At such a table, students may place unopened, approved foods for other students to take during the same lunch period. This procedure would require guidance from the district nutrition office because food-safety rules vary. For example, items that need refrigeration cannot remain at room temperature for an extended time. A pilot program, followed by careful measurement, would help the school determine whether the table reduces landfill waste without creating new concerns.

3 Food recovery offers another option for items that are safe but unlikely to be eaten at school. Federal law generally protects good-faith donors who give apparently wholesome food to nonprofit organizations, although local partners must follow safety requirements. As a result, the school could ask a food bank whether it can accept eligible unopened products. In addition, students can use audit data to create signs that explain correct bin choices. A responsible plan should combine prevention, measurement, and cooperation with qualified community partners.

2 ANSWER WITH EVIDENCE

Use the passage

1. Copy the sentence in paragraph 1 that avoids assigning motives to students.

2. Which transition phrase introduces the food-safety example in paragraph 2?

3. The author presents possible outcomes instead of promises. Copy two modal verbs from paragraph 2 that show this careful tone.

4. What precise phrase in paragraph 3 describes food that may be donated?

3 YOUR TURN

Your own words

Write a four-sentence formal recommendation to improve one part of your school, such as hallway recycling, library noise, or arrival traffic. Include a precise proposal, a transition, one cautious word such as could, may, or should, and no contractions or casual slang.

ANSWER KEY

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GRADE 8 · W.8.2e

PART 1 · READ AND MARK

Underline three transition phrases that guide the reader through the report. Circle six words or phrases that make the tone formal and precise rather than casual. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Copy the sentence in paragraph 1 that avoids assigning motives to students.	**These findings do not prove that students intended to waste food.**
2	Which transition phrase introduces the food-safety example in paragraph 2?	**For example,**
3	The author presents possible outcomes instead of promises. Copy two modal verbs from paragraph 2 that show this careful tone.	**could and may**
4	What precise phrase in paragraph 3 describes food that may be donated?	**apparently wholesome food**

PART 3 · YOUR TURN (SAMPLE ANSWER)

To improve hallway recycling, the school should place clearly labeled bins near the science classrooms. The labels could show examples of accepted paper and plastic materials. In addition, student volunteers may check the bins each week and report common sorting errors. This plan would provide useful information while reducing recyclable waste in landfill containers.

Accept other accurately copied modal verbs from paragraph 2, including would. For the marking task, accept reasonable formal and precise word choices, such as audit, procedure, guidance, measurement, eligible, and qualified community partners.