

Proposal With Purpose

Study how a proposal fits its reader and goal.

CCSS.ELA-Literacy.WHST.6-8.4 "Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Box the sentence that begins "I am writing," and underline the sentence that begins "Please."
Write P, S, and R beside the paragraphs that contain the proposal, supporting steps, and direct request.

A Water Station Proposal

- ① Dear Principal Chen, Our school needs a safer way for students to refill water bottles during busy lunch periods. I am writing to propose adding one bottle-filling station near the cafeteria entrance. Many students carry reusable bottles, but the nearest fountain is across the hall and creates a crowded line. A station by the cafeteria would give students a quick place to get water before returning to class. This change would support healthy habits while reducing hallway congestion.
- ② The station could be installed beside the cafeteria wall, where an existing water line may make the work simpler. The school could ask the district facilities team to inspect the location and estimate costs. To limit spending, the project could begin with one station and be reviewed after a month. Student council members could also survey users about wait times and cleanliness. These steps would help the school make a careful decision based on safety, cost, and student experience.
- ③ I understand that the school must balance many needs, so I suggest discussing this idea during the next facilities planning meeting. Please add the bottle-filling station proposal to that meeting's agenda and let student council know whether a site inspection is possible. I would be glad to share survey questions and collect student feedback. Thank you for considering a small improvement that could make lunch transitions smoother for many students.

2 ANSWER WITH EVIDENCE _____ Use the passage

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

2 What student need does the writer explain in the first paragraph?

3 Name two planning details from the second paragraph that make the proposal realistic.

4 Why does the writer give planning details before making the direct request in the last paragraph?

3 YOUR TURN _____ Your own words

Write a 100-130-word email to the school librarian proposing one improvement to the library. Use three paragraphs: describe a student need and your proposal, give a realistic plan with two details, and make a clear, respectful request.

PART 1 • READ AND MARK

Box the sentence that begins "I am writing," and underline the sentence that begins "Please." Write P, S, and R beside the paragraphs that contain the proposal, supporting steps, and direct request. 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 greeting identifies that audience?	The intended audience is Principal Chen. The greeting is "Dear Principal Chen."
2	What student need does the writer explain in the first paragraph?	Students need a quicker, less crowded place to refill water bottles during lunch.
3	Name two planning details from the second paragraph that make the proposal realistic.	Answers include inspecting the location and estimating costs, starting with one station, reviewing it after a month, and surveying users about wait times and cleanliness.
4	Why does the writer give planning details before making the direct request in the last paragraph?	The details show that the proposal has a practical, careful plan before the writer asks the principal to place it on the agenda.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Ms. Alvarez, Students need a clearer place to return books before first period. I propose placing a labeled return cart near the library entrance. Students arriving from buses could return books quickly instead of carrying them through morning classes. For the first month, the cart could be used only before school and checked by a library helper at 8:15. A sign could explain which materials belong in the cart, and the helper could move returned books to the desk each morning. These steps would keep the entrance orderly and protect books. Please consider adding this cart before the next semester. I can ask classmates whether the location is easy to use and share their feedback with you. Thank you for considering this practical change.

Accept equivalent evidence from the passage for the short answers. For the open response, look for a clear audience and purpose, logical three-paragraph organization, at least two realistic plan details, and respectful formal language.