

Proposal With Purpose

Study how a focused proposal fits its audience and goal.

CCSS.ELA-Literacy.WHST.9-10.4 "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 Underline the one sentence that directly asks the principal to act. In the margin, write a one- or two-word label for the job each paragraph does, then use your marks to notice how the proposal stays focused.

A Library Work Station

- ① Dear Principal Alvarez, During the last two lunch periods, the library's six desktop computers were all in use by students finishing applications, printing assignments, or checking the school portal. Several students waited near the circulation desk with laptops that had low batteries. Our school has outlets along the east wall, but the area has no table space or power strips that students may use safely. A small charging and work station would give students a dependable place to complete time-sensitive school tasks before afternoon classes.
- ② The station can fit beside the east wall without moving shelves or blocking the fire exit. The library already owns two folding tables in storage, and the technology office has offered four surge-protected power strips from its surplus supply. Students could sign in at the desk and use the space for thirty minutes when others are waiting. This simple system would limit crowding and let library staff monitor equipment. Because the station uses existing furniture, it would require little new spending and could be tested for one month.
- ③ I ask you to approve a one-month trial of the charging and work station beginning October 1. If you approve the trial, the librarian can place the tables and power strips after school, post the sign-in rules, and record daily use. At the end of the month, the library can share the number of users, wait times, and any equipment concerns. These results will show whether the station should become a regular part of the library. Thank you for considering this practical way to support students' work.

2 ANSWER WITH EVIDENCE Use the passage

1 What specific action does the writer ask Principal Alvarez to approve?

2 Who is the intended audience? Identify two writing choices that fit that audience.

3 What job does each paragraph do, and how does this order help the principal evaluate the proposal?

4 Which two details make the plan seem feasible? Explain how each detail supports the writer's proposal.

3 YOUR TURN Your own words

Write a 120-150 word, three-paragraph email to a school staff member requesting a practical school improvement. Explain the situation, show that your plan is workable with at least two concrete details, and make one clear request in a formal tone.

PART 1 • READ AND MARK

Underline the one sentence that directly asks the principal to act. In the margin, write a one- or two-word label for the job each paragraph does, then use your marks to notice how the proposal stays focused. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What specific action does the writer ask Principal Alvarez to approve?	A one-month trial of the charging and work station beginning October 1.
2	Who is the intended audience? Identify two writing choices that fit that audience.	The audience is Principal Alvarez. Appropriate choices include the formal greeting and the specific details about cost, safety, staffing, and evaluation.
3	What job does each paragraph do, and how does this order help the principal evaluate the proposal?	Paragraph 1 explains the student need, paragraph 2 shows that the plan is practical, and paragraph 3 makes the request and explains the next steps. The order gives the principal a reason, evidence of feasibility, and a clear decision to make.
4	Which two details make the plan seem feasible? Explain how each detail supports the writer's proposal.	The library already has two folding tables, and the technology office can provide four surplus power strips. These existing supplies reduce the need for new spending. The station also fits without blocking the fire exit, showing that it can be placed safely.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Athletic Director Chen, After afternoon practices, students often wait at the single water fountain outside the gym. Players who bring reusable bottles sometimes leave practice without refilling them, especially when a team needs to begin a meeting. A second bottle-filling station near the locker rooms would reduce the line and help students stay hydrated before traveling home. The station could use the water line already serving the nearby fountain. The maintenance department could first inspect the space and estimate installation costs, while the athletic council could survey teams about use. A two-week count of students using the current fountain would provide useful evidence. Please authorize the inspection and survey before the winter sports season. I will share the results with you and the athletic council so we can decide whether to seek funding for the station.

Accept equivalent descriptions of paragraph purpose when students explain how the organization supports the request. For the open response, accept varied school improvements if the writing has three paragraphs, fits the stated word range, addresses a staff audience, includes concrete feasibility details, and makes one clear request.