A Cooler Courtyard

Analyze how a formal proposal communicates a clear request.

ELA.10.C.1 "Communicating Through Writing"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the writer's main request and final action request, circle two formal or respectful phrases, and number the two main reasons that support the proposal.

Proposal for Courtyard Shade

(1) At noon, the south courtyard becomes difficult to use. Students waiting for buses stand in direct sun, and lunchtime clubs avoid the open tables. I am writing to ask the school to add two shade structures near the courtyard seating. This change would make an existing space more useful rather than requiring a new building. It would also show that the school values students during the hottest part of the day. The structures could be placed beside, not over, the tables, so custodians could still clean the area easily.

(2) Shade is a practical health and access improvement. The Centers for Disease Control and Prevention recommends shade as one way to reduce exposure to ultraviolet radiation, especially when people are outdoors for long periods. Our campus already has metal benches and paved walkways in the courtyard, so installation would build on facilities we maintain. Student council could survey users about the best locations before any purchase. That step would help the school choose structures that serve bus riders, club members, and students who eat outside.

(3) I understand that construction projects require careful spending. However, shade structures do not need to be elaborate. The school could request bids for durable fabric canopies and compare them with metal options. It could also begin with one structure, then review how often students use it. That review would make the decision transparent and responsible for everyone involved. Please ask the facilities committee to study costs, locations, and maintenance needs this semester. I would welcome a chance to share student feedback at its next meeting.

2 ANSWER WITH EVIDENCE

Use the passage

1. What specific action does the writer ask the school to take?

2. Which detail shows that the proposal would build on resources the school already has?

3. How does the second paragraph make the proposal useful for school decision makers?

4. How does the writer address a possible concern about cost in the third paragraph?

3 YOUR TURN

Your own words

Write an 80 to 100 word formal proposal to the principal requesting one improvement at your school. State a clear request, give at least two relevant reasons or details, acknowledge one concern, and end with a specific action you want the principal to take.

ANSWER KEY

A Cooler Courtyard

GRADE 10 · ELA.10.C.1

PART 1 · READ AND MARK

Underline the writer's main request and final action request, circle two formal or respectful phrases, and number the two main reasons that support the proposal. 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 the school to take?	**Add two shade structures near the courtyard seating.**
2	Which detail shows that the proposal would build on resources the school already has?	**The courtyard already has metal benches and paved walkways.**
3	How does the second paragraph make the proposal useful for school decision makers?	**It gives a health-related reason, identifies current facilities, and suggests surveying users before a purchase.**
4	How does the writer address a possible concern about cost in the third paragraph?	**The writer suggests comparing bids and materials, then possibly starting with one structure.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

To: Principal Moreno, I ask the school to install a water bottle filling station near the gym. Athletes and students in physical education often need water between classes, but the nearest fountain is across the hall. A filling station would make refilling faster and could reduce the number of disposable bottles students buy. The school could first collect estimates from coaches and the custodial staff about daily use and maintenance. Please place this project on the next facilities meeting agenda and share the decision with students.

Accept equivalent descriptions of the request, evidence, and cost response when they are supported by the passage. For the open response, accept a clear, audience-appropriate proposal of 80 to 100 words with a request, two relevant supports, a concern, and a specific closing action.