

Make the Case

Study how a proposal guides an audience from need to action.

10.P.CP.2.a "Communicate clearly to present ideas, information, and texts. (I/C)"

NAME _____

DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that states the requested action, circle two details that explain why the stations are needed, and number the three presentation steps in paragraph 3 in order. These marks show how the proposal makes its idea clear for an audience.

A Proposal for Refill Stations

- ① Every afternoon, students leave practice carrying empty bottles, then search for a working fountain. Our school can solve that problem by installing two bottle-refill stations, one near the gym and one by the library. Refill stations provide filtered water quickly and display how many disposable bottles users have avoided. This proposal asks the student council to recommend the stations in next year's facilities budget. The goal is simple: make drinking water easier to reach while reducing the number of single-use plastic bottles brought to campus each day.
- ② First, the locations serve two groups with different routines. Athletes and students in physical education pass the gym when they need water after exertion. Students studying or attending club meetings often use the library during the day and after school. Placing a station in each area prevents long walks across campus and spreads demand between two machines. The council can ask the facilities manager to compare installation costs, filter replacement schedules, and access to plumbing before selecting models. Those details will help the council choose a plan that can be maintained, not merely purchased.
- ③ To present the idea clearly, the council should begin with a map showing the two proposed locations and a short caption for each. Next, a slide can list the decision factors in the same order used in the proposal: cost, filter schedule, and plumbing access. A final slide should state the requested action, asking council members to seek estimates and report back at their October meeting. Clear headings, specific places, and a dated next step let listeners understand both the reason for the project and what they are being asked to do.

2 ANSWER WITH EVIDENCE Use the passage

1 What action does the proposal ask the student council to take?

2 How does paragraph 2 connect each proposed location to a group of users?

3 Which three factors should the facilities manager compare before selecting models? Explain why naming these factors makes the proposal clearer.

4 What will the final slide ask council members to do, and when should they report back?

3 YOUR TURN Your own words

Write a three-paragraph proposal of 120 to 150 words for a school improvement other than refill stations. State a clear request and audience, include two precise supporting details, and describe a visual or organized presentation feature plus a specific next step.

PART 1 • READ AND MARK

Underline the sentence that states the requested action, circle two details that explain why the stations are needed, and number the three presentation steps in paragraph 3 in order. These marks show how the proposal makes its idea clear for an audience. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What action does the proposal ask the student council to take?	Recommend two bottle-refill stations in next year's facilities budget.
2	How does paragraph 2 connect each proposed location to a group of users?	The gym station serves athletes and physical education students, while the library station serves students studying or attending club meetings.
3	Which three factors should the facilities manager compare before selecting models? Explain why naming these factors makes the proposal clearer.	Installation costs, filter replacement schedules, and access to plumbing. Naming them shows exactly how the council can judge whether the plan is practical and maintainable.
4	What will the final slide ask council members to do, and when should they report back?	It will ask them to seek estimates and report back at their October meeting.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Students waiting for late buses stand in direct sun or rain beside the east parking lot. I propose that the transportation office install a covered shelter with a bench at that stop. The shelter would give riders a safer, more comfortable place to wait, especially during storms and high temperatures. About forty students use the late bus on weekdays, according to the sign-in list kept by the activity office. The stop has no roof, and its nearest covered entrance is across the busy pickup lane. A shelter placed beside the existing curb would keep students near the bus route and away from moving cars. For the transportation meeting, I would show a labeled photo of the stop and a slide listing cost, location, and maintenance needs. I ask the office to request two price estimates by November 15 and share them with student representatives.

Accept equivalent answers that accurately identify the proposal's request, audience, supporting details, and planned presentation choices. For the open task, accept varied topics if the response has three paragraphs, 120 to 150 words, a clear audience and request, precise support, an organized presentation feature, and a specific next step.