

Build a Case

Read how a proposal guides a specific audience from problem to action.

10.T.SS.1.b "Craft and organize texts using an appropriate structure and features for mode, genre, purpose, and audience. (C)"

NAME _____

DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the three sentences that introduce the problem, state the plan, and make the final request. Circle the transition words that show how the proposal moves from need to plan to action.

Proposal: Restore the Pollinator Garden

- ① Dear Campus Improvement Committee, Our school's pollinator garden beside the science wing has become difficult to use. Several wooden borders have split, weeds cover the labels, and students cannot safely reach the observation path after rain. In April, my biology class counted only six readable plant signs out of twenty. This proposal asks the committee to approve a small repair project before spring field studies begin. Repairing the space would give science classes a reliable outdoor site and help visitors understand why native plants matter there.
- ② First, the project would replace the damaged borders with recycled plastic edging and clear the path with compacted gravel. Students in the environmental club could remove weeds and remake the signs, while the grounds crew would inspect the site for safety. The materials list includes twenty feet of edging, two bags of gravel, weatherproof sign sleeves, and native seed packets. Based on prices from local suppliers, these materials should cost about \$180. Because the club already has gloves and hand tools, the proposal does not request new equipment.
- ③ Finally, I request permission to complete the work during the first two Saturdays in September, when no classes use the garden. If the committee approves the plan by August 20, the environmental club can order supplies, assign adult supervisors, and post a work schedule for volunteers. I also ask the committee to designate one staff member as a contact for the grounds crew. After the repairs, students will photograph the garden and submit a short report on the project's results. This timeline gives the committee a clear decision, a manageable cost, and a way to review the outcome.

2 ANSWER WITH EVIDENCE Use the passage

- 1 Who is the intended audience for this proposal? Give two details that show the writer shaped the text for that audience.

- 2 How does the first paragraph prepare the audience for the proposal's plan?

- 3 What information in the second paragraph makes the plan seem practical and achievable?

- 4 Why does the writer place the request for permission after the problem, plan, and cost information?

3 YOUR TURN Your own words

Write a 180 to 230 word, three-paragraph proposal to a named school audience about one practical improvement. Include a clear subject line or title, explain the problem in paragraph 1, present a specific plan with evidence or costs in paragraph 2, and make a clear request with a timeline in paragraph 3.

PART 1 • READ AND MARK

Underline the three sentences that introduce the problem, state the plan, and make the final request. Circle the transition words that show how the proposal moves from need to plan to action. 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? Give two details that show the writer shaped the text for that audience.	The intended audience is the Campus Improvement Committee. The writer addresses the committee directly and asks it to approve the plan, set a deadline, and designate a staff contact.
2	How does the first paragraph prepare the audience for the proposal's plan?	It explains the garden's problems, gives evidence from the biology class's count, and states why repairs are needed before field studies.
3	What information in the second paragraph makes the plan seem practical and achievable?	It gives specific repair steps, assigns jobs to the environmental club and grounds crew, lists materials, provides an estimated cost of about \$180, and notes that no new equipment is needed.
4	Why does the writer place the request for permission after the problem, plan, and cost information?	The earlier paragraphs give the committee reasons and details to consider before the writer asks it to approve the work.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Subject: Proposal for a Quiet Study Zone. Dear Library Director, the tables near the library entrance are often crowded and noisy during lunch. Students who need to finish reading, revise essays, or meet with tutors have few calm places to work. I propose turning the unused magazine corner into a quiet study zone. This change would support students who use the library for focused academic work. First, student volunteers could move the magazines to the display shelves and place four existing tables in the corner. The library already owns two folding screens, which could reduce hallway noise without blocking staff supervision. A posted sign would explain that the zone is for quiet individual work or tutoring. The only requested purchase is a set of eight chair-leg pads, estimated at \$24, to limit scraping sounds. Finally, I ask you to approve the study zone for a four-week trial beginning October 1. If approval comes by September 20, volunteers can prepare the corner before the trial starts. During the trial, the library staff could track use with a simple sign-in sheet and note noise concerns. At the end of four weeks, students can share the results with you. This schedule allows a low-cost test before the library makes a permanent change.

Accept equivalent descriptions of the proposal's audience, structure, and supporting details when they are grounded in the passage. For Part 3, look for a clear audience and purpose, a logical three-paragraph progression, genre-appropriate features, and details that fit the requested improvement.