

Proposal Blueprint

Trace how a proposal selects and sequences its strongest information.

12.P.EICC.4.d "Link ideas and information to the organization plan, highlighting ideas and information that are most relevant, useful, and impactful. (C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three details that make the need, plan, or requested decision clear. Circle one detail that does not help a decision maker, and write 1, 2, and 3 beside the paragraphs to show the order of the proposal's main moves.

Shade for the Bus Line

- ① At Riverbend High School, buses often arrive after the final bell, leaving students on an uncovered sidewalk beside the east parking lot. During five September afternoons, the student council counted 62 to 78 students waiting there each day. The pavement offered no shade, and several students moved behind a utility shed despite a posted no-entry sign. The school nurse recorded four heat-related visits during those afternoons. One visitor noted that the nearby stadium scoreboard was replaced last spring. The waiting area serves bus riders, athletes, and students staying for tutoring, so the problem affects more than one group.
- ② Six steel shade structures would cover the busiest sections of the sidewalk and include benches for students with mobility needs. Facilities staff estimated a total cost of \$18,600, including installation. The Parent Partnership has offered \$6,000 from its annual improvement fund, while the transportation department can provide \$4,500 from its safety allocation. For the remaining \$8,100, the school could apply for the county's Safe Routes mini-grant, whose next application deadline is November 15. A maintenance agreement would assign annual inspections to the district's grounds crew after construction.
- ③ Installing shade before next September would reduce exposure during the hottest part of the school day and keep students away from the restricted utility area. It would also give bus drivers a clearer place to load students, rather than searching along the curb. The board can authorize the grant application at its October meeting, then review final bids in January if the grant is awarded. Approval now would let the district coordinate construction with summer paving work. The proposal requests a vote to pursue the grant and reserve the two local contributions.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What does each paragraph accomplish for a school board member deciding whether to support the proposal?

2 Choose two facts from the first paragraph that would make the need for shade most immediate. Why are they stronger opening details than the scoreboard detail?

3 The funding information appears after the proposed shade structures and before the final request. Explain how that placement helps the proposal's organization.

4 Which sentence could be removed with the least effect on the proposal? Explain how removing it would sharpen the focus.

3 YOUR TURN _____ Your own words

You are proposing that the school library stay open until 5:15 on Tuesdays and Thursdays. Using these notes, create a three-part organization plan for a one-page proposal: 148 of 210 surveyed students want a quiet place after 4:00, 31 students missed tutoring because they lacked a place to work, the late bus leaves at 5:30, librarian overtime would cost \$1,920 per semester, the PTA can contribute \$1,000, and the library mural was painted in 2018. List the information you would use under each heading in order, and identify one note you would leave out.

PART 1 • READ AND MARK

Underline three details that make the need, plan, or requested decision clear. Circle one detail that does not help a decision maker, and write 1, 2, and 3 beside the paragraphs to show the order of the proposal's main moves. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What does each paragraph accomplish for a school board member deciding whether to support the proposal?	Paragraph 1 establishes the problem and who is affected. Paragraph 2 presents a workable design, cost, and funding sources. Paragraph 3 connects the plan to benefits and leads to a board decision.
2	Choose two facts from the first paragraph that would make the need for shade most immediate. Why are they stronger opening details than the scoreboard detail?	The count of 62 to 78 waiting students and the four heat-related nurse visits are strongest because they show the size and consequences of the problem. The scoreboard detail does not show a need for shade.
3	The funding information appears after the proposed shade structures and before the final request. Explain how that placement helps the proposal's organization.	Readers first learn what will be built, then see that the plan has identified costs and funding. That sequence makes the final request seem more practical and prepared.
4	Which sentence could be removed with the least effect on the proposal? Explain how removing it would sharpen the focus.	"One visitor noted that the nearby stadium scoreboard was replaced last spring." Removing it would keep attention on student safety, shade, cost, and the board's decision.

PART 3 • YOUR TURN (SAMPLE ANSWER)

1. Need for later library hours: Begin with the survey result that 148 of 210 students want a quiet place after 4:00. Follow with the 31 students who missed tutoring, then note that the late bus leaves at 5:30. 2. Workable plan and resources: Explain that the library would open until 5:15 on Tuesdays and Thursdays. Give the \$1,920 overtime cost, the \$1,000 PTA contribution, and the remaining \$920 the school would need to provide. 3. Requested decision: Ask the school to approve the two-day schedule and provide the remaining funds. Leave out the 2018 mural detail because it does not support the need, plan, or decision.

Accept different details or sequences when students clearly prioritize information that establishes need, demonstrates feasibility, and supports a decision. For the open task, look for a logical progression and a defensible explanation for omitting the mural detail.