

Draft With Purpose

Study how a writer shapes an initial proposal for a specific audience.

12.P.EICC.4.e “Construct an initial draft by integrating ideas and information; selecting words, phrases, and sentences; and incorporating craft techniques that will best achieve the purpose of the text and resonate with the target audience. (C)”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline two pieces of evidence the writer integrates into the proposal, and circle two sentences that urge the council to act. These choices show how a draft can combine information, audience awareness, and craft.

Model Draft: A Safer Oak Street

- ① Members of the Riverton City Council, I am writing for students who cross Oak Street after school. At 3:10, the sidewalk fills with backpacks, buses, and cars turning toward the grocery lot. In our student council count on April 8, 47 students crossed at the faded markings during one 20-minute period. Several waited through two light cycles because drivers did not yield. A crosswalk is not only paint on pavement. It is a clear promise that a student carrying a trumpet case or guiding a younger sibling can reach the other curb without guessing which car will stop.
- ② The city already has a practical place to begin. Oak Street's existing signal stands beside the library entrance, and its pedestrian button is often used by families walking from the neighborhood. Rather than redesigning the whole intersection, the council could order high-visibility markings, a crossing sign, and a timed pedestrian phase there. This focused change would connect the school, library, and bus stop. It would also answer a concern raised by the transportation department's 2025 safety report, which lists Oak Street as a corridor with heavy afternoon turning traffic. The needed tools are close at hand, not a distant plan.
- ③ Please place this item on the May agenda and direct staff to estimate the cost before summer. A small improvement now can prevent the daily choice between rushing across and arriving late for a bus. Students will notice whether the city treats their route as an afterthought or as part of public life. When the bell rings at 3:05, safety should not end at the school doors. It should travel with us to the corner. I ask you to make Oak Street a crossing where families can move with confidence, not caution.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the draft's target audience, and what action does the writer want that audience to take?

2 Identify one piece of evidence the writer uses and explain how it supports the proposal.

3 What effect does the phrase "not only paint on pavement" followed by "a clear promise" create?

4 How does the final paragraph move from a practical request to a broader appeal?

3 YOUR TURN _____ Your own words

Write a 150- to 180-word initial email to your principal proposing that Room 214 become a quiet study space during lunch. Use at least two planning notes: a May survey of 68 juniors found that 51 want a dependable quiet place to work, all 24 library study seats were filled on four of five observation days, and Room 214 is empty during lunch, and include a concrete image, a contrast, and a direct request for action.

PART 1 • READ AND MARK

Underline two pieces of evidence the writer integrates into the proposal, and circle two sentences that urge the council to act. These choices show how a draft can combine information, audience awareness, and craft. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the draft's target audience, and what action does the writer want that audience to take?	The target audience is the Riverton City Council. The writer wants it to improve the Oak Street crossing with markings, a sign, and a timed pedestrian phase.
2	Identify one piece of evidence the writer uses and explain how it supports the proposal.	The student council count found 47 students crossing in 20 minutes, which shows that many students use the unsafe crossing. The transportation report is another acceptable example because it identifies heavy afternoon turning traffic.
3	What effect does the phrase "not only paint on pavement" followed by "a clear promise" create?	It turns the crosswalk into a symbol of the city's responsibility for students' safety, making the request more meaningful than a request for paint alone.
4	How does the final paragraph move from a practical request to a broader appeal?	It first asks the council to add the item to the May agenda and estimate costs, then argues that students deserve safe routes as part of public life.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Alvarez, I am asking you to open Room 214 as a quiet study space during lunch next semester. On four of five observation days, every one of the library's 24 study seats was filled before the lunch line had finished moving. Students who need silence end up balancing laptops on hallway floors while announcements and passing conversations break their focus. Our May survey of 68 juniors found that 51 students want a dependable quiet place to read, revise, or prepare for exams. Room 214 already sits empty during lunch, so this proposal uses space we have instead of waiting for a costly new building. A quiet room is not a luxury for a few students. It is a working table for the student editing a scholarship essay, the partner practicing a presentation, and the reader trying to finish a chapter. Please ask staff to pilot Room 214 for one month, with sign-in sheets and a teacher nearby. We need more than a place to sit. We need a place where concentration can stay.

Accept responses that accurately identify the passage's audience, evidence, purposeful language, and organization. For the open task, accept varied proposals if they meet the word range, address the principal, integrate at least two notes, use the required craft moves, and make a clear request.