

# Structure With Purpose

Analyze how a proposal is organized for a decision-making audience.

**12.T.SS.1.a** "Analyze and evaluate the effectiveness of a text's organizational structure to meet the needs and expectations of the target audience or serve a specific purpose. (I)"

NAME \_\_\_\_\_

DATE \_\_\_\_\_

## 1 READ AND MARK \_\_\_\_\_ Read it twice

**YOUR JOB** Number the three paragraphs 1–3, then write a two- or three-word margin label that names each paragraph's job. Circle two details chosen to address the school board's concerns.

### A Measured Request

- ① To the Riverton School Board: I ask you to approve a six-month pilot that opens the high school library until 7:00 p.m. on Tuesdays and Thursdays. Many students stay after classes for athletics, work shifts, or transportation, yet they lose access to printers, databases, and a quiet place to study when the library closes at 3:30. This proposal is not simply a request for longer hours. It is a limited test designed to show whether evening access helps students complete research and get academic support without creating an open-ended expense.
- ② First, the pilot uses resources the school already has. Two staff members can rotate one evening duty each week, and the existing security desk remains staffed until 7:30 for activities. Second, the board can judge results with clear measures rather than promises. Students would sign in, and the library would track printer use, tutoring visits, and the number of research consultations. A brief survey at the end of each month would ask whether the hours fit students' schedules. These details address the board's likely concerns about staffing, safety, cost, and evidence.
- ③ Approval now would allow the pilot to begin in October, when seniors are preparing college and scholarship applications. The principal could report attendance and costs at the January board meeting, then recommend continuing, revising, or ending the hours. This timeline gives the board a scheduled decision point and prevents the program from becoming permanent without review. I therefore request a vote on the pilot at the next meeting. By starting with two evenings, measuring use, and setting a review date, the board can expand student support while retaining control of public funds.

## 2 ANSWER WITH EVIDENCE Use the passage

1 How does paragraph 1 introduce the request in a way that suits the school board audience?

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2 How does the "First" and "Second" sequence in paragraph 2 make the proposal more effective for its audience?

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3 What is the purpose of the January board meeting in the organization of the proposal?

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4 Which paragraph most directly addresses the board's operational concerns, and what two concerns does it address?

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## 3 YOUR TURN Your own words

Write a three-paragraph proposal of 90 to 120 words to a school decision-maker requesting one practical change. Organize it to state a need and request, address feasibility or evidence, and end with a specific action and review timeline.

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**PART 1 • READ AND MARK**

Number the three paragraphs 1–3, then write a two- or three-word margin label that names each paragraph’s job. Circle two details chosen to address the school board’s concerns. Accept any marking that follows this job and points at the right text.

**PART 2 • ANSWERS**

| # | QUESTION                                                                                                         | ANSWER                                                                                                                                    |
|---|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | How does paragraph 1 introduce the request in a way that suits the school board audience?                        | <b>It directly asks the board to approve a six-month pilot and frames the plan as limited rather than an open-ended expense.</b>          |
| 2 | How does the “First” and “Second” sequence in paragraph 2 make the proposal more effective for its audience?     | <b>It first shows that the plan can use existing resources, then provides measurable results, addressing feasibility before evidence.</b> |
| 3 | What is the purpose of the January board meeting in the organization of the proposal?                            | <b>It creates a scheduled review point where the board can use attendance and cost data to continue, revise, or end the pilot.</b>        |
| 4 | Which paragraph most directly addresses the board’s operational concerns, and what two concerns does it address? | <b>Paragraph 2. It addresses staffing, safety, cost, and evidence, including any two of these concerns.</b>                               |

**PART 3 • YOUR TURN (SAMPLE ANSWER)**

To the principal: approve a one-semester pilot for a refillable-water station beside the gym. Athletes and students in physical education often need water between classes, but the nearest fountain is across the building. A station near the gym would reduce missed class time and make reusable bottles more practical. The pilot could use the plumbing line beside the existing fountain, and the facilities manager could obtain two cost estimates before installation. The school can record maintenance requests and survey users after each month. These steps let you weigh expense and reliability. Begin the pilot in January and review the results in May. Please place the proposal on the next facilities agenda.

Accept equivalent descriptions of each paragraph’s function when students connect structure to the board’s concerns. For the open response, look for a clear audience, a purposeful three-part structure, and details selected for a decision-maker rather than only for student readers.