Proposal Power

Study how a writer shapes a proposal for a specific reader.

5.P.EICC.4 "Writing Processes: Compose a range of texts for a variety of purposes and audiences, flexibly engaging in writing processes to plan, draft, evaluate, revise, and edit texts."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that states the writer's request. Circle two changes the writer made after the first draft, then number the final steps the writer used to revise, edit, and get feedback.

A Proposal for Refill Stations

1. Dear Principal Alvarez, Our student council would like to add water-bottle refill stations near the gym and library. Many students carry reusable bottles, but the nearest fountains are often crowded after recess. Refill stations would give students a quicker way to get water and could help our school use fewer disposable plastic bottles. We are asking you to consider this plan for next year.

2. Before writing, I listed facts the principal may need, including busy fountain times and possible station locations. My first draft only said that refill stations were convenient. Then I revised it by adding reasons that matter to the whole school, such as less waiting and less plastic waste. I also moved my request to the last sentence so the principal can easily find it.

3. Finally, I read the proposal aloud and checked each sentence. I changed "its" to "it's" in one sentence, because I meant "it is." I removed a repeated word and checked that the tone was respectful. Before sending the proposal, I asked two council members to read it. Their comments helped me make sure the message was clear for its audience.

2 ANSWER WITH EVIDENCE

Use the passage

1. What is the writer's purpose, and who is the intended audience?

2. What did the writer do before drafting, and how could that help the writer address the principal?

3. Name two revision choices the writer made after the first draft. How did these choices strengthen the proposal?

4. What did the writer do to edit and evaluate the proposal before sending it?

3 YOUR TURN

Your own words

Write a six-sentence proposal to your teacher asking for one useful change in the classroom. State your request, give two reasons your teacher would care about, and use a respectful tone, then write one revised version of a sentence you made clearer and name one editing check you used.

ANSWER KEY

Proposal Power

GRADE 5 · 5.P.EICC.4

PART 1 · READ AND MARK

Underline the sentence that states the writer's request. Circle two changes the writer made after the first draft, then number the final steps the writer used to revise, edit, and get feedback. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What is the writer's purpose, and who is the intended audience?	**The writer wants Principal Alvarez to consider adding refill stations. The intended audience is the principal.**
2	What did the writer do before drafting, and how could that help the writer address the principal?	**The writer listed busy fountain times and possible station locations. These facts give the principal useful details for considering the plan.**
3	Name two revision choices the writer made after the first draft. How did these choices strengthen the proposal?	**The writer added reasons about less waiting and plastic waste, and moved the request to the last sentence. These choices give school-wide reasons and make the request easy to find.**
4	What did the writer do to edit and evaluate the proposal before sending it?	**The writer read it aloud, corrected "its" to "it's," removed a repeated word, checked the respectful tone, and asked two council members for feedback.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Ms. Chen, may our class create a quiet reading corner near the windows? Some students finish work early and need a calm place to read. A reading corner would also keep book bags and cushions in one organized area. We could use the empty shelf and two pillows from the supply closet. I can help label the books and make a sign with our class rules. Please consider letting us set up the corner on Friday. Revision: I changed "It would be nice" to "A reading corner would also keep book bags and cushions in one organized area." Editing check: I checked that each sentence ended with the correct punctuation.

Accept equivalent descriptions of the writer's purpose, audience, and writing-process choices when supported by the passage. For the open task, accept varied classroom proposals that include a clear audience, request, two relevant reasons, a revision, and an editing check.