

Words That Move

Notice how a proposal uses rhetorical choices for a specific audience and purpose.

7.P.AC.2.a “Integrate literary, expository, and opinion (grades K-5) or rhetorical (grades 6-12) elements to appeal to target audiences and achieve specific purposes. (I/C)”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the writer’s main claim, circle details that make the plan seem useful or practical, and number each action the writer asks Principal Chen to take. These choices show how the writer tries to persuade a specific audience.

A Lunch Study Space

- ① Dear Principal Chen, our school needs a quiet study space during lunch. Many students want to finish homework, read, or prepare for tests, but the cafeteria is often loud and the library may be full. A small room near the library could give students a calm place to work without leaving campus. This proposal asks you to open Room 214 as a supervised lunch study space for a four-week trial. Students could sign in and follow posted expectations.
- ② The plan would use a room that already has tables, chairs, and nearby restrooms, so it would not require construction. A teacher or trained volunteer could check students in, while students bring their own work. A sign-up sheet could limit the room to twenty students, which keeps the space useful rather than crowded. Because the trial lasts only four weeks, you can review attendance and teacher feedback before deciding whether to continue it or change the plan.
- ③ Opening this space would show that our school values focused learning and students' different needs. It could help classmates who cannot work quietly at home, as well as students who need extra time before an afternoon class. Principal Chen, please approve the four-week trial for October and ask the office to share a simple sign-up form. After the trial, student council can report the results to you and recommend next steps for the spring term.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the target audience, and what does the writer want that audience to do?

2 Give two details from paragraph 2 that make the proposal seem practical.

3 How does the writer appeal to Principal Chen's concern for students' needs in paragraph 3?

4 What direct actions does the writer ask Principal Chen to take at the end of the passage?

3 YOUR TURN Your own words

Choose one school improvement you want the principal to consider. Write a 90-120 word proposal that includes a clear claim, at least two reasons or concrete details, and a respectful call to action designed for the principal.

PART 1 • READ AND MARK

Underline the writer's main claim, circle details that make the plan seem useful or practical, and number each action the writer asks Principal Chen to take. These choices show how the writer tries to persuade a specific audience. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the target audience, and what does the writer want that audience to do?	The target audience is Principal Chen. The writer wants her to approve a four-week lunch study-space trial in Room 214.
2	Give two details from paragraph 2 that make the proposal seem practical.	The room already has tables, chairs, and nearby restrooms, so construction is not needed. Also, a teacher or trained volunteer could check students in, and a sign-up sheet could limit the room to twenty students.
3	How does the writer appeal to Principal Chen's concern for students' needs in paragraph 3?	The writer explains that the space could help students who cannot work quietly at home and students who need extra time before an afternoon class.
4	What direct actions does the writer ask Principal Chen to take at the end of the passage?	The writer asks her to approve the October trial and ask the office to share a simple sign-up form.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Chen, please consider adding a covered bike rack near the east entrance. Students who bike to school need a place to lock their bikes and protect them during rain. A roof over the rack could also keep wet seats from making the ride home uncomfortable. Start with a small rack for ten bikes, then ask riders whether it meets their needs. This practical change would support healthy transportation and show that the school notices how students arrive each day. Could you include this idea in the next campus improvement meeting?

For Part 3, accept any school improvement topic that fits the stated audience and word range. Look for a claim, at least two audience-focused reasons or details, and a clear, respectful request for action.