

Design Drives Decisions

Study how a proposal's features guide a reader toward action.

9.P.AC.2.d "Organize texts by incorporating specific formats, structures, patterns, and features to influence the audience, facilitate accessibility, and support the text's purpose. (I/C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the headings, circle the numbered steps, and box the labeled facts and final request. In the margin, note what kind of information each marked feature helps a council member find.

Proposal: Lunchroom Compost Station

- ① **PROPOSAL: LUNCHROOM COMPOST STATION** The Problem Each day, students throw banana peels, apple cores, and napkins into trash cans beside the cafeteria tables. These scraps travel with other garbage to a landfill, where they take up space. Our school garden, meanwhile, buys soil nutrients each spring. A compost station could collect certain food scraps and turn them into material for garden beds. This proposal asks the student council to approve a three-month trial near the cafeteria exit. The trial would begin after winter break and include one clearly labeled collection bin.
- ② **The Plan** 1. At the end of lunch, a student carries fruit scraps and uncoated paper napkins to the green bin. 2. A cafeteria monitor checks the bin before it is wheeled outside. 3. Garden club members add the scraps to the compost tumbler twice each week. 4. After the material breaks down, the garden club spreads it in the vegetable beds. A picture label on the bin shows a banana peel, an apple core, and a napkin. A separate red label lists items that do not belong, including plastic forks, drink cartons, and sauce packets.
- ③ **QUICK FACTS** Location: beside the cafeteria exit Trial length: three months Supplies: one green bin, picture labels, and a compost tumbler Estimated cost: \$180 The principal can use existing garden-club meetings to review the trial each month. Students who bring lunch from home may still use the station if their scraps match the picture label. At the end of the trial, the council will receive a chart showing the amount collected each week and notes about misplaced items.
DECISION REQUESTED: Student council members should vote on the trial at their December 12 meeting.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What information is organized under "The Problem," "The Plan," and "QUICK FACTS"?

2 How does the numbered list affect a council member's ability to follow what will happen to the scraps?

3 How do the picture label and red label make the station's instructions more accessible?

4 How does the final "DECISION REQUESTED" section support the proposal's purpose?

3 YOUR TURN _____ Your own words

Write a 90-120-word proposal for one useful school improvement. Use a title, at least two headings, a three-step numbered plan, a QUICK FACTS section with at least two labeled details, and a final DECISION REQUESTED sentence.

PART 1 • READ AND MARK

Underline the headings, circle the numbered steps, and box the labeled facts and final request. In the margin, note what kind of information each marked feature helps a council member find. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What information is organized under "The Problem," "The Plan," and "QUICK FACTS"?	"The Problem" explains the waste issue and proposal, "The Plan" gives the composting process, and "QUICK FACTS" lists key details such as location, length, supplies, and cost.
2	How does the numbered list affect a council member's ability to follow what will happen to the scraps?	It lets the reader follow the scraps from the cafeteria bin to checking, composting, and use in the garden beds.
3	How do the picture label and red label make the station's instructions more accessible?	The picture label shows acceptable scraps visually, while the red label identifies items that do not belong.
4	How does the final "DECISION REQUESTED" section support the proposal's purpose?	It directs council members to take a specific action, voting on the trial at the December 12 meeting.

PART 3 • YOUR TURN (SAMPLE ANSWER)

PROPOSAL: WATER BOTTLE FILLING STATION The Need Students often wait at the single fountain near the gym, especially after practice. A filling station would refill bottles faster and reduce purchases of disposable bottles. It would also serve teams returning from outdoor fields. The Plan 1. Install the station beside the gym entrance. 2. Ask the maintenance team to inspect its filter monthly. 3. Post a small sign explaining how to report a leak. QUICK FACTS Cost: \$950 Location: gym entrance Funding: athletics booster grant DECISION REQUESTED: The school board should approve the purchase at its April meeting.

Accept answers that connect a specific organizational feature to the information it highlights or the action it helps readers take. For the open response, accept varied school improvements if the response is 90-120 words and includes every required feature.