Shade With Purpose

Read a model proposal for clear, evidence-based school communication.

9.P.CP.2.a "Communicate clearly to present ideas, information, and texts. (I/C)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the main proposal, circle the facts or observations used as support, and number the sentence that tells the board what action to take, so you can see how the speaker makes the request clear.

A Proposal for Courtyard Shade

1. Good afternoon, Principal Moreno and members of the school board. Our campus needs more shade in the courtyard before next summer. During lunch, students often wait in direct sun because the few covered tables fill quickly. Shade would make the courtyard more usable for eating, studying, and school events. I am proposing six shade sails above the open tables near the library. This plan focuses on one busy area, so it is easier to schedule and evaluate than a campus-wide renovation that could take years to complete.

2. Evidence from our own courtyard supports the proposal. At a lunch-period count on May 14, every covered seat was occupied within five minutes, while several uncovered tables remained empty. The campus nurse also recorded 18 heat-related visits during the previous warm-weather season. Those visits do not prove that the courtyard caused every problem, but they show why reducing sun exposure deserves attention. The library-side tables are a practical first location because they are used daily and sit close to an existing building, which may simplify planning.

3. Installing shade sails would require money, so the project should begin with a cost estimate and a safety review. The board could ask facilities staff for bids, then compare durable fabrics and installation plans. Students can help by mapping where people sit at lunch and by reporting whether the new shade changes courtyard use. This proposal does not claim to solve all heat concerns. Instead, it offers a limited, measurable improvement and a way to decide whether additional shade is worth funding. I ask the board to approve the cost estimate and safety review by October 1.

2 ANSWER WITH EVIDENCE

Use the passage

1. What specific action does the speaker ask the board to take, and by when?

2. Which observation from the lunch-period count supports the need for more shade?

3. How does the speaker avoid overstating the evidence about heat-related visits?

4. Why does the speaker present the library-side tables as a practical first location?

3 YOUR TURN

Your own words

Write a 90-110 word proposal to a real or imagined school decision-maker about improving a shared school space. State one clear request, include two relevant details or facts, acknowledge one limit or concern, and end with a sentence that names a specific action your audience should take.

ANSWER KEY

Shade With Purpose

GRADE 9 · 9.P.CP.2.a

PART 1 · READ AND MARK

Underline the main proposal, circle the facts or observations used as support, and number the sentence that tells the board what action to take, so you can see how the speaker makes the request clear. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What specific action does the speaker ask the board to take, and by when?	**Approve a cost estimate and safety review by October 1.**
2	Which observation from the lunch-period count supports the need for more shade?	**Every covered seat was occupied within five minutes, while several uncovered tables remained empty.**
3	How does the speaker avoid overstating the evidence about heat-related visits?	**The speaker says the visits do not prove that the courtyard caused every problem.**
4	Why does the speaker present the library-side tables as a practical first location?	**They are used daily and are close to an existing building, which may simplify planning.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Our school should add a lidded compost bin beside the cafeteria trash cans. Fruit peels and vegetable scraps are organic materials that can be collected instead of sent with ordinary trash. Clear picture signs could show students that plastic wrappers and drink cartons belong elsewhere. Some people may worry that a compost bin will smell or attract pests. A secure lid and daily collection can reduce those problems. This small change would give students a visible way to handle food waste more carefully. Please direct the facilities team to install one labeled compost bin by November 1.

Accept equivalent wording when students identify the claim, relevant support, limitation, and requested action. For Part 3, look for a clear audience-aware proposal with two relevant details, a reasonable concern or limit, and a final sentence that directs a specific action.