

Plan With Purpose

Analyze how a proposal is organized for its audience and goal.

9.T.SS.1.b "Craft and organize texts using an appropriate structure and features for mode, genre, purpose, and audience. (C)"

NAME _____

DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that states the writer's immediate request. In the margin, label each paragraph with its job, then circle two details that help a principal judge whether the idea is workable.

Proposal: Covered Bike Parking

- ① Dear Principal Alvarez, I am writing to propose a covered bike rack beside the east entrance. Each morning, students who ride bicycles lock them to the fence or carry wet helmets into class when it rains. A rack with a simple roof would give bicycles an assigned place and keep seats and handlebars drier. This proposal supports students who already bike to school and may make cycling a more practical choice for others. Because the rack would be near an entrance and visible from the office windows, staff could also notice problems quickly.
- ② First, the school could ask the facilities manager to measure a space that does not block the sidewalk, door, or fire access. Standard bicycle racks hold bikes upright by their frames, while a roof can reduce direct rain and sun on the parking area. The project does not need a large building. A small metal canopy and two racks could serve several riders, and the school could request price estimates from local suppliers. Before buying anything, the student council could survey riders about where they currently park and how many spaces they need.
- ③ If you approve a planning meeting, I can bring the survey results and a map of possible locations to the student council adviser and facilities manager. We could compare costs, choose a site, and set a date for installation during a school break. I am not asking the school to purchase the rack immediately. I am asking for permission to gather information and present a final plan that includes a budget, a safe location, and the number of spaces students need. Thank you for considering this practical improvement for students who bike to school.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the intended audience for this proposal? Give one detail from the text that shows this.

2 What is the main job of the first paragraph?

3 How does the second paragraph make the proposal seem practical? Identify two kinds of information it includes.

4 Why does the final paragraph separate permission to plan from permission to buy the rack?

3 YOUR TURN Your own words

Write a 130-160-word, three-paragraph proposal to a school decision maker about one manageable improvement at school. Include a greeting and clear request, details that fit your audience, and a final paragraph that explains a specific next step.

PART 1 • READ AND MARK

Underline the sentence that states the writer's immediate request. In the margin, label each paragraph with its job, then circle two details that help a principal judge whether the idea is workable. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience for this proposal? Give one detail from the text that shows this.	The intended audience is Principal Alvarez. The greeting names the principal, and the proposal discusses school approval, staff visibility, and facilities planning.
2	What is the main job of the first paragraph?	It introduces the proposal, explains the current problem, and gives reasons the bike rack would benefit students and staff.
3	How does the second paragraph make the proposal seem practical? Identify two kinds of information it includes.	It addresses a safe location that will not block access and suggests manageable planning steps, including price estimates and a student survey.
4	Why does the final paragraph separate permission to plan from permission to buy the rack?	It makes a smaller, realistic request first and shows the principal that decisions about cost, location, and space will be based on gathered information.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Ms. Chen, I am writing to propose a quiet study corner in the library's back reading area. During lunch and after school, some students need a place to read, finish assignments, or prepare for tests without loud conversation nearby. This corner would support those students while leaving the rest of the library open for group work. The project could use two existing tables, four chairs, and a small sign that says, "Quiet Study Area." The librarian could choose a location away from the checkout desk and set rules for low voices and phone use. Since the school already owns the furniture, the main cost would be printing the sign. Could the library committee discuss this idea at its next meeting? I can ask students which hours they would use the area and share the results. With the committee's approval, the librarian could test the study corner for one month and decide whether it helps students focus.

Accept reasonable paragraph labels that identify an introduction and purpose, practical support or planning, and a concluding request or next step. For the proposal, accept varied school improvements if the writing uses three purposeful paragraphs, addresses a decision maker, and includes audience-appropriate details.