

Proposal With Purpose

Study how a formal proposal fits its reader and goal.

L6-8WHST4 "Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the one sentence that states the main request, circle the words "respectfully" and "proposal," and number the paragraphs 1, 2, and 3 to notice how the writer organizes a formal proposal.

A Museum Proposal

- ① Dear Museum Director, I respectfully ask you to add a small exhibit about the 1912 Lawrence textile strike to the city history museum. Many workers, including women and recent immigrants, left their jobs after mill owners cut wages. Their protest became known as the Bread and Roses strike. An exhibit would help visitors understand how local families responded when work conditions changed. This proposal explains why the museum should include their story in its permanent collection.
- ② First, the event connects national history to Lawrence. In 1912, thousands of textile workers walked out, and the strike lasted more than two months. Organizers demanded better pay and safer treatment, while families faced cold weather and limited money. Newspaper reports and photographs from the time could give visitors evidence to examine. These sources would make the exhibit accurate rather than based only on a modern summary. Students could compare headlines from different newspapers and discuss point of view.
- ③ Second, the exhibit could show that the strike had effects beyond one factory. The workers won a wage increase, and textile workers in other places watched the result closely. A short label could explain that the strike did not solve every problem, but it brought attention to workers' demands. Because your museum serves residents and school groups, this focused exhibit would support both local learning and careful historical thinking. Thank you for considering this proposal.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who will read this proposal, and what does the writer want that person to do?

2 How does paragraph 2 build support for the proposal? Name exactly two sources it says visitors could examine.

3 Why does the writer mention residents and school groups in paragraph 3?

4 Which sentence gives a balanced, credible view by admitting a limit? Copy it.

3 YOUR TURN _____ Your own words

Write one 80 to 100 word formal proposal paragraph to your school principal about a display for one local, state, or national historical event. State your request in the first sentence, include two accurate evidence details in the middle, and end by explaining how the display would help students.

PART 1 • READ AND MARK

Underline the one sentence that states the main request, circle the words “respectfully” and “proposal,” and number the paragraphs 1, 2, and 3 to notice how the writer organizes a formal proposal. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who will read this proposal, and what does the writer want that person to do?	The museum director will read it. The writer wants the director to add a small exhibit about the 1912 Lawrence textile strike.
2	How does paragraph 2 build support for the proposal? Name exactly two sources it says visitors could examine.	It adds evidence. The two sources are newspaper reports and photographs from the time.
3	Why does the writer mention residents and school groups in paragraph 3?	The writer connects the exhibit to the needs of the museum’s audience, showing that it would support local learning and historical thinking.
4	Which sentence gives a balanced, credible view by admitting a limit? Copy it.	A short label could explain that the strike did not solve every problem, but it brought attention to workers’ demands.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Chen, I respectfully request a hallway display about the Apollo 11 mission. In July 1969, NASA astronauts Neil Armstrong, Buzz Aldrin, and Michael Collins traveled to the Moon. Armstrong and Aldrin made the first crewed Moon landing in the lunar module Eagle, while Collins remained in orbit in Columbia. The display could include a mission patch and a caption explaining why the mission mattered during the Cold War. This display would help students connect a major national event to science, competition, and public memory.

Accept equivalent responses that identify the director as the audience, the exhibit as the request, and the stated evidence and audience connection. For the open response, check for a clear request, an appropriate formal style, two accurate historical details, and a closing connection to students.