A Practical Proposal

Read how an argument keeps its audience and purpose in mind.

8.W.1.d "Establish and maintain a consistent style and tone appropriate for the purpose and audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline one phrase in each paragraph that shows a respectful, practical tone for the principal, and circle the sentence that raises a concern about cost.

A Roof for the Bicycle Rack

1 Dear Principal Alvarez, I am writing to ask the school to add a covered bicycle rack near the main entrance. On rainy mornings, students who ride to school often have no sheltered place to leave their bicycles. Wet seats and handlebars can make the trip home unpleasant, and students may decide not to ride at all. A simple roof over part of the existing rack would address this problem without requiring a new parking area. I hope you will consider this practical improvement for students who choose to cycle.

2 Adding shelter could also help make arrival less crowded. A bicycle takes far less space than a car in the pickup lane, so it makes sense to remove a small obstacle to cycling. Some families may worry that a covered rack would cost too much. Before making a decision, the school could request estimates for a modest roof and compare them with other campus needs. That step would show careful use of school funds while giving student riders a fair chance to be heard.

3 If a full roof is not possible this year, the school could begin by covering a section of the rack. Students could report whether the shelter makes a difference during wet weather, and staff could review their feedback before expanding it. This smaller first step respects the limits of the school budget while responding to a real concern. Please consider discussing the idea with the student council and facilities staff. I would be glad to help gather student feedback so the decision reflects those who use the rack.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the intended reader? Which words in paragraph 1 tell you?

2. How does the writer address the cost concern in paragraph 2 without blaming anyone?

3. Which phrase in paragraph 3 keeps the request polite? Explain why it fits the audience.

4. The writer asks for a roof but also suggests covering only part of the rack. How do these suggestions keep the tone consistent?

3 YOUR TURN

Your own words

Write a five- or six-sentence request to your school principal for one change to the school library. Keep a respectful, practical tone throughout, give one reason, acknowledge one possible concern, and suggest a realistic next step.

ANSWER KEY

A Practical Proposal

GRADE 8 · 8.W.1.d

PART 1 · READ AND MARK

Underline one phrase in each paragraph that shows a respectful, practical tone for the principal, and circle the sentence that raises a concern about cost. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the intended reader? Which words in paragraph 1 tell you?	**The intended reader is Principal Alvarez. The greeting, "Dear Principal Alvarez," names the reader.**
2	How does the writer address the cost concern in paragraph 2 without blaming anyone?	**The writer suggests requesting estimates and comparing the cost with other campus needs, which treats the concern as reasonable.**
3	Which phrase in paragraph 3 keeps the request polite? Explain why it fits the audience.	**"Please consider discussing the idea" politely asks the principal to take a next step rather than demanding action.**
4	The writer asks for a roof but also suggests covering only part of the rack. How do these suggestions keep the tone consistent?	**Both suggestions offer practical ways to help student riders. The smaller option also respects the school's budget, so the request stays reasonable.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Alvarez, I ask that our school library open fifteen minutes before the first bell. Some students arrive early and need a quiet place to read or finish homework. I understand that staff may not be available every morning. Could the school try opening early on one day each week when a staff member is available? Students could share feedback after a month to help you decide whether to continue the trial. Thank you for considering this change.

Accept other passage-supported phrases in the marking job and question 3 if students explain how the wording suits a request to the principal. In Part 3, look for a consistent respectful tone, a reason, a concern, and a feasible next step.