The Right Tone

Read a proposal and notice how its style fits its audience.

8.W.2.e "Establish and maintain a style appropriate for the purpose and audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle the words that name the intended audience, underline two phrases that show a measured tone, and number one sentence that raises a practical concern the audience must consider.

A Refill Station for Our School

1. This proposal is intended for the school facilities committee. During lunch, students who want water often wait at the drinking fountain near the gym. A bottle refill station beside that fountain could make filling a reusable bottle quicker and reduce the need for disposable bottles. The station would use the building's existing water supply, but staff would first need to check whether that location has enough space and a suitable connection. These details matter because a useful improvement must also work within the school's building.

2. Students could bring a bottle from home and refill it between classes instead of buying a new drink. A wide opening would help students fit different bottle sizes under the spout, while a clear button or sensor would make the station simple to use. Signs near the gym could show where to find it, but a sign alone would not solve long waits if too many students arrived at once. For that reason, the committee could compare traffic at two possible locations before choosing a site.

3. Cost and upkeep deserve attention before the committee approves a station. Installation might require changes to plumbing, and filters, if used, would need regular replacement. The committee could request a price estimate from the maintenance team and ask who would handle routine cleaning. A short trial could also reveal whether students use the station at the busiest times. With those answers, the school could decide whether the convenience justifies the expense and whether a second station might be needed later.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the proposal written for? Name one decision in the passage that this audience would need to make.

2. Find two words in different paragraphs that make the proposal sound cautious rather than certain. How do they suit the committee?

3. Would the sentence "This amazing machine will fix every water problem!" fit the proposal's style? Use a detail from the passage to explain.

4. Why does the final paragraph discuss price estimates and cleaning instead of describing only the station's benefits?

3 YOUR TURN

Your own words

Write one 65 to 85 word paragraph proposing a small change to the school library for the principal. Explain how it would work, acknowledge one practical concern, and use a measured, informative tone.

ANSWER KEY

The Right Tone

GRADE 8 · 8.W.2.e

PART 1 · READ AND MARK

Circle the words that name the intended audience, underline two phrases that show a measured tone, and number one sentence that raises a practical concern the audience must consider. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the proposal written for? Name one decision in the passage that this audience would need to make.	**It is written for the school facilities committee, which would need to choose a location for the station.**
2	Find two words in different paragraphs that make the proposal sound cautious rather than certain. How do they suit the committee?	**The words "could" in paragraph 1 and "might" in paragraph 3 show that the writer is presenting possibilities for the committee to evaluate.**
3	Would the sentence "This amazing machine will fix every water problem!" fit the proposal's style? Use a detail from the passage to explain.	**No. The sentence makes an exaggerated promise, while the passage notes that a sign alone would not solve long waits if too many students arrived at once.**
4	Why does the final paragraph discuss price estimates and cleaning instead of describing only the station's benefits?	**The committee must consider cost and upkeep before approving the station, so those practical details suit its decision-making role.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

A quiet study corner in the library could give students a place to finish work before school. Two library tables could be set aside for silent reading and writing, with a small sign stating the expectations. This arrangement would not require new furniture, but it might reduce space for other library activities. Before making the change permanent, the principal could ask the librarian to test the corner for two weeks and report whether students use it without disrupting nearby groups.

Accept different quoted phrases and passage details when students clearly connect them to the committee's need for a realistic proposal. For the writing task, look for a feasible suggestion, a practical concern, and a consistently measured tone.