Make the Case

Revise a proposal for clear order and a specific audience.

6.2.W.3 "Students will routinely and recursively revise drafts for intended purpose, audience, and organization (e.g., logical order and transitions)."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Number the paragraphs in the order that would help the principal follow the proposal, then circle the transition at the start of the benefits paragraph that needs to change.

A Book Swap for Our School

1. Dear Principal Chen, our school should set up a small book swap shelf beside the library entrance. Students could leave a book they have finished and take another one to read. The shelf would give books a second life instead of leaving them forgotten at home. I am asking for permission to test the idea for one month. We could use a spare shelf from the library, so the project would not need a new bookcase. This would be super fun for everyone.

2. Also, the book swap could help students find stories they might not choose from the library catalog. A student who likes mysteries could try a graphic novel left by a classmate. It would be easier, too. Some families may not have extra books to share, so anyone should be allowed to take one without leaving one. If the shelf becomes popular, the library could keep it after the trial month. A short trial would let us see whether students use the shelf and care for the books.

3. First, a sign could explain that students may take one book at a time and return it or replace it later. Next, student volunteers could check the shelf each Friday and give torn books to the librarian for repair. The librarian could choose which donated books are suitable for school and remove any that are not. During the month, volunteers could count how many books students take each week. The library staff would not have to run the shelf alone, and the count would show whether the plan is working.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which paragraph should come right after the request, and how would that order help Principal Chen?

2. After you reorder the paragraphs, what could replace "Also" at the start of the benefits paragraph? Explain how your transition links the ideas.

3. Rewrite "This would be super fun for everyone" to make the request more convincing to Principal Chen. Use a detail from the letter.

4. The benefits paragraph says, "It would be easier, too." Rewrite that sentence so the principal knows what would be easier.

3 YOUR TURN

Your own words

A classmate wrote this draft for your teacher: "It's super cool. A pencil cup by the door could help. Students borrow pencils, then return them. It saves class time." Revise it in your own words as a four- or five-sentence proposal that puts the request, steps, and benefit in order, adds a transition to the benefit, and uses respectful language.

ANSWER KEY

Make the Case

GRADE 6 · 6.2.W.3

PART 1 · READ AND MARK

Number the paragraphs in the order that would help the principal follow the proposal, then circle the transition at the start of the benefits paragraph that needs to change. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which paragraph should come right after the request, and how would that order help Principal Chen?	**The paragraph beginning "First" should follow the request. It explains how the shelf would work before the letter describes its benefits.**
2	After you reorder the paragraphs, what could replace "Also" at the start of the benefits paragraph? Explain how your transition links the ideas.	**"With this plan in place" could replace "Also." It links the steps for running the shelf to the benefits that follow.**
3	Rewrite "This would be super fun for everyone" to make the request more convincing to Principal Chen. Use a detail from the letter.	**"The shelf could give students more kinds of books to read without requiring a new bookcase."**
4	The benefits paragraph says, "It would be easier, too." Rewrite that sentence so the principal knows what would be easier.	**"The swap would make it easier for students to try a kind of book they do not usually choose."**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Could we place a pencil cup beside the classroom door? At the start of class, students who need a pencil could borrow one from the cup. Before leaving, they could return it for another student to use. As a result, students could begin their work without waiting to find a pencil. This simple plan could help our class start on time.

Accept other logical paragraph orders if students clearly explain how the order helps the principal. For revisions, accept wording that preserves the letter's details while improving the transition, clarity, or tone.