

Link Ideas Clearly

Study how transitions guide a reader through a three-paragraph proposal.

7.W.2.A.iv "Generate and organize ideas using the writing process (planning, drafting, revising, editing) to develop multi-paragraph texts. This includes: Using transitions within and between paragraphs to signal shifts in writing and clarify the..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Read this fictional proposal. Underline First, In addition, After the survey, while, Therefore, However, Once the station is installed, For example, Then and In the long term. Label the paragraph-opening transitions 2 and 3.

A Water-Refill Station

- ① During lunch, students often throw away plastic drink bottles, even when reusable bottles are available. A water-refill station near the cafeteria could make refilling easier and reduce the need for single-use bottles. First, the school should survey students about where they need water most. The results would help the principal choose a location with heavy traffic. In addition, the survey could show whether students want a station with an estimated bottle-equivalent counter. This planning step would connect the proposal to students' daily routines.
- ② After the survey, the school could compare station models and costs. Some stations attach to existing plumbing, while others need more extensive work. Therefore, a facilities staff member should review the cafeteria's water line before a model is chosen. The school could also ask a local business or parent group to help pay for the station. However, fundraising should not begin until the school knows the full installation cost. Careful research would prevent the project from promising more than it can afford.
- ③ Once the station is installed, students could help it succeed. For example, science classes could record the counter's estimated bottle equivalents each month; this measures dispensed water, not actual bottles kept out of trash. Then student council could share the totals in announcements and post reminders near recycling bins. These updates would show station use, not prove a reduction in discarded bottles. In the long term, the station could make reusable bottles a normal part of lunch. By combining planning, research, and follow-up, the school could make a practical change.

2 ANSWER WITH EVIDENCE Use the passage

1 What transition signals the first action in the proposal, and what relationship does it signal?

2 Which two ideas does “while” connect in paragraph 2?

3 Why does “Therefore” fit before the sentence about reviewing the cafeteria's water line?

4 How do “Once” and “Then” organize the actions in paragraph 3?

3 YOUR TURN Your own words

Make a quick plan, then draft a 90- to 120-word, three-paragraph proposal for improving your school library. Use at least five transitions, including one that begins paragraph 2 and one that begins paragraph 3, then revise for clear connections and edit capitals and punctuation. Keep your plan and first draft visible, then write a separate revised version. Leave blank lines between paragraphs. Record one transition revision and a before-and-after convention edit.

1. Plan

Plan a purpose for each paragraph and transitions showing how the ideas connect.

2. First draft

Write your first version in the required paragraphs. Leave a blank line between paragraphs and keep this draft visible.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

3. Revise and edit

Write the final 90-120-word proposal in three paragraphs. Use five or more accurate transitions, including an opening transition in paragraphs 2 and 3. Leave a blank line between paragraphs. Check sentence boundaries, capitals and punctuation.

[illegible]

4. Change record

Explain one transition you added or changed and its relationship. Show an actual capital or punctuation correction.

PART 1 • READ AND MARK

Read this fictional proposal. Underline First, In addition, After the survey, while, Therefore, However, Once the station is installed, For example, Then and In the long term. Label the paragraph-opening transitions 2 and 3. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What transition signals the first action in the proposal, and what relationship does it signal?	"First" signals the first step in a sequence.
2	Which two ideas does "while" connect in paragraph 2?	It connects the idea that some stations attach to existing plumbing with the idea that other stations need more extensive work.
3	Why does "Therefore" fit before the sentence about reviewing the cafeteria's water line?	The differences in station plumbing needs mean that a facilities staff member should review the water line before a model is chosen.
4	How do "Once" and "Then" organize the actions in paragraph 3?	"Once" shows that installation happens before students help, and "Then" shows that sharing totals happens after science classes record them.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: Audience: librarian. Paragraphs: survey needs; arrange inclusive space; review and adjust. Transitions will show sequence, addition, contrast, example and result. This is an imagined proposal.

First draft: our library needs a quiet corner. The librarian could survey students about silent space.

The school could move tables. The corner should remain open to everyone.

The librarian could ask students about it after one month. We could change the space.

Rereading: The stages are in a sensible order. I will make the paragraph connections explicit and explain what useful feedback would look like.

Revised text: Our library needs a quiet study corner near the back windows. First, the librarian could survey students about the times when they need silent space. In addition, the survey could identify which tables or chairs students use most.

After collecting responses, the school could move two tables away from the busiest shelves. However, the corner should remain open to every student, not only club members. Clear signs could explain the quiet expectation.

Finally, the librarian could ask students to review the new space after one month. For example, they could report whether the corner helps them read or finish homework. As a result, the school could adjust the area using real feedback.

Changes made: I added "After collecting responses" and "Finally" to connect the stages across paragraphs. I corrected the opening "our library" to "Our library."

The schools, people, counts, quotes and local observations are invented classroom examples. Students must support real observations or label imagined scenarios. Require the actual plan, draft, revised three-paragraph text of 90-120 words and edit record. The sample uses seven transitions: First, In addition, After collecting responses, However, Finally, For example and As a result. Paragraphs 2 and 3 open with transitions. In the reading, label After the survey with 2 and Once the station is installed with 3; while and However show contrast, Therefore a resulting decision, and For example an illustration. The counter estimates dispensed-water equivalents, not verified avoided waste.