

Plan With Purpose

Study how a proposal is organized for its reader.

CCSS.ELA-Literacy.W.5.4 "Produce clear and coherent writing in which the development and organization are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB This school proposal is fictional. Underline the opening sentence naming the requested improvement. Circle First and Finally. Notice how the proposal moves from request to support to a next step.

A Cooler Lunch Spot

- ① Principal Ortiz, our school can make lunchtime safer and more comfortable by adding two shade sails near the playground tables. Many students eat outside, but the tables are in direct sun. A shaded space would give students a cooler place to sit during warm months. I am writing to ask the school to consider this useful improvement.
- ② First, shade sails are stretched fabric covers that create shade outdoors. When properly installed, they reduce direct sunlight over the area below. The school could place them above two tables where students already gather. This plan would improve a space we use every day without changing the playground equipment or reducing the number of seats available.
- ③ Finally, the project could begin with a meeting between school leaders and the facilities team. Please ask the team to estimate the cost and choose a safe location. Families might also help raise funds for the sails. By planning carefully, our school can create a cooler lunch area for students. Thank you for considering this request.

2 ANSWER WITH EVIDENCE _____ Use the passage

- 1 Who is the writer's audience, and which words show this?

2 What is the writer's main purpose in the first paragraph?

3 How does paragraph 2 support the writer's request? Give two details.

4 Why is “Finally” an effective transition word at the start of paragraph 3?

3 YOUR TURN

Your own words

Write a 90-120-word proposal to your principal in three paragraphs. State a school improvement in paragraph 1, give two supporting details in paragraph 2, and suggest a next step in paragraph 3. Use at least two transitions. Use real observations or label imagined examples.

Write for your principal

Choose details that explain why the change would help. Use a respectful tone and a next step the principal could consider. Leave a blank line between paragraphs. Reread to check your request, support and closing.

[illegible]

PART 1 • READ AND MARK

This school proposal is fictional. Underline the opening sentence naming the requested improvement. Circle First and Finally. Notice how the proposal moves from request to support to a next step. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the writer's audience, and which words show this?	The audience is Principal Ortiz, whom the opening addresses by name: "Principal Ortiz."
2	What is the writer's main purpose in the first paragraph?	The writer wants the school to consider adding two shade sails near the playground tables.
3	How does paragraph 2 support the writer's request? Give two details.	It explains that shade sails create shade and reduce direct sunlight. It also suggests placing them above two tables students already use.
4	Why is "Finally" an effective transition word at the start of paragraph 3?	It signals the last part of the proposal, which gives next steps and repeats the request for action.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Proposal: Principal Ortiz, imagine a school where students must cross the building to refill bottles after practice. I am writing to ask you to consider a water bottle filling station near our gym.

First, that location could help students refill bottles without leaving the gym area. Next, it would support students who bring reusable bottles instead of buying another drink. Both details connect the proposed station to activities near the gym.

Finally, please ask the facilities team to check possible locations, plumbing and costs before making a decision. Our student council could gather students' ideas. Thank you for considering this request.

TEACHER ASSESSMENT NOTES

Require three actual paragraphs, 90-120 words total, a clear request, two relevant details, two transitions and a feasible next step in a respectful tone. Accept different school improvements. Both reading and sample are fictional practice writing; the sample explicitly asks the reader to imagine the situation. Its possible benefits are not measured outcomes. The model addresses the principal directly in a complete opening sentence, rather than using a separate letter greeting. For annotations, underline the opening sentence and circle First and Finally. Equivalent accurate answers to the questions are acceptable. Facilities staff assess safe installation and costs before action; the passage does not establish a measured air-temperature change.