

Write for a Reason

Study how a formal proposal fits a school leader.

CCSS.ELA-Literacy.W.8.4 "Produce clear and coherent writing in which the development, organization, and style 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 Underline three details that support the writer's request. Circle the greeting that identifies the audience, then box one phrase that makes the request respectful.

A Refill Station Proposal

- ① Dear Principal Alvarez, I am writing to ask for a water-bottle refill station near the gym. During passing periods, students often crowd around the two drinking fountains in that hallway. Some students leave class with empty bottles because the line moves slowly. A refill station would let students fill reusable bottles quickly, especially before practice or after physical education. It would also show that our school supports practical choices that reduce single-use plastic bottles on campus.
- ② The station could be installed beside the gym entrance, where a plumbing line already serves the fountains. Its digital counter could show how many disposable bottles students avoid using, giving science classes a visible data source. The school could begin with one station and ask students to track its use for a month. If the line at the fountains becomes shorter, the results would help decide whether another station is needed elsewhere in the building.
- ③ To move this idea forward, please ask the facilities team to estimate the cost of one station and its installation. Student Council members could share the estimate with families and explore a fundraiser if school funds are limited. I would be glad to collect student comments and help explain the plan at a council meeting. Could we place this proposal on the agenda for next month? Thank you for considering a change that could make busy hallways work better for students.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the writer addressing, and what main improvement does the writer propose for the school?

2 Give two details from paragraph 1 that develop the need for the refill station.

3 How does paragraph 2 build on the first paragraph?

4 What two actions does the writer ask the principal to take in the final paragraph, and how does the word “please” affect the style?

3 YOUR TURN

Your own words

Write a formal, three-paragraph email of 150 to 180 words to your principal proposing a quiet indoor lunch area for severe-weather days. Explain the need with concrete details, describe a workable plan, and respectfully request a specific action.

This image shows a single sheet of white paper with horizontal blue or grey 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.

PART 1 • READ AND MARK

Underline three details that support the writer's request. Circle the greeting that identifies the audience, then box one phrase that makes the request respectful. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the writer addressing, and what main improvement does the writer propose for the school?	The writer addresses Principal Alvarez and requests a water-bottle refill station near the gym.
2	Give two details from paragraph 1 that develop the need for the refill station.	Students crowd around two fountains, the line moves slowly, and some students leave class with empty bottles. Any two.
3	How does paragraph 2 build on the first paragraph?	It explains where the station could go and gives a plan for testing its use and deciding whether more stations are needed.
4	What two actions does the writer ask the principal to take in the final paragraph, and how does the word "please" affect the style?	The writer asks the principal to have the facilities team estimate the cost of the station and its installation, and to put the proposal on next month's agenda. "Please" makes the request respectful and formal.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Alvarez, I am writing to propose a quiet indoor lunch area for days when severe weather keeps students inside. On those days, the cafeteria becomes louder and more crowded because students who usually eat outside must remain indoors. Some students need a calmer place to finish homework, read, or take a break from the noise. Providing one supervised room would help more students use lunch time comfortably and safely.

The library conference room could serve this purpose when it is not booked for classes or meetings. A staff member or trained volunteer could check students in, and a sign-up list could limit the room to twenty students at a time. Students could eat their lunches, but they would use quiet voices and clean their tables before leaving. This simple plan would protect the room's usual purpose while giving students a dependable option during storms, heat advisories, or heavy rain.

Please ask the lunch and library staff whether the room is available. Could we discuss this proposal at the next leadership meeting? Thank you for considering it.

Accept equivalent evidence-based answers for the questions. For the writing task, look for a clear proposal, logical three-paragraph organization, concrete development, a respectful formal style, and a specific request to the principal.