

Plan With Purpose

Organize a proposal for a decision maker and a clear next step.

9.T.SS.1.b "Craft and organize texts using an appropriate structure and features for mode, genre, purpose, and audience. (C)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Label the job of each paragraph and underline the immediate request. Circle a detail that suits the principal as audience. Note how the greeting, headings and paragraph order make the decision easier to understand.

Proposal: Covered Bike Parking

Purpose and request

Dear Principal Alvarez, in this fictional school case, students have asked for covered bike parking beside the east entrance. At present, riders use an uncovered rack there. A cover could shelter parked bicycles from some direct rain, but the school has not selected a design or tested its effectiveness. Please authorize a planning meeting so students and staff can investigate the need before proposing a purchase.

What planning must establish

First, the student council could survey riders about parking needs and how they use the existing rack. The facilities manager could then assess possible locations, access requirements and maintenance. Price estimates would help the principal compare a cover with other priorities. These steps would turn a general idea into a proposal supported by local information, without assuming the preferred location is suitable.

Decision requested now

If you approve a meeting, I will bring a draft survey and questions for the facilities manager. We can then assign responsibilities and return with a budget and site options for review. This request is permission to investigate, not permission to buy or install a structure. Thank you for considering a first step that lets the school evaluate the idea before committing resources.

2 ANSWER WITH EVIDENCE Use the passage

1 How does the first paragraph establish the audience, purpose and scope of the request?

2 How do the middle paragraph and its heading help a decision maker assess the idea?

3 Why does the closing distinguish investigation from purchase?

3 YOUR TURN Your own words

Write a proposal to a school decision maker for a manageable improvement. You may use this fictional case: students propose a quiet study corner in the library; needs, available furniture, location and supervision have not been confirmed. Organize developed paragraphs with different jobs. Include a greeting, a clear request and at least one other useful visible text feature, such as a title or headings.

1. Plan for the decision maker

Identify audience, purpose and the decision requested now. Plan what each paragraph contributes and which visible feature will help the reader. Mark assumptions that need checking.

2. Write the actual proposal

Write the greeting and your chosen feature. Develop an opening, practical support and a closing next step, using clear paragraph breaks. Give enough detail for the request; do not invent confirmed costs or approvals.

3. Explain and revise

Explain how a structure and a visible feature fit this genre, audience and purpose. Revise a sentence or transition if the requested decision is unclear.

PART 1 • READ AND MARK

Label the job of each paragraph and underline the immediate request. Circle a detail that suits the principal as audience. Note how the greeting, headings and paragraph order make the decision easier to understand. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	How does the first paragraph establish the audience, purpose and scope of the request?	The greeting addresses Principal Alvarez. It presents a covered-parking idea and requests a planning meeting, explicitly leaving design and effectiveness unresolved. This gives the principal a specific preliminary decision.
2	How do the middle paragraph and its heading help a decision maker assess the idea?	They group the information to gather: rider needs, site and access requirements, maintenance and prices. The heading makes this planning role visible, while the sequence links information gathering to a later decision.
3	Why does the closing distinguish investigation from purchase?	It clarifies the authority requested now and avoids implying approval for spending or installation. It identifies the draft survey, questions and eventual budget/site review as concrete next steps.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan

Audience: the principal. Purpose: permission to investigate a quiet study corner. Organize the proposal around the request, information needed and next decision. Use a title and greeting so the purpose and reader are explicit.

Proposal: Investigate a Quiet Study Corner

Dear Principal Alvarez, students in this fictional school have proposed a quiet corner in the library. Could you authorize the librarian and student council to investigate the idea? We first need to learn when students would use it and how it could fit alongside existing library activities.

The council could ask students about study needs while the librarian reviews possible locations, furniture and supervision. A quiet area should not be assumed to fit simply because a space looks empty. Comparing options and any costs would help you judge whether a trial is practical and how it might affect group work.

If you approve this investigation, I can help draft the student questions and arrange a planning discussion with the librarian. We would return with options for your review before moving furniture or announcing a trial. Thank you for considering this limited request.

Design explanation

The opening states the decision; the middle develops the information needed; the closing assigns a next step and preserves the approval boundary. The title identifies the proposal, and the greeting addresses the person who can authorize investigation. Separate paragraphs let that reader follow each job without searching through one long block.

TEACHER ASSESSMENT NOTES

Assess the actual constructed proposal, not just its plan: purposeful paragraph organization, a greeting, at least one additional visible feature and audience-appropriate detail. The model has three separate proposal paragraphs beneath its title. Accept other coherent organizations and improvements. Prioritize developed reasoning and clarity over a fixed word count; unconfirmed costs, sites or permissions must remain conditional.