

Shade at Pickup

Study how a focused proposal is planned and polished.

10.W.2.A.vi "Plan and organize writing to address a specific audience and purpose using the writing process (planning, drafting, revising, editing). This includes: Elaborating ideas clearly through intentional word choice and varied sentence structure."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB In this fictional example, underline three precise words. Circle one sentence of five words or fewer and one of fifteen words or more. Beside paragraphs 2 and 3, label the planning, revising or editing steps you find.

A Canopy for the Bus Zone

- ① Students who wait for the west bus after school need a safer place to stand. In August and September, the sidewalk beside the buses has no shade, and the afternoon sun reflects off the pavement. A covered waiting area would protect students from direct sun and light rain while they wait for rides. I am asking Principal Alvarez to consider one small canopy near the existing loading zone. This change would not solve every transportation problem, but it would make a difficult part of the day more manageable for many students.
- ② First, our student council could measure the available space and ask the transportation supervisor where buses must turn. Those details would help the school choose a canopy that does not block traffic or emergency access. The project could begin with a simple, durable structure, not an expensive redesign of the whole lot. Its roof could cast shade during the busiest pickup time. The canopy could also give students a dry spot during sudden showers. Because the loading zone already has a paved walkway, workers would not need to create a new path from the building.
- ③ Before sending this request, I would revise it for a busy administrator. I would replace vague words such as nice with precise words such as durable, shaded, and paved. I would also keep the tone respectful, since the goal is cooperation rather than complaint. Some sentences are brief. Others explain how the proposal could work and why it matters. Finally, I would check spelling, punctuation, and the names of school locations. A clear request, supported by practical details, gives Principal Alvarez information she can use when she discusses next year's facilities budget.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the writer addressing, and what action does the writer want that person to consider?

2 What two planning actions does the writer suggest before choosing a canopy, and what problem would those actions help prevent?

3 How would replacing the word "nice" with words such as "durable," "shaded," and "paved" make the request stronger for the principal?

4 Copy the four-word sentence. Then copy the sentence that begins with "Because." How does using both sentence lengths help the proposal?

3

YOUR TURN

Your own words

Plan three notes: (1) audience, (2) purpose, (3) two practical details. Write a 110-140-word message requesting a school change. Use three precise words, a sentence of five words or fewer, and a Because sentence. Show [old word -> precise word]; count only revised wording. Edit. Put Imagined scenario above invented details.

1. Three planning notes

Name the audience and purpose, then list two practical details in your third note.

2. Draft, revise and edit

Write 110-140 words. Mark a completed word replacement using brackets. Check your three precise words, short sentence, Because sentence, and punctuation.

PART 1 • READ AND MARK

In this fictional example, underline three precise words. Circle one sentence of five words or fewer and one of fifteen words or more. Beside paragraphs 2 and 3, label the planning, revising or editing steps you find. 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 action does the writer want that person to consider?	The writer is addressing Principal Alvarez and wants her to consider installing a small canopy near the bus loading zone.
2	What two planning actions does the writer suggest before choosing a canopy, and what problem would those actions help prevent?	The student council could measure the space and ask the transportation supervisor where buses turn. These actions would help prevent the canopy from blocking traffic or emergency access.
3	How would replacing the word "nice" with words such as "durable," "shaded," and "paved" make the request stronger for the principal?	The precise words show the exact qualities and conditions the writer means, giving the principal practical details instead of a vague description.
4	Copy the four-word sentence. Then copy the sentence that begins with "Because." How does using both sentence lengths help the proposal?	"Some sentences are brief." "Because the loading zone already has a paved walkway, workers would not need to create a new path from the building." The brief sentence creates emphasis, while the longer sentence explains a practical reason for the proposal.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Scenario: Imagined scenario: all local observations below are invented for this writing example.

Plan: 1. Audience: activities director. 2. Purpose: request a gym refill station. 3. Details: a low fountain spout and existing hallway plumbing.

Revised draft: Please consider a water-bottle refill station in the hallway outside the gym. Teams and activity groups use that hallway, but the nearby fountain has a low spout that makes bottle filling awkward. Refilling should be simple. Because practices often continue after classes, students need a convenient place to fill bottles near the athletic area. A [good -> durable] station could serve teams and visitors who already carry reusable bottles. The hallway has existing plumbing, although staff must check whether a new station can use it. Please ask the facilities team to compare equipment prices, maintenance needs and possible locations. A small trial could show whether students use the station before the school decides to add more.

Review note: I replaced "good" with "durable" to name an equipment quality. I checked the comma after the Because clause and counted the four words in the short sentence.

Local school situations and sample observations are invented classroom examples. Label imagined observations; do not present them as collected research. Require all three planning notes, two details, a 110-140-word revised message, three precise words, one ≤5-word sentence, a Because sentence and a visible bracketed replacement. The model short sentence has four words. Precise examples include low spout, durable and existing plumbing. Count only the replacement durable in [good -> durable], not the deleted word or arrow. Accept other purposeful choices and equivalent passage answers.