

From Need to Action

Trace how a proposal builds a focused case for a decision.

11.W.2.A.ii “Plan and organize writing to address a specific audience and purpose using the writing process (planning, drafting, revising, editing). This includes: Organizing claims, counterclaims...”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB In this fictional proposal, underline the main claim, circle supporting details, and label the counterclaim C and its response R. Trace how the request follows from the evidence.

Proposal for an Outdoor Study Area

- ① Our school should create a shaded outdoor study area beside the library before next spring. At lunch, the library's tables are often full, while the paved space outside remains mostly empty because it has no shade or seating. A covered area with durable tables would give students a quiet place to read, meet with tutors, or finish assignments. This proposal asks the council to approve a small project that turns an overlooked space into a useful academic resource without requiring construction of a new building.
- ② Student surveys can guide the design. In a poll of 214 juniors and seniors conducted by the student council in October, 163 respondents said they would use outdoor seating at least weekly if shade were available. The project can also support tutoring, since peer tutors currently compete for library tables after school. Some council members may worry that the area would become noisy or costly to maintain. However, locating it beside the library, posting quiet-use expectations, and choosing metal tables bolted to the pavement would limit both problems.
- ③ Approval this winter would allow the facilities team to install the shade structure during the February break, when the area is less busy. The student council could raise part of the cost through its winter book drive and report progress at monthly council meetings. I ask the Site Council to vote on a design limit of \$8,000 and authorize facilities staff to request three bids. A clear decision now would let students use the space when warmer weather returns and would make the library's learning environment extend beyond its walls.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the proposal's audience, and what action does the writer want that audience to take?

2 Identify two evidence details that support the claim in paragraph 2. Explain how each detail supports the project.

3 What counterclaim does the writer address, and how does the writer respond to it?

4 Why does paragraph 3 come after the evidence and counterclaim response? Cite two details that make the proposal's request practical.

3 YOUR TURN

Your own words

Write a three-paragraph, 130-160-word proposal to your school transportation director advocating one change to arrival or dismissal. State a claim, use two specific pieces of evidence, answer one reasonable counterclaim, and end with a practical request. Plan the order, then revise and edit directly on your draft. Label any imagined observations.

1. Plan a unified sequence

Plan a claim, two supports, an objection/response and request across three paragraphs.

2. Write three paragraphs

Use three paragraphs with blank lines. Revise and edit directly here.

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.

PART 1 • READ AND MARK

In this fictional proposal, underline the main claim, circle supporting details, and label the counterclaim C and its response R. Trace how the request follows from the evidence. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the proposal's audience, and what action does the writer want that audience to take?	The audience is the School Site Council, and the writer wants it to approve the outdoor study area project, set an \$8,000 design limit, and authorize staff to request three bids.
2	Identify two evidence details that support the claim in paragraph 2. Explain how each detail supports the project.	The poll shows that 163 of 214 surveyed students would use shaded outdoor seating weekly, showing likely demand. Peer tutors compete for library tables, showing that students need additional study space.
3	What counterclaim does the writer address, and how does the writer respond to it?	The writer addresses concerns that the area could be noisy or expensive to maintain. The response proposes a library-side location, quiet-use expectations, and durable metal tables bolted to the pavement.
4	Why does paragraph 3 come after the evidence and counterclaim response? Cite two details that make the proposal's request practical.	After establishing the need and addressing concerns, paragraph 3 explains how the project could happen. It gives a February installation time, a possible fundraising source, an \$8,000 limit, and a plan to request three bids.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: Audience: transportation director. Claim: consider an east-gate dismissal trial. Evidence: a five-day count of 96 main-gate users each afternoon; east path reaches a crosswalk. Order: need/evidence, supervision concern/response, conditional trial request.

Revised draft: Director Chen, our school should consider opening the east gate for walkers and cyclists after dismissal. In this imagined school scenario, a five-day club count records 96 students using the crowded main gate each afternoon. The east path leads directly to a crosswalk. A second exit could spread foot traffic near the buses.

Some staff may worry that another exit needs more supervision. That concern should shape the plan. The gate is beside the security office, but proximity alone does not guarantee supervision. Staff should review the crossing and decide whether an approved monitor can cover the proposed twenty-minute period.

If that review supports the idea, please authorize a two-week trial. The club could count users at both gates while staff record delays and safety concerns. Those results would help the school decide whether to continue, adjust or stop the change.

Review note: I replaced an assumption about available staff with a request for an approved supervision plan. I checked that both evidence details lead to the same proposed trial and edited sentence endings.

Local school situations and sample observations are invented classroom examples. Label imagined observations; do not present them as collected research. Accept equivalent passage answers. The local poll is fictional practice data. Require three paragraphs and 130-160 words with two specific supports, a counterclaim/response and practical request. The model's dismissal counts and location are imagined; actual staffing and safety must be assessed before a trial.