

A Better Bus Stop

Study how a public request uses organization, detail, and sentence structure.

12.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 and effectively through syntactic structure..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline two concrete details that help the Transit Committee picture the problem or solution. Circle three dependent clauses that add a reason, condition, time, or contrast.

Request to the Transit Committee

- ① Dear Members of the Transit Committee, I am writing as a student who rides Route 6 after school to request covered seating at the Maple Avenue stop. Each afternoon, riders wait beside a narrow sidewalk with no bench, while buses pass through spray from the curb. During last Tuesday's rain, an older passenger balanced a grocery bag on the wet concrete and stood for twenty minutes. Because this stop serves the high school, the clinic, and two apartment buildings, its condition affects people with limited alternatives. A modest shelter would make a routine trip safer and more dignified.
- ② Beyond shelter, the committee should consider a solar-powered light and a posted route map. When winter darkness arrives before the final school bell, students should not have to use phone screens to see the edge of the pavement. A light would sharpen the outline of the curb, and a map would help first-time riders confirm that they are in the right place. Although these additions are small, they signal that public transit deserves careful maintenance. They would also help drivers spot waiting passengers without forcing riders to step closer to traffic.

- ③ These improvements do not require rebuilding the street. The committee could begin by inspecting the stop with riders, then request price estimates for a shelter, light, and map. If funding is limited, the shelter should come first because it protects passengers in rain and heat. The work could be scheduled before the next school year, when the stop will again carry students, workers, and patients. I ask the committee to place this proposal on its May agenda and to report a timeline publicly. A clear decision would show that the city listens where residents actually stand and wait.

2 ANSWER WITH EVIDENCE Use the passage

- 1 Who is the intended audience, and what actions does the writer want that audience to take?

- 2 How does the first paragraph build support for the writer's request after stating it?

- 3 Identify two concrete details from the second paragraph. Explain how each detail makes a proposed improvement clearer.

- 4 How does the sentence beginning "If funding is limited" use a dependent clause to prioritize the proposal?

3 YOUR TURN

Your own words

Plan the audience, purpose and two concrete details for a school improvement. Write a three-paragraph email of 120-150 body words to the decision-maker (exclude plan and greeting). Revise for a dependent clause and precise wording; edit spelling and punctuation. For invented details, write Imagined scenario above the draft.

1. Plan with concrete details

Name the audience and purpose, then list two concrete details.

2. Draft, revise and edit

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

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 approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

PART 1 • READ AND MARK

Underline two concrete details that help the Transit Committee picture the problem or solution. Circle three dependent clauses that add a reason, condition, time, or contrast. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the intended audience, and what actions does the writer want that audience to take?	The audience is the Transit Committee. The writer requests covered seating at Maple Avenue, consideration of a light and route map, placement of the proposal on the May agenda, and a publicly reported timeline.
2	How does the first paragraph build support for the writer's request after stating it?	It begins with the request, describes riders' difficult conditions, gives a specific rainy-day example, and explains which community members depend on the stop.
3	Identify two concrete details from the second paragraph. Explain how each detail makes a proposed improvement clearer.	A solar-powered light would sharpen the outline of the curb, and a posted route map would help first-time riders confirm they are in the right place. These details show what the improvements would do.
4	How does the sentence beginning "If funding is limited" use a dependent clause to prioritize the proposal?	The dependent clause sets a condition, limited funding. The main clause then ranks the shelter first because it protects passengers from rain and heat.

PART 3 · YOUR TURN (SAMPLE ANSWER)

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

Plan: Audience: Principal Chen. Purpose: request a covered bike rack. Details: eighteen bicycles leaned against a fence after a storm; chains and backpacks rested in puddles.

Email greeting: Dear Principal Chen,

Revised draft: I am writing to request a covered bike rack beside the east entrance. On rainy mornings, students leave bicycles along the brick wall, where dripping handlebars crowd the walkway. A roofed rack would protect equipment and keep the entrance clear.

Because many riders arrive before first period, they need a secure place to lock their bikes without searching for a dry corner. Last week, I counted eighteen bicycles leaning against the fence after a storm. Their chains and backpacks rested in puddles, and students squeezed past them on the narrow path.

Although the project is modest, it could make bicycle parking more orderly. Please ask the facilities team to estimate costs and identify a location before winter rains return. I would appreciate a response at the next student advisory meeting.

Review note: I replaced a broad commuting-safety claim with a specific parking benefit. I checked the commas after Because and Although clauses, spelling and the separation of the three paragraphs.

Local school situations and sample observations are invented classroom examples. Label imagined observations; do not present them as collected research. Accept equivalent passage answers. Require the audience/purpose/two-detail plan and a three-paragraph email of 120-150 body words, with concrete details, a dependent clause, precise word choice and edited conventions. Because and Although introduce dependent clauses in the model. Its puddles, fence and bicycle count are invented practice observations. Evaluate parking and entrance benefits without claiming the rack itself makes the journey safer.