Proposal Pathways

Notice how a formal proposal guides a school leader from an idea to an action.

10.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 Underline the sentence that makes the main request, circle the phrase that gives a bin price, the sentence describing a class-related benefit, and the clause that says who will explain the system, then write 1, 2, and 3 beside the paragraphs to show proposal, evidence, and action.

A Compost Trial Proposal

1 Dear Principal Alvarez, I am writing to propose a weekly compost collection at Ridgeview High School. Our cafeteria sends fruit peels, vegetable scraps, and coffee grounds to the landfill each day. A compost program would turn those materials into soil for the student garden instead. Because the school already separates bottles and cans, students know the basic routine. This proposal explains the program's benefits, cost, and first steps so you can decide whether to approve a one-month trial. Science classes could also measure how much waste the school diverts.

2 First, the program could reduce trash sent from the cafeteria, which supports the district goal of cutting waste. Second, finished compost could nourish garden beds used by biology and culinary classes. The cost is manageable: three lidded collection bins cost about $180, and the city compost site accepts school drop-offs without a fee. Student council volunteers could weigh the scraps every Friday and report the results. These facts show that the trial has practical benefits as well as a clear, limited expense for the school.

3 Therefore, please approve a one-month compost trial beginning October 1. During the trial, the cafeteria manager can place labeled bins near the dish return, while student council members can explain the system during lunch. At the end of four weeks, I will submit the weight totals, volunteer notes, and a recommendation about continuing the program. If you approve the trial, I can meet with the cafeteria manager next week to set a start date. Thank you for considering this practical improvement to our school community.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the primary audience for this proposal? Name one feature that shows the writer is addressing that audience.

2. What is the writer's purpose in the opening paragraph? Explain how the paragraph prepares the reader for the rest of the proposal.

3. How does paragraph 2 support the proposal? Give one benefit and one cost or logistics fact from that paragraph.

4. The final paragraph begins with "Therefore." What does this transition signal, and what does the writer ask the principal to do?

3 YOUR TURN

Your own words

Write a 90- to 110-word, three-paragraph proposal to a school administrator requesting one realistic school improvement. Include a salutation and closing, state your proposal in paragraph 1, give one benefit and one cost or logistics fact in paragraph 2, then make a clear main request and name a next step in paragraph 3.

ANSWER KEY

Proposal Pathways

GRADE 10 · 10.T.SS.1.b

PART 1 · READ AND MARK

Underline the sentence that makes the main request, circle the phrase that gives a bin price, the sentence describing a class-related benefit, and the clause that says who will explain the system, then write 1, 2, and 3 beside the paragraphs to show proposal, evidence, and action. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the primary audience for this proposal? Name one feature that shows the writer is addressing that audience.	**The primary audience is Principal Alvarez. The salutation, "Dear Principal Alvarez," and the polite request language show that the writer is addressing the principal.**
2	What is the writer's purpose in the opening paragraph? Explain how the paragraph prepares the reader for the rest of the proposal.	**The writer proposes a weekly compost collection and seeks approval for a one-month trial. The paragraph introduces the problem and tells the principal that the proposal will cover benefits, cost, and first steps.**
3	How does paragraph 2 support the proposal? Give one benefit and one cost or logistics fact from that paragraph.	**It gives evidence for the proposal. Benefits include reducing cafeteria trash or providing compost for biology and culinary garden beds. A cost or logistics fact is that three bins cost about $180, the compost site has no drop-off fee, or student council volunteers could weigh scraps each Friday.**
4	The final paragraph begins with "Therefore." What does this transition signal, and what does the writer ask the principal to do?	**It signals that the writer is moving from evidence to a conclusion and action. The writer asks the principal to approve a one-month compost trial beginning October 1.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Assistant Principal Chen,

I am writing to request two shaded tables near the east courtyard. Students often eat outside, but the area has little shelter during hot weather. This proposal explains a useful, affordable change.

The tables could give students a cooler place to eat and work. If each table costs about $450, two would cost about $900 before installation. The facilities team could select a safe location.

Please approve a review of this idea at the next facilities meeting. I can collect student comments and share the catalog page before the meeting. Thank you for considering this improvement.

Sincerely,
Jordan Lee

Accept equivalent evidence-based answers that correctly identify the proposal's audience, purpose, support, and concluding action. For the writing task, accept varied realistic improvements if the response uses the required three-part structure and includes audience-appropriate proposal features. Check three visibly separated body paragraphs: request, benefit/cost or logistics, and main request/next step. Display the salutation and closing apart from the body; the model preserves its original wording and uses the supported authored paragraph breaks.