A Practical Proposal

Read a student request, then write one of your own.

7.W.4 "Produce clear and coherent writing in which the development, organization, style, tone, and voice are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1–3 above.)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the writer's request, circle two details that make the plan workable, and number the problem, plan, and expected benefit in the order they appear.

A Shelf for Shared Supplies

1 Dear Principal Rivera, last Tuesday I watched a classmate search three classrooms for a pencil before our first quiz. She found one, but she missed the directions while she looked. Other students sometimes need a folder or a few sheets of paper, yet buying a whole new pack for one item can be difficult. I am writing to ask for a small supply swap shelf near the main office. It would give students a quick, quiet way to find what they need before class begins.

2 The shelf could hold unused pencils, blank paper, and clean folders donated by students and staff. A student council volunteer could check the shelf each Friday and remove anything damaged or already written in. Signs could say, "Take what you need. Leave what you can." No one would have to explain why they took an item, and donations would be optional. We could try the shelf for four weeks, then ask office staff whether it stayed neat and whether students used it.

3 This plan would not require a new room or a large purchase. It would also keep extra supplies out of desk drawers and put them where students can use them. Most important, a student who forgets a pencil could get to class ready to work instead of losing time hunting for one. If you approve a four-week trial, I can help make the signs and invite donations at the next student council meeting. Thank you for considering a practical way to help students begin class prepared.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the intended reader? Quote a phrase that shows the writer uses a respectful tone for that reader.

2. How does the opening paragraph prepare the reader for the request? Use one detail from the paragraph.

3. Which two details in the second paragraph make the plan practical for the principal to consider?

4. How does the final paragraph help the writer's purpose instead of simply repeating the request?

3 YOUR TURN

Your own words

Write one paragraph of 5 to 7 sentences to your principal proposing a school change other than a supply swap. Describe a specific problem, explain your solution and how it would help students, and use a respectful tone.

ANSWER KEY

A Practical Proposal

GRADE 7 · 7.W.4

PART 1 · READ AND MARK

Underline the writer's request, circle two details that make the plan workable, and number the problem, plan, and expected benefit in the order they appear. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the intended reader? Quote a phrase that shows the writer uses a respectful tone for that reader.	**The intended reader is Principal Rivera. "Thank you for considering" shows a respectful tone.**
2	How does the opening paragraph prepare the reader for the request? Use one detail from the paragraph.	**It shows why students need supplies: a classmate missed quiz directions while searching for a pencil.**
3	Which two details in the second paragraph make the plan practical for the principal to consider?	**A student council volunteer could check the shelf each Friday, and the school could try it for four weeks.**
4	How does the final paragraph help the writer's purpose instead of simply repeating the request?	**It explains how the shelf would save students time and offers the writer's help with signs and donations.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Rivera, many students rush after lunch because they cannot see the time from the cafeteria. I suggest placing a large clock where students can see it while they eat. A clock would help us plan when to put away our trays and head to class. It could also help more students arrive on time. I could survey students about the best spot before a clock is installed. Thank you for considering this way to make the lunch transition calmer.

Accept other passage-supported details and explanations. For the open task, look for a clear problem, a fitting solution, a student benefit, and a respectful voice.