The Practical Pitch

Read a proposal for its purpose, organization, and tone.

9-10.WHST.4 "Produce clear and coherent writing in which the development, organization, style, voice, and tone are appropriate to task, purpose, and audience."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the writer's main request, circle two phrases that show respect for the committee's concerns, and write "problem," "plan," or "decision" beside each paragraph to show how the proposal develops.

A Shadier Courtyard

1 At lunch, the paved courtyard offers plenty of space but little relief from direct sun. Students who want to sit outside often crowd into the narrow shadow beside the building. I am asking the School Facilities Committee to consider a small shade project: install one canopy over the existing seating area. A canopy would make the space more usable during warm months without removing the tables students already use. This proposal focuses on one location rather than the entire courtyard, so the committee can evaluate a specific change before considering a larger project.

2 Before choosing a canopy, the committee could ask facilities staff to inspect the site for safe placement and drainage. Staff could also compare a fixed canopy with a removable one, since each option has different maintenance needs. A short student survey could identify which tables receive the most use and whether shade would change where students eat. These steps would give the committee information about cost, safety, and demand rather than asking it to approve a design immediately. They would also keep the people who maintain the courtyard involved from the start.

3 If the inspection and survey support the idea, I recommend a one-semester trial using a removable canopy. Facilities staff could check the structure regularly, while students report whether the shaded seats are easier to use. At the end of the trial, the committee could review maintenance notes and student feedback before deciding whether a permanent canopy is worth the expense. This approach does not promise that shade will solve every courtyard problem. It offers a limited, measurable way to improve the space while respecting the committee's responsibility for safety and the school budget.

2 ANSWER WITH EVIDENCE

Use the passage

1. What is the writer asking the committee to consider, and how does the first paragraph keep that request focused?

2. Why does the writer place the inspection and survey before the recommendation for a trial?

3. Choose one phrase that gives the proposal a respectful, practical tone. Explain how it fits the audience.

4. How does the final paragraph address a concern the committee might have about approving the project?

3 YOUR TURN

Your own words

Write one paragraph of 75 to 95 words addressed to the student council proposing a change to a shared school space other than the courtyard. Describe a specific problem, propose a feasible action, and explain what the council should check before deciding, using a respectful, practical tone.

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PART 1 · READ AND MARK

Underline the writer's main request, circle two phrases that show respect for the committee's concerns, and write "problem," "plan," or "decision" beside each paragraph to show how the proposal develops. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What is the writer asking the committee to consider, and how does the first paragraph keep that request focused?	**The writer asks the committee to consider one canopy over the existing seating area, not a project covering the entire courtyard.**
2	Why does the writer place the inspection and survey before the recommendation for a trial?	**The inspection and survey would give the committee information about safety, cost, and demand before it decides whether a trial is justified.**
3	Choose one phrase that gives the proposal a respectful, practical tone. Explain how it fits the audience.	**"Rather than asking it to approve a design immediately" respects the committee's need to review information before making a decision.**
4	How does the final paragraph address a concern the committee might have about approving the project?	**It proposes a limited trial with maintenance checks and feedback before any permanent expense, addressing safety and budget concerns.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Student Council, the library's group tables can become crowded when several classes arrive at once, leaving students who need silent study with few choices. I propose designating two existing tables as quiet seats during lunch rather than removing group seating altogether. Before making a change, please ask library staff whether those tables are needed for scheduled activities and invite students to share when quiet space is hardest to find. A four-week trial would let the council compare student feedback with staff observations before recommending a permanent seating plan.

Accept other passage-supported explanations that connect a writing choice to the committee's purpose or concerns. For the open task, check that the paragraph stays within 75 to 95 words and addresses all three requested elements in an appropriate tone.