

Build a Strong Proposal

Study how a writer organizes a clear request for a decision-maker.

10.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: Introducing and developing central idea(s)..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the sentence that states the writer's central idea, then number the three paragraphs 1, 2, and 3 to show the order in which the writer builds the proposal.

A Bike-Repair Station Proposal

- ① Dear Principal Alvarez, Our school should create a small bike-repair station beside the west entrance. I am writing because students who bike to school sometimes arrive with flat tires, loose chains, or brakes that need quick attention. A station with a pump, basic tools, and a posted safety guide would help riders solve minor problems before class. It would also show that the school supports safe, affordable transportation. I know you must consider cost and supervision, so I have included a practical plan that addresses both concerns.
- ② First, the station would meet a clear need. During a five-day count at the bike racks, I recorded 38 bicycles, and six riders said they had walked a damaged bike home this semester. Second, the cost can remain limited. A local cycling shop has offered to donate used hand tools, while the student council could fund a weatherproof pump and metal tool cabinet. The cabinet could be locked, and the front-office staff could check out a key during the school day. These details make the project safer and more manageable than leaving tools outside.
- ③ To prepare this proposal, I first listed the concerns a principal might have, then grouped my ideas into need, cost, and safety. In an early draft, I placed the donation information before explaining the problem, but that order made the request less clear. I revised the draft so the evidence of need comes first and the solution follows. Finally, I checked that each paragraph supports the same central idea and corrected spelling and punctuation. Please consider approving a one-month trial of the station, followed by a review of its use and maintenance.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the intended audience, and what does the writer want that audience to do?

2 What is the central idea of the proposal?

3 What three concerns does paragraph 2 address, and in what order?

4 What revision did the writer make to improve the draft, and why did it make the proposal clearer?

3 YOUR TURN Your own words

Choose one realistic improvement for your school. Write a one-sentence central idea and a three-part outline, then draft a three-paragraph email to a specific school audience that asks for action; revise so every paragraph supports your central idea, and edit for correct spelling and punctuation.

PART 1 • READ AND MARK

Underline the sentence that states the writer's central idea, then number the three paragraphs 1, 2, and 3 to show the order in which the writer builds the proposal. 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 does the writer want that audience to do?	The audience is Principal Alvarez. The writer wants the principal to approve a one-month trial of a bike-repair station.
2	What is the central idea of the proposal?	The school should create a small bike-repair station beside the west entrance.
3	What three concerns does paragraph 2 address, and in what order?	It addresses need first, cost second, and safety last.
4	What revision did the writer make to improve the draft, and why did it make the proposal clearer?	The writer moved the donation information after the explanation of the problem. This puts evidence of need before the solution, creating a clearer logical sequence.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Central idea: The school should install a water-refill station near the gym. Outline: 1. Explain the need near the gym. 2. Describe benefits and a practical cost plan. 3. Request a next step. Revision note: I placed the need before the cost plan so the request has a clear reason. Dear Principal Chen, Our school should install a water-refill station near the gym. Students leave practices thirsty, and the nearest fountain is often crowded. A refill station would give athletes and activity groups a quick place to fill reusable bottles. This change could reduce plastic bottle waste and make the gym area more useful during games. The school could compare prices for models with filters and choose one that fits the maintenance budget. A station with clear cleaning instructions would help keep it sanitary. Please consider asking the facilities team to study possible locations and costs this semester. After reviewing that information, the school could decide whether to install a station before next year's sports season.

Accept equivalent descriptions of the audience, purpose, central idea, and sequence when they are supported by the passage. For the open task, look for a specific audience and action, a focused central idea, logical paragraph order, and evidence of revision and editing.