Build a Case

Study how a writer plans, supports, and improves a proposal.

10.W.2.A.iii "Plan and organize writing to address a specific audience and purpose using the writing process (planning, drafting, revising, editing)..."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline Maya's claim, circle each credible source, and number the reasons that support her claim. These marks will show how she organizes evidence for the school board.

A Proposal for Later Starts

1. Before writing to the Riverton School Board, Maya plans a proposal asking for a later high school start time. Her audience must weigh bus routes, family schedules, and student learning, so she chooses a respectful, practical tone. She states her position early: Riverton High should begin at 8:30 a.m. instead of 7:40. In her planning chart, she lists two reasons: teens need enough sleep, and alert students can learn more effectively. She also records questions the board may ask, including whether a new schedule would affect transportation and after-school activities.

2. In her first draft, Maya supports her first reason with evidence from the Centers for Disease Control and Prevention, which says that teenagers ages 13 to 18 need 8 to 10 hours of sleep each night. She explains that a 7:40 start can make this goal harder when students have long commutes or homework. For her second reason, she uses the American Academy of Pediatrics recommendation that middle and high schools start at 8:30 a.m. or later to support student health, safety, and performance. She connects each source to Riverton's decision rather than dropping in a quotation. Then she proposes studying bus options before changing the schedule.

3. During revision, Maya notices that her opening says only that later starts are "better." She replaces that vague sentence with her clear claim and puts the sleep evidence before the schedule proposal. She adds a paragraph that acknowledges transportation concerns, then explains why a study of routes is a reasonable first step. This organization helps board members follow her reasoning. During editing, Maya checks that the source names are accurate, that quotation marks appear only around exact words, and that dates, punctuation, and spelling are correct. Her final proposal asks the board to form a scheduling committee, not to approve an immediate change.

2 ANSWER WITH EVIDENCE

Use the passage

1. How does Maya adapt her plan to the school board as her audience? Give two details from the passage.

2. State Maya's claim and name the two reasons she plans to use to defend it.

3. What credible source supports each of Maya's two reasons? Include the evidence each source provides.

4. Describe two changes Maya makes during revision or editing that strengthen her proposal.

3 YOUR TURN

Your own words

Choose a school issue. Write a one-sentence plan that names your audience, purpose, claim, two reasons, and one credible source. Then write a 90-120-word proposal organized for that audience, using evidence, acknowledging one concern, and naming one revision or editing change you made.

Build a Case

PART 1 · READ AND MARK

Underline Maya's claim, circle each credible source, and number the reasons that support her claim. These marks will show how she organizes evidence for the school board. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How does Maya adapt her plan to the school board as her audience? Give two details from the passage.	**She uses a respectful, practical tone and considers concerns such as bus routes, family schedules, transportation, and after-school activities.**
2	State Maya's claim and name the two reasons she plans to use to defend it.	**Her claim is that Riverton High should start at 8:30 a.m. instead of 7:40. Her reasons are that teens need enough sleep and that more alert students can learn more effectively.**
3	What credible source supports each of Maya's two reasons? Include the evidence each source provides.	**The CDC says teens ages 13 to 18 need 8 to 10 hours of sleep nightly. The American Academy of Pediatrics recommends that middle and high schools start at 8:30 a.m. or later.**
4	Describe two changes Maya makes during revision or editing that strengthen her proposal.	**She replaces a vague opening with a clear claim, places sleep evidence before the schedule proposal, acknowledges transportation concerns, checks source names, and checks quotation marks, dates, punctuation, and spelling. Any two are correct.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: Audience: the principal; purpose: request LED bulbs in the auditorium; claim: replace the remaining incandescent bulbs; reasons: lower electricity use and fewer replacements; source: U.S. Department of Energy. Principal Chen, the school should replace the auditorium's remaining incandescent bulbs with LED bulbs during the next maintenance cycle. The U.S. Department of Energy reports that LEDs use at least 75 percent less energy and last up to 25 times longer than incandescent lighting. Lower energy use can reduce operating costs, and longer-lasting bulbs would require fewer replacements before performances. This change would also prevent dark areas that make rehearsals difficult. The purchase price may be higher, but buying bulbs as old ones fail would spread the cost. Please ask the facilities team to compare prices and make a replacement schedule. Revision/editing change: I moved the source evidence after my claim and checked the source name and punctuation.

Accept equivalent wording when students accurately identify Maya's audience choices, claim, reasons, source evidence, and revision or editing decisions. For the open task, look for a clear audience-specific claim, two relevant reasons, credible evidence, logical organization, and a stated revision or editing action.