Proposal Pathways

Track how transitions guide a proposal from need to action.

10.W.2.A.v "Plan and organize writing to address a specific audience and purpose using the writing process (planning, drafting, revising, editing). This includes: Using transitions effectively to connect ideas within and across paragraphs."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline these five sentence-opening transition words or phrases: *To begin*, *For example*, *However*, *As a result*, and *Finally*. Then number them 1 through 5 to show the order in which the proposal develops.

A Pilot for Refillable Bottles

(1) To begin, I am asking the principal to approve a three-month pilot for a water-refill station near the gym. Students moving between physical education, practice, and afternoon classes often finish their bottles before reaching the cafeteria. A station in the east hallway would give them a nearby place to refill reusable bottles. This proposal addresses the principal because the office can approve the location, coordinate maintenance, and set safety expectations. My purpose is not simply to request new equipment. I want to show how a carefully placed station could support hydration while reducing the number of disposable bottles students buy each day.

(2) For example, the station could be installed beside the existing drinking fountain, where plumbing and foot traffic are already managed. The facilities team could inspect the filter on the same schedule used for other fountains. Student volunteers could also post a small sign explaining how to report a leak or an empty filter. However, a pilot should include a clear way to judge whether the station is useful. During the first three months, the office could track maintenance reports and ask students to complete a brief survey. Those results would help the principal decide whether the station should remain or expand to another hallway.

(3) As a result, the pilot would give the school evidence instead of relying on guesses about student use. It would also allow staff to solve small problems before committing funds to several stations. Finally, I request that the principal approve the east-hallway pilot by October 1 so installation can occur before the winter sports season. The approval would let the facilities team confirm the site and order the correct filter. I have included the proposed location, maintenance plan, and survey idea so the decision can be made with practical details in mind. A short pilot is a responsible first step toward making reusable bottles easier to use.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the audience for this proposal, and what specific action does the writer ask that person to take?

2. How does *For example* connect the first paragraph to the second paragraph?

3. What idea does *However* introduce, and why is that idea important to the proposal?

4. How do *As a result* and *Finally* organize the last paragraph?

3 YOUR TURN

Your own words

On the first line, write a plan that names your audience, your request, and the order of your ideas. Then write a five-sentence, 70 to 90 word proposal to your principal about one realistic school improvement. Begin the sentences with *To begin*, *For example*, *However*, *As a result*, and *Finally*, in that order.

ANSWER KEY

Proposal Pathways

GRADE 10 · 10.W.2.A.v

PART 1 · READ AND MARK

Underline these five sentence-opening transition words or phrases: *To begin*, *For example*, *However*, *As a result*, and *Finally*. Then number them 1 through 5 to show the order in which the proposal develops. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the audience for this proposal, and what specific action does the writer ask that person to take?	**The audience is the principal. The writer asks the principal to approve the east-hallway water-refill station pilot by October 1.**
2	How does *For example* connect the first paragraph to the second paragraph?	**It moves from the general need for a refill station to a specific example of where and how the station could be installed.**
3	What idea does *However* introduce, and why is that idea important to the proposal?	**It introduces the need to evaluate whether the pilot is useful. This is important because maintenance reports and surveys would help the principal make a decision based on evidence.**
4	How do *As a result* and *Finally* organize the last paragraph?	**As a result explains the benefit of running a pilot, which is gaining evidence and solving problems early. Finally signals the writer's specific request for approval.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: Principal; request a covered bike rack; explain need, give an example, address safety, state a result, request a site review. To begin, I ask you to approve a covered bike rack beside the north entrance. For example, students who ride in rain currently leave wet bicycles along the wall, where they can crowd pedestrians after school. However, the rack must not block the walkway or emergency exit. As a result, placing it beside the fence would keep bicycles orderly and protect them from weather. Finally, please approve a site review so staff can choose a safe location.

Accept equivalent explanations that accurately describe how each named transition connects ideas. For the open response, check for a clear audience and request, the required transitions in order, and logical movement from need to action.