

Linking a Proposal

Study how a focused letter moves an audience from problem to action.

11.W.2.A.iv "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 Circle every transition or connecting word or phrase, then underline one sentence in each paragraph that moves the principal from the problem to the evidence to the requested action.

A Letter About Bicycle Storage

- ① Dear Principal Morales, Our school encourages students to make healthy choices, yet many cyclists arrive with nowhere dry to store their bikes during rain. I am writing on behalf of the Environmental Action Club to propose a covered bike rack beside the east entrance. This location is visible from the office and close to the main sidewalk. More important, it would make cycling a practical option for students who currently depend on car rides. A modest shelter could support our wellness goals while reducing morning traffic near the bus lane.
- ② First, the rack would solve a daily problem without requiring a large construction project. On rainy afternoons, students often leave bicycles against fences or carry helmets through crowded hallways. A six-space rack with a simple roof would keep bicycles together and protect them from weather. In addition, the project could be funded through a combination of club fundraising and a local business donation, limiting the school budget's share. Because the east entrance already has a paved area, installation should not disrupt classes or remove green space. These details make the proposal manageable as well as useful.
- ③ Therefore, I ask you to let the club present two rack designs at the September facilities meeting. We can bring price estimates, possible donors, and a student survey about bicycle use. If the school approves one design, volunteers can help publicize the fundraiser and explain the new parking rules. The project is small, but its effect could be noticeable: fewer bicycles in walkways, safer storage, and one more reason to choose active transportation. Thank you for considering a solution that serves students while respecting the school's space and budget.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the letter's audience, and what does the writer want that audience to do? Use one detail from the letter in your answer.

2 What does the transition "First" do at the beginning of paragraph 2?

3 How does the sentence beginning with "Because the east entrance" use its opening clause to connect an idea to the writer's claim?

4 How does "Therefore" connect paragraph 3 to the earlier paragraphs?

3 YOUR TURN _____ Your own words

In the space above, plan an audience, purpose, and role for each paragraph. Then write a 120 to 150 word, three-paragraph email to a school decision-maker proposing one practical school improvement. State a clear request, support it with two details, end with a next step, use at least four transitions, and include at least one sentence that begins with a dependent clause.

PART 1 • READ AND MARK

Circle every transition or connecting word or phrase, then underline one sentence in each paragraph that moves the principal from the problem to the evidence to the requested action. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the letter's audience, and what does the writer want that audience to do? Use one detail from the letter in your answer.	The audience is Principal Morales. The writer wants the principal to allow the club to present covered bike rack designs at the September facilities meeting.
2	What does the transition "First" do at the beginning of paragraph 2?	It begins the first set of supporting reasons for the bike rack proposal.
3	How does the sentence beginning with "Because the east entrance" use its opening clause to connect an idea to the writer's claim?	The opening clause gives a reason that installation would be manageable: the entrance already has a paved area.
4	How does "Therefore" connect paragraph 3 to the earlier paragraphs?	It shows that the request to present designs follows from the problem and evidence explained in paragraphs 1 and 2.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Library Director, Many students wait for rides or activities after school, but the library closes at 3:30. I request that it remain open until 4:30 on Tuesdays and Thursdays during the spring semester. This limited schedule would give students a quiet place to finish assignments, print work, and use research materials. First, the later hours could serve students who cannot work effectively in noisy hallways. Because the proposal covers only two days, staffing costs may remain manageable. In addition, the Student Service Council could recruit trained volunteers to help shelve books and direct students to existing resources. Therefore, I ask you to discuss a spring pilot with the assistant principal. If attendance is low, the school could end the trial; however, sign-in data would show whether the extra hour meets a real need. Thank you for considering this practical adjustment.

Accept varied, logical plans and proposals aimed at a plausible school decision-maker. The draft should have three purposeful paragraphs, a clear request and next step, at least four effective transitions, varied sentence structures, and 120 to 150 words.