

Break Time Case

Read a workplace proposal for logic, evidence, and design.

12.RI.1 “Key Ideas and Confirming Details Interpret and complete an application for employment or college admission, and summarize the intent, main ideas, and purpose of the workplace or technical documents...”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline each claim, circle each piece of evidence, and label the paragraphs that introduce the problem, offer the procedure, and test or qualify the proposal, so you can judge how the argument is built.

Proposal: Heat-Safety Breaks for Delivery Routes

- ① This proposal recommends scheduled heat-safety breaks for drivers during extreme-heat days. The National Weather Service defines an excessive heat warning as a period when dangerous heat conditions are expected, and heat can cause illness even during routine outdoor work. Our delivery records show that seven drivers reported heat-related symptoms last July, when afternoon route temperatures were highest. A required ten-minute shaded or air-conditioned break after each 90 minutes outdoors would give drivers time to drink water, cool down, and report symptoms before they worsen while on duty.
- ② On warning days, dispatchers would flag routes by 8 a.m., route supervisors would identify approved cooling locations, and drivers would log breaks in the existing mobile app. These steps use tools the company already has, which may limit the cost of launching the policy. The policy also pairs rest with water, shade, and early reporting rather than treating a single break as complete protection. OSHA advises employers to provide water, rest, and shade for workers exposed to heat. That guidance directly supports the proposal because delivery drivers work outdoors for substantial parts of their shifts.
- ③ Some managers may worry that breaks will delay deliveries. However, a warning-day break is brief, and supervisors can place it near a scheduled stop or cooling location. The proposal therefore asks the company to test the procedure for one summer, compare on-time delivery rates with last summer's rates, and survey drivers about usability. This trial would produce local evidence before a permanent decision. It closes with a slogan: “For a safer shift and a stronger company, heat-safety breaks will eliminate heat illness and reduce turnover.”

2 ANSWER WITH EVIDENCE Use the passage

1 What is the proposal's main intent? Include the action it recommends and the purpose of the action.

2 How does the three-paragraph structure advance the author's point of view? Refer to the role of each paragraph.

3 Which two pieces of evidence are relevant to the proposal, and what does each one support? Does the evidence fully prove that a break every 90 minutes will work?

4 Evaluate the final slogan. Identify one rhetorical device it uses and explain why its claim about health and turnover is not fully supported by the passage.

3 YOUR TURN Your own words

Choose a different workplace policy and write a 75-90 word problem-to-solution proposal. Include a clear claim, one relevant piece of evidence, a limitation or counterargument, and a rhetorical device, but do not make a guarantee that your evidence cannot support.

PART 1 • READ AND MARK

Underline each claim, circle each piece of evidence, and label the paragraphs that introduce the problem, offer the procedure, and test or qualify the proposal, so you can judge how the argument is built. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What is the proposal's main intent? Include the action it recommends and the purpose of the action.	It recommends a one-summer trial of required ten-minute shaded or air-conditioned breaks every 90 minutes on excessive-heat warning days to reduce heat risk for delivery drivers.
2	How does the three-paragraph structure advance the author's point of view? Refer to the role of each paragraph.	Paragraph 1 establishes the heat problem with local reports, paragraph 2 presents a practical procedure and OSHA support, and paragraph 3 addresses a delivery-delay concern while proposing a trial to gather local results.
3	Which two pieces of evidence are relevant to the proposal, and what does each one support? Does the evidence fully prove that a break every 90 minutes will work?	The seven reported heat-related symptoms show a local need, and OSHA's advice about water, rest, and shade supports the policy's safety measures. The evidence is relevant, but it does not fully prove that a 90-minute interval will prevent illness.
4	Evaluate the final slogan. Identify one rhetorical device it uses and explain why its claim about health and turnover is not fully supported by the passage.	The slogan uses parallel phrasing in "a safer shift and a stronger company" and absolute language in "will eliminate." The passage gives no turnover data and no evidence that breaks can eliminate all heat illness, especially because the proposal still calls for a trial.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Our clinic should replace disposable water bottles in the break room with a filtered refill station. During April, purchasing records show that staff used 1,200 bottles, creating repeated supply orders and plastic waste. The station has an upfront cost, so managers should compare its price with six months of bottle purchases before approving it. It will not solve every waste problem, but it can cut one routine source. Refill, reuse, reduce, a small change can support a cleaner workplace.

Accept equivalent summaries and structural analyses that distinguish claims from evidence and explain the limits of the evidence. For the open response, accept varied policies if the response meets the word range and includes all required argument elements without an unsupported guarantee.