

A Better Bus Stop

Study how a public request uses organization, detail, and sentence structure.

12.W.2.A.vi “Plan and organize writing to address a specific audience and purpose using the writing process (planning, drafting, revising, editing). This includes: Elaborating ideas clearly and effectively through syntactic structure...”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline two concrete details that help the Transit Committee picture the problem or solution. Circle three dependent clauses that add a reason, condition, time, or contrast.

Request to the Transit Committee

- ① Dear Members of the Transit Committee, I am writing as a student who rides Route 6 after school to request covered seating at the Maple Avenue stop. Each afternoon, riders wait beside a narrow sidewalk with no bench, while buses pass through spray from the curb. During last Tuesday's rain, an older passenger balanced a grocery bag on the wet concrete and stood for twenty minutes. Because this stop serves the high school, the clinic, and two apartment buildings, its condition affects people with limited alternatives. A modest shelter would make a routine trip safer and more dignified.
- ② Beyond shelter, the committee should consider a solar-powered light and a posted route map. When winter darkness arrives before the final school bell, students should not have to use phone screens to see the edge of the pavement. A light would sharpen the outline of the curb, and a map would help first-time riders confirm that they are in the right place. Although these additions are small, they signal that public transit deserves careful maintenance. They would also help drivers spot waiting passengers without forcing riders to step closer to traffic.
- ③ These improvements do not require rebuilding the street. The committee could begin by inspecting the stop with riders, then request price estimates for a shelter, light, and map. If funding is limited, the shelter should come first because it protects passengers in rain and heat. The work could be scheduled before the next school year, when the stop will again carry students, workers, and patients. I ask the committee to place this proposal on its May agenda and to report a timeline publicly. A clear decision would show that the city listens where residents actually stand and wait.

2 ANSWER WITH EVIDENCE _____ Use the passage

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

2 How does the first paragraph organize the writer's case before making the request seem necessary?

3 Identify two concrete details from the second paragraph. Explain how each detail makes a proposed improvement clearer.

4 How does the sentence beginning "If funding is limited" use a dependent clause to prioritize the proposal?

3 YOUR TURN _____ Your own words

Choose one improvement for your school and write a 120-150 word, three-paragraph email to a decision-maker. Before drafting, list your audience, purpose, and two concrete details, then revise for at least one dependent clause and precise word choice before editing punctuation and spelling.

PART 1 • READ AND MARK

Underline two concrete details that help the Transit Committee picture the problem or solution. Circle three dependent clauses that add a reason, condition, time, or contrast. 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 action does the writer want that audience to take?	The audience is the Transit Committee. The writer wants it to add covered seating at the Maple Avenue stop and consider a light and route map.
2	How does the first paragraph organize the writer's case before making the request seem necessary?	It begins with the request, describes riders' difficult conditions, gives a specific rainy-day example, and explains which community members depend on the stop.
3	Identify two concrete details from the second paragraph. Explain how each detail makes a proposed improvement clearer.	A solar-powered light would sharpen the outline of the curb, and a posted route map would help first-time riders confirm they are in the right place. These details show what the improvements would do.
4	How does the sentence beginning "If funding is limited" use a dependent clause to prioritize the proposal?	The dependent clause sets a condition, limited funding. The main clause then ranks the shelter first because it protects passengers from rain and heat.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Plan Audience: Principal Chen Purpose: Request covered bike racks Details: Eighteen bicycles leaned against a fence after a storm; chains and backpacks rested in puddles. Dear Principal Chen, I am writing to request a covered bike rack beside the east entrance. On rainy mornings, students leave bicycles along the brick wall, where dripping handlebars crowd the walkway. A roofed rack would protect equipment and keep the entrance clear. Because many riders arrive before first period, they need a secure place to lock their bikes without searching for a dry corner. Last week, I counted eighteen bicycles leaning against the fence after a storm. Their chains and backpacks rested in puddles, and students squeezed past them on the narrow path. Although the project is modest, it would make bicycle travel safer and more orderly. Please ask the facilities team to estimate costs and identify a location before winter rains return. I would appreciate a response at the next student advisory meeting.

Accept equivalent explanations that accurately connect organization, concrete detail, or subordination to the writer's audience and purpose. For the email, accept varied school topics when the response includes a clear audience, organized request, specific details, and purposeful sentence structure.