

Park It Safely

Study how a proposal builds one clear request.

9.W.2.A.ii "Plan and organize writing to address a specific audience and purpose using the writing process (planning, drafting, revising, editing). This includes: Establishing, supporting..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline one sentence that states the proposal's central request, circle three details that support it, and number the paragraphs 1, 2, and 3 to trace the order of ideas.

A Proposal for Secure Bicycle Racks

- ① Dear Principal Rivera, our school should add secure bicycle racks near the north entrance before next spring. More students could ride if they knew their bikes would remain protected during class. At present, the two small racks beside the gym fill early, and several bikes are locked to fences or railings. This proposal asks you to approve six covered racks in the visible space near the entrance. The location would give students a clear place to park while allowing office staff and arriving families to notice the area.
- ② Student council members counted parked bicycles on three Tuesday mornings in April. By 8:05, both existing racks held all 24 bikes they could hold, while 11 additional bikes were attached to nearby fences. In a student survey of 126 riders, 89 said that a covered rack would make them more likely to bike during rainy weather. Secure racks can also keep walkways clearer because bicycles would not block railings. These observations show that the school already has riders, but its current parking space does not meet their needs.
- ③ To keep costs practical, the council has identified six weather-resistant racks that each hold ten bicycles. The facilities manager could request prices from local suppliers and choose the lowest bid that meets safety requirements. Student volunteers could share a map of the new parking area and explain how to lock bikes correctly. I ask that you place this proposal on the May leadership team agenda. Approving the racks now would give the school time to order and install them before next spring, when more students may choose to ride.

2 ANSWER WITH EVIDENCE Use the passage

1 What is the central request of this proposal?

2 Give two details from paragraph 2 that support the request for more racks.

3 How does each paragraph help organize the proposal?

4 Name two details in paragraph 3 that make the proposal practical for a school leader to consider.

3 YOUR TURN Your own words

Choose a school improvement other than bicycle parking. Make a three-part plan, then draft a 120-150-word email to a school leader: state one clear request in paragraph 1, use at least two specific evidence details in paragraph 2, and give practical next steps in paragraph 3; then revise and edit it, noting one change you made.

PART 1 • READ AND MARK

Underline one sentence that states the proposal's central request, circle three details that support it, and number the paragraphs 1, 2, and 3 to trace the order of ideas. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What is the central request of this proposal?	The principal should approve six covered bicycle racks near the north entrance before next spring.
2	Give two details from paragraph 2 that support the request for more racks.	The existing racks were full with 24 bikes by 8:05, and 11 additional bikes were attached to fences. The survey result that 89 of 126 riders would be more likely to bike is also valid evidence.
3	How does each paragraph help organize the proposal?	Paragraph 1 states the request and need, paragraph 2 provides evidence, and paragraph 3 gives a practical plan and asks for action.
4	Name two details in paragraph 3 that make the proposal practical for a school leader to consider.	The facilities manager could request supplier prices and choose a safe, low-cost option. Student volunteers could share a parking map and explain correct bike locking.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Plan: 1. Request a refill station near the outdoor courts. 2. Use student counts and survey results as evidence. 3. Suggest plumbing inspection, price estimates, and student signs. Draft email: Dear Principal Chen, our school should install a water-bottle refill station near the outdoor courts. Students practice, eat lunch, and wait for rides there, yet the closest fountain is inside the main building. A refill station would make it easier for students to get water without leaving the area. During four lunch periods, I counted 37 students walking indoors to fill bottles. In a survey of 58 students on sports teams, 46 said they would use a station near the courts. The line at the indoor fountain also grew longer after the final bell. These details show that the current location does not serve students outside. The school could ask the maintenance department to inspect the nearby plumbing and request estimates from two suppliers. The student council could post signs explaining how to use the station. Please discuss this proposal at the next facilities meeting. Revision note: I replaced the vague phrase "better access" with the more specific phrase "easier for students to get water without leaving the area."

Accept equivalent statements of the request, evidence, and paragraph roles when students point to accurate passage details. For Part 3, accept varied school-improvement topics if the response includes a logical plan, a clear central request, specific support, workable next steps, and a noted revision.