# Build a Better Proposal

Trace how a writer plans for an audience and answers an objection.

**9.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: Identifying and addressing counterarguments and providing a rebuttal where appropriate."

NAME _____ DATE _____

## 1 READ AND MARK

Read it twice

**YOUR JOB** Underline the main claim and the specific request, circle the counterargument and rebuttal, and number the details that show planning, drafting, revising, and editing.

### Maya's Refill Station Proposal

1. Before writing to the principal, Maya plans a proposal asking for water-refill stations near the gym. Her audience is the principal, who must consider student needs, costs, and school operations. Her purpose is to persuade the principal to approve the stations before next year. Maya lists facts she can use: students practice in the gym daily, the nearest fountain is across a busy hallway, and refill stations can reduce disposable bottle use. She chooses a respectful, practical tone because demanding language could weaken her request. Her plan places her main claim first, then reasons, evidence, a counterargument, and a clear request.

2. In her first draft, Maya writes, "Installing two refill stations near the gym would help students get water quickly and would cut plastic-bottle waste." She explains that athletes and students in physical education classes often need water between activities. She also notes that students carrying reusable bottles could refill them without crossing the hallway. Maya expects one objection: the stations may cost too much. Instead of ignoring that concern, she responds that the school could compare prices, seek a local business sponsor, or use funds saved by buying fewer cases of bottled water for events. Her rebuttal answers the cost concern with realistic options.

3. During revision, Maya checks whether each paragraph supports her purpose and fits her audience. She moves the cost response directly after her reasons so the principal will see that she has considered a likely concern. She removes a sentence claiming that "everyone hates the old fountain" because it is broad and unsupported. Then she adds a specific request: approve two stations and ask the facilities manager for price estimates by October 15. During editing, Maya corrects punctuation, checks the spelling of "reusable," and makes sure the proposal uses a consistent formal tone. The final draft is organized, evidence-based, and ready for its reader.

## 2 ANSWER WITH EVIDENCE

Use the passage

1. How do Maya's audience and purpose affect the way she plans her proposal?

2. What counterargument does Maya expect, and what rebuttal does she provide?

3. Why does Maya move her cost response directly after her reasons during revision?

4. Name one revision Maya makes and one editing action she takes.

## 3 YOUR TURN

Your own words

Choose a realistic improvement for your school. Plan for a specific decision-maker, then draft, revise, and edit a 90-120-word proposal that states a clear claim, gives at least two reasons, addresses one counterargument with a rebuttal, and ends with a specific request.

ANSWER KEY

# Build a Better Proposal

GRADE 9 · 9.W.2.A.v

## PART 1 · READ AND MARK

Underline the main claim and the specific request, circle the counterargument and rebuttal, and number the details that show planning, drafting, revising, and editing. Accept any marking that follows this job and points at the right text.

## PART 2 · ANSWERS

| # | QUESTION | ANSWER |
|---|---|---|
| 1 | How do Maya's audience and purpose affect the way she plans her proposal? | **Because she is writing to the principal to gain approval, Maya uses a respectful, practical tone and includes student needs, costs, and school operations in her plan.** |
| 2 | What counterargument does Maya expect, and what rebuttal does she provide? | **She expects that the stations may cost too much. She says the school could compare prices, seek a business sponsor, or use money saved by buying fewer bottled-water cases.** |
| 3 | Why does Maya move her cost response directly after her reasons during revision? | **She wants the principal to see quickly that she has considered and answered a likely concern.** |
| 4 | Name one revision Maya makes and one editing action she takes. | **Revision: She removes the unsupported claim that everyone hates the old fountain, or adds a specific request. Editing: She corrects punctuation, checks the spelling of "reusable," or checks for a consistent formal tone.** |

## PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal Morales, Our school should create a quiet study room in the unused conference room beside the library. Students who ride buses or wait for activities need a calm place to finish assignments, and the library is often crowded after school. A study room with six tables and a sign-in sheet would also help teachers direct students who need focused work time. Some people may argue that supervising another room would require extra staff. However, volunteer teachers already supervising nearby clubs could check the room every fifteen minutes. Please approve a four-week trial of the room beginning in November.

Accept equivalent answers that accurately identify the audience, purpose, counterargument, rebuttal, and writing-process choices in the passage. For Part 3, accept varied school improvements if the final response is 90-120 words and includes all required proposal elements.