

Make It Clear

Read a model proposal for precise evidence, organization, and elaboration.

9.W.3 "Usage and Mechanics Revise writing for clarity of content, accuracy, and adequate elaboration. Use peer- and self-evaluation to edit writing for clarity and quality of information..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three details that make the proposal specific, circle the transition at the start of each body paragraph, and number the sentences that acknowledge a limit or concern. These marks help you judge whether the proposal is clear, accurate, and adequately explained.

A Filling Station Near the Gym

- ① To: Principal Ortega. Our school should place a water-bottle filling station outside the gym. During lunch and after practice, students crowd around the two fountains in the main hallway, which are a three-minute walk from the gym. A filling station would give athletes, students in physical education, and visitors a quicker place to refill reusable bottles. The station could connect to the existing water line beside the gym restrooms, so installation would not require digging across campus. This proposal asks the school improvement committee to consider one station during next year's facilities planning.
- ② First, the station would reduce avoidable waiting. On April 8, I timed the line at the main hallway fountains for ten minutes after fourth-period physical education. Eighteen students waited at least once, and six carried empty reusable bottles. This small observation does not prove that every student needs a new station, but it shows why the committee should collect more lunchtime counts before making a purchase. In addition, a station near the gym could make reusable bottles more practical when schedules are tight. The committee could compare the cost of the unit, installation, and filter replacements before selecting a model.
- ③ Finally, the committee should decide whether the benefits justify the expense after reviewing the additional counts. A reasonable concern is that a new station might not be used enough. To address that concern, the school could track the station's meter, if the chosen model has one, and report the number of bottles filled after one semester. If use is low, the committee could adjust maintenance plans rather than assume the project succeeded. Clear data, a defined location, and a review date would make the decision easier to evaluate.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What precise action does the writer ask the committee to consider, and where would it happen?

2 What observation does the writer use as evidence in paragraph 2, and what limit does the writer state about that evidence?

3 How does the phrase "In addition" improve the clarity of paragraph 2?

4 What concern does the writer address in paragraph 3, and what follow-up would help the committee evaluate the project?

3 YOUR TURN _____ Your own words

Write a 90-110-word proposal to improve one shared space at school. State a precise change, include two accurate details a reader could verify, explain why they matter, and address one reasonable concern with a practical next step. Use clear transitions and standard conventions.

PART 1 • READ AND MARK

Underline three details that make the proposal specific, circle the transition at the start of each body paragraph, and number the sentences that acknowledge a limit or concern. These marks help you judge whether the proposal is clear, accurate, and adequately explained. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What precise action does the writer ask the committee to consider, and where would it happen?	The committee should consider installing one water-bottle filling station outside the gym.
2	What observation does the writer use as evidence in paragraph 2, and what limit does the writer state about that evidence?	The writer observed 18 students waiting at least once and six carrying empty reusable bottles after physical education. The writer states that this small observation does not prove every student needs a new station.
3	How does the phrase "In addition" improve the clarity of paragraph 2?	It signals that the writer is adding a second, related reason for the station, making reusable bottles more practical when schedules are tight.
4	What concern does the writer address in paragraph 3, and what follow-up would help the committee evaluate the project?	The concern is that the station might not be used enough. The school could track the meter, report bottles filled after one semester, and review the results.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Our library should add a charging shelf beside the research tables. On May 3, I counted nine students searching for outlets during the last twenty minutes of lunch, and only four wall outlets were available near seats. As a result, some students worked from the floor or stopped using their laptops. A shelf with six protected outlets would keep cords off walkways and let students work at tables. The librarian may worry about cost and safety. Therefore, the school could request a price estimate, choose a surge-protected unit, and review use after one quarter before buying more equipment.

Accept equivalent responses that accurately identify the proposal's claim, evidence, limitation, transition, concern, and evaluation plan. For the open response, accept a 90-110-word proposal with a specific claim, two verifiable details, explanation, a concern and next step, clear organization, and appropriate conventions.