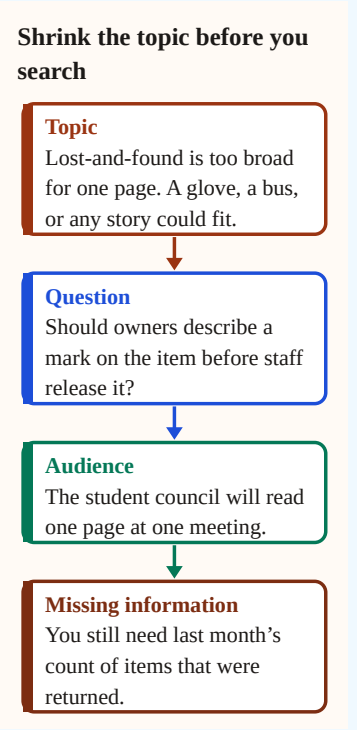
English Language Arts 10-1

Unit 3: Manage ideas and information

Inquiry plans

A topic too broad for one page

- The student council has one page and one meeting. The topic they were handed, lost-and-found, is too broad for that page.
- Topic. Lost-and-found is too broad for one page. A glove, a bus, or any story a student wants to tell could fit.
- Question. Should owners describe a mark on the item before staff release it?
- Audience. The student council will read one page at one meeting.
- Missing information. You still need last month’s count of items that were returned.



Parts of an inquiry plan

- Focus question: Should the office keep asking owners to describe a mark on the item before they claim it?
- Audience and form: the student council, reading a one-page report.
- Prior knowledge is the rule you already know. A gap is a fact you still need, such as how many items were returned last month.

Key terms

focus question

The single question that limits an inquiry, such as whether a written description helps return lost items.

scope

How wide and how deep the inquiry goes, including what you will leave for another day.

inquiry plan

A written path that names the question, the audience, the form, the timeline, and the information you still need.

Plan card

- Question: Should owners describe a mark before they claim a lost item?
- Purpose, audience, form: inform the council in a one-page report before Thursday's meeting.
- Know: the office asks for a description now. Need: last month's return count, and the handbook sentence that states the rule.

Narrowing a topic

- The wide topic is phones at school. It covers every class, every hallway, and every argument a student can remember. The student council has one page.
- Focus question: Should grade 10 students park phones in a basket during work time?
- Audience: the grade 10 teachers. Form: a one-page brief. Gap: how many classes already use a basket.

Practice with a topic

- The wide topic is the late bell. Students mention the warning tone, the stairwells, the office slips, and every morning for a month. The council still has one page and one meeting.
- Write one focus question, the audience, the form, one thing you already know, and one gap.

Review

- The wide topic is who may use the choir room after school. Clubs, solos, and the janitor’s schedule all crowd the same door. You have one page for the music teacher.
- Write a focus question, the audience, the form, and one gap a plan would list.