English Language Arts 10-2

Unit 4: Create and refine texts

The four parts of a proposal

This deadline needs a proposal

- The late-bus inquiry found that nine practicum students miss the 3:40 bus on Thursdays, and one extra loop costs $86. The job is a decision with a price. A proposal is the form that matches: it analyses a situation and recommends an action.
- Background holds the 4:10, the 3:40, and the nine. Purpose holds the ask. Alternatives sit side by side: city ticket, carpool, supervised wait, paid loop at $86.
- The recommendation comes last: fund the Thursday loop, and keep the supervised wait if the budget is closed.
- Medium: a printed page. She can circle a line in the meeting. A video leaves her pen idle. A group chat will scroll away.

The four rooms

Background
Practicum ends at 4:10. The last neighbourhood bus leaves at 3:40. Nine students waited.

Alternatives
A city ticket, a carpool, a supervised wait, or one paid loop at $86.

Recommendation
Fund the Thursday loop. If the budget is closed, use the supervised wait.

Recommendation placement

- A proposal is a report with an analysis and a recommended action.
- Its usual parts are background, a statement of purpose, alternatives, and the recommendation.
- The medium has to survive the meeting. Paper survives a pen. A story the reader must watch ends when the screen stops.
- In a script, spoken lines and stage directions do different jobs. This page is a proposal, so it uses background, purpose, alternatives, and a recommendation.

Key terms

proposal

A short report that gives background, states a purpose, sets alternatives side by side, and recommends one action.

text convention

A part readers expect in a form, such as a recommendation at the end of a proposal.

Side-by-side comparison

- Background may use time order: bus at 3:40, practicum at 4:10, wait on the bench.
- Alternatives work best as a short, plain list of options. Put the ticket, the carpool, the wait, and the loop in a list she can compare.
- The recommendation names one of those four and a backup. A fifth idea would start a new list.
- If you were writing a script of the meeting, dialogue would be what people say and a stage direction would be what they do. This week the page is a proposal.

Four parts of a proposal

- Background: 4:10, 3:40, nine students on the bench.
- Purpose: ask the principal to approve one Thursday loop.
- Alternatives, side by side: $3.75 city ticket each, a carpool, a supervised wait, a loop at $86.
- Recommendation: fund the loop. Backup: the supervised wait. Medium: one printed page.

Lunch schedule details

- The vice principal needs a decision about the 12:05 line and the class that starts at 12:20.
- Options might include a staggered bell, a second server, or leaving the line as it is.
- Choose the form and medium, and place one fact in background and one action in the recommendation.

Review

- Cover the bus outline and the lunch sketch.
- The shop teacher needs to know why Friday’s class waited, and whether to move the class or keep the rule.
- Name the form, two parts you would include, and the medium.