

1 Supported focus – English audience, register and purposeful writing

Name: _____ Class: _____ Date: _____

Total: 10 marks

KEY WORDS word count • proposal • register • detail

Objective

- Choose an appropriate text type and register
- Organize an English response that addresses purpose, audience and required content

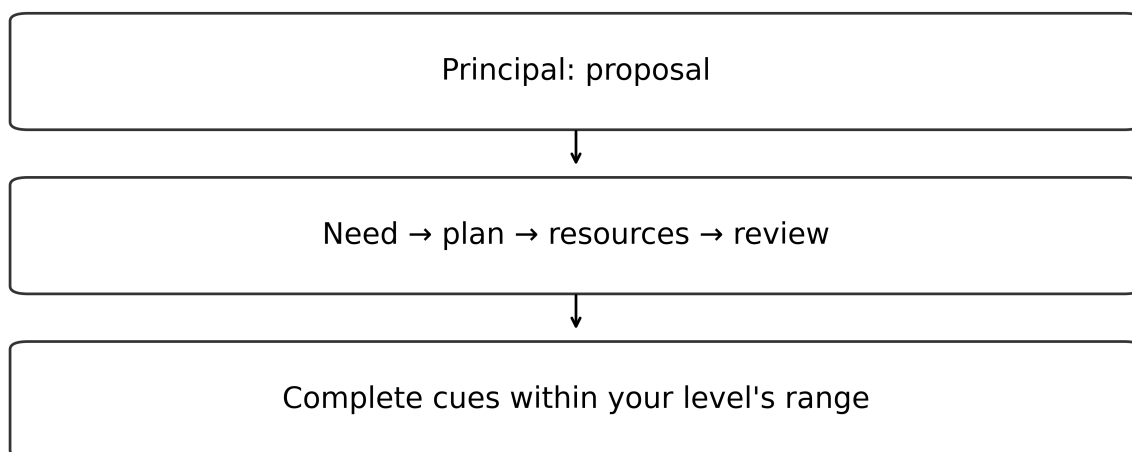
Original public practice; marks below are classroom self-check points, not official criteria.

1 Key knowledge and worked examples

A proposal usually states a need, a practical plan and expected benefits. A friendly message can use a more personal tone.

Grammar and vocabulary should serve the message; a memorized opening cannot compensate for missing task content.

A proposal identifies a need, a practical plan and expected benefits. Use polite recommendations for a principal; a friendly message can address a peer directly. A complete response must meet every task cue. Word count does not compensate for missing content. The companion supplies separate original SL and HL models with counted final words and a cue checklist.



Original diagram of the worked relationship; read the full wording and qualifications.

Worked example from the native lesson: For a proposal about a reading club, identify the purpose, meeting schedule, supervision and expected benefit. Use polite, specific recommendations. We recommend a supervised Thursday meeting is clearer than we must have a great club soon.

■ Complete original case context

Original task: Write a proposal to your school principal for a weekly reading-and-repair club. Explain the need, meeting arrangements, supervision and resources, expected benefits, and how you would judge the first month's success. Address one practical concern and ask for a clear decision. Use the current course's level-appropriate word range: SL 250–400; HL 450–600. This is original teaching practice, not an official specimen task.

2 Practice

2.1 Which sentence best suits a formal proposal? Explain using the worked method. [1]

3 Exam-style questions

Use the complete original case context in section 1.

3.1 Choose a suitable text type and register. Plan all required content before writing. [3]

3.2 Write the complete response within your level's word range. Compare it with the separate model, checking cues and relevant detail rather than memorising its opening. [3]

3.3 Change the audience to a friend inviting them to join the club. Rewrite two opening sentences and explain the register change. [3]

Solutions

Authored self-check guidance: accept equivalent correct methods and supported interpretations. The points check reasoning, not an official grade.

2.1 We recommend a supervised weekly reading meeting with a clear sign-up process. For a proposal about a reading club, identify the purpose, meeting schedule, supervision and expected benefit. Use polite, specific recommendations. We recommend a supervised Thursday meeting is clearer than we must have a great club soon.

Correct response linked to the given case.

3.1 A proposal with a title, purpose, short sections and polite recommendation suits the principal. Include need; weekly time/place; supervision/resources; benefits; first-month review; practical concern/response; requested approval. A casual chat with unexplained abbreviations would not fit this formal audience.

Sound conclusion or proposed method. Relevant supporting steps or textual evidence
. Accurate conditions, checks or qualification.

3.2 Use the companion's complete SL or HL model as one possible response. Alternatives should meet the same audience, purpose, arrangements, supervision, benefits, review, concern and decision cues. Check actual final words and coherent language; classroom guidance is not an official criterion score.

Purpose

I propose a weekly reading-and-repair club for students who want to understand practical instructions in English. Some students can translate individual words but find it difficult to follow a complete process. A small club would let us practise reading for a real purpose while learning useful habits.

Arrangements and support

We suggest meeting on Thursdays from four to five in the library meeting room. Twelve students could join the first month. A teacher would supervise every meeting, and the library desk could manage a simple sign-up list. We would need printed instructions, pencils, a few basic hand tools and a box for materials. Students should not bring damaged batteries or mains-powered appliances. Repairs involving electrical safety would go to a qualified professional.

Activities and benefits

Each meeting would begin with a short instruction text. Students would identify the materials, put the steps in order and explain any warning. They could then practise a permitted task, such as tightening a loose handle, under supervision. Working in pairs would encourage students to ask clear questions rather than guess silently. The club would also show that deciding not to attempt an unsafe repair can be a sensible outcome.

Review and request

Space and supervision are possible concerns. We therefore recommend a small first group and advance registration, with a paper option for students who cannot use the online form. After four meetings, we would review attendance, ask students which instructions

remained unclear, and check whether the teacher could supervise the tasks comfortably. We would change the activities before increasing the group.

Please approve a one-month trial and the use of the meeting room. We would be happy to discuss the plan with the teacher and librarian before inviting students.

Classroom model: 287 words. Need; weekly day/time/place; teacher supervision; materials and safety; practical reading benefits; space concern and capped trial; first-month evaluation; explicit approval request.

Sound conclusion or proposed method. Relevant supporting steps or textual evidence. Accurate conditions, checks or qualification.

3.3 “Hi Mei, would you like to join our new reading-and-repair club on Thursdays? We could read short instructions together and learn a few safe repairs.” Direct address and a friendly invitation fit a peer. The time and activity stay clear; a formal request for the principal’s approval would answer the wrong purpose.

Sound conclusion or proposed method. Relevant supporting steps or textual evidence. Accurate conditions, checks or qualification.