

Writing on Schedule

Trace how one writer adjusts time, process, and audience.

CCSS.ELA-Literacy.W.11-12.10 "Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes, and audiences."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline evidence that Maya works over time, and circle details showing how she changes writing for a particular audience or purpose. Use your marks to trace how a writer matches a process to a task.

Maya's Depot Project

- ① When Maya joined her town's effort to restore the 1910 train depot, she began with a short task. The historical society needed a 150-word caption for an online photo by that evening. Maya examined the image, checked its date in the archive, and wrote for local readers who might not know the building. She used plain language and included the depot's location and former purpose. Before sending it, she read it aloud and replaced one vague phrase. The quick deadline required a focused draft and a brief revision.
- ② For a longer project, Maya proposed a display panel about why residents saved the depot from demolition in the 1990s. Her first archive search showed that preservation groups had organized, but it did not explain which concerns persuaded the city council. Instead of guessing, she scheduled a second visit, reviewed council meeting minutes, and interviewed a former organizer. She left that section unfinished while she gathered evidence. After comparing the sources, she reorganized the panel around three documented reasons and added citations. This slower process gave her time to research, reflect, and revise.
- ③ Maya also wrote for two audiences during the same week. A formal email to the city archives requested permission to reproduce a map. It named the file, stated the intended use, and asked a specific question. Later, she drafted a two-sentence social media post inviting students to a depot open house. For that post, she chose an energetic tone and included the date, time, and meeting place. She did not paste the email into the post because each audience needed different information and a different voice. By keeping a notebook of deadlines and next steps, Maya returned to the panel several times without losing track of its evidence.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What did Maya do when her first archive search could not explain what persuaded the city council, and why did she do it?

2 Which task did Maya complete under a same-evening deadline, and what revision did she make before sending it?

3 What two details made Maya's email appropriate for the city archives?

4 Why did Maya write a separate social media post instead of pasting in her formal email?

3 YOUR TURN _____ Your own words

Choose a real or imagined school issue. In a single sitting, write a 45-60-word announcement for students, then create a three-step, multi-day plan for a 300-word evidence-based proposal to a school decision-maker that includes research, reflection, and revision.

PART 1 • READ AND MARK

Underline evidence that Maya works over time, and circle details showing how she changes writing for a particular audience or purpose. Use your marks to trace how a writer matches a process to a task. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What did Maya do when her first archive search could not explain what persuaded the city council, and why did she do it?	She scheduled a second visit, reviewed council minutes, and interviewed a former organizer because the first search did not explain which concerns persuaded the council.
2	Which task did Maya complete under a same-evening deadline, and what revision did she make before sending it?	She wrote the online photo caption. She read it aloud and replaced one vague phrase.
3	What two details made Maya's email appropriate for the city archives?	It named the map file and stated the intended use. It also asked a specific question.
4	Why did Maya write a separate social media post instead of pasting in her formal email?	The student audience needed different information and a different voice, including an energetic tone and open-house details.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Announcement: Bring your reusable bottle to the courtyard on Thursday at lunch. The Green Team will demonstrate a proposed refill station and collect student comments. Add your idea to the poster, then vote on the station's location. Your responses will help the team present a practical plan to the principal. 1. Monday: Survey students about bottle use and photograph the current water fountains. 2. Tuesday: Sort survey results, compare prices from two refill-station vendors, and decide which evidence answers likely concerns. 3. Wednesday: Draft the 300-word proposal, ask a peer to check its clarity, and revise the recommendation before sending it to the principal.

Accept equivalent responses that accurately connect Maya's choices to deadline, research, revision, purpose, or audience. For Part 3, verify that the announcement contains 45-60 words and that the plan includes distinct research, reflection, and revision steps across multiple days.