

Revision With Purpose

Notice how a writer reshapes a message for a real audience.

CCSS.ELA-Literacy.W.11-12.5 “Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience...”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three revisions that make Maya’s message more useful to library board members. Circle the convention edit, then number the change that gives the board a practical action.

A Letter That Changed Shape

- ① When Maya learned that the public library planned to close at 6:00 p.m. on weekdays, she drafted an email asking officials to keep it open later. Her first version began, “This change is unfair, and lots of people hate it.” During planning, Maya listed her purpose, to persuade the library board, and her audience, board members who needed clear evidence. She replaced her opening with a specific claim: “Weekday hours should extend until 8:00 p.m. so students and working families can use the library.” She also decided to include information from a short survey of her classmates.
- ② Before revising again, Maya checked whether each detail would matter to board members. She cut a sentence about the library’s “cozy chairs” because it did not support her main claim. Instead, she added that 42 of 50 surveyed students reported needing library access after 6:00 p.m. She explained that some students stay for sports, jobs, or family responsibilities before beginning homework. To make her request practical, she proposed a two-month trial of later hours on Tuesdays and Thursdays. This new approach gave the board a manageable action rather than only a complaint.
- ③ Finally, Maya edited for clarity and conventions. She changed “the board should consider to extend hours” to “the board should consider extending hours,” correcting the verb pattern. She replaced the vague pronoun in “this would help them finish work” with “later hours would help students finish homework.” She checked that the survey numbers matched her notes and that the library’s name was capitalized consistently. Her final email used a respectful subject line, “Request for a Weekday Evening-Hours Trial,” and ended by asking the board to discuss the proposal at its next meeting. The revisions made her evidence, request, and tone fit her audience.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 How did Maya revise her opening claim, and why does the new version better fit her audience?

2 What detail did Maya cut from her draft? Explain why removing it helped her focus on what was most significant.

3 What new approach did Maya add to make her request more practical for the board?

4 Identify two edits Maya made for clarity or conventions. State what each edit improved.

3 YOUR TURN _____ Your own words

Choose one school improvement you want to request, such as covered bike racks, quieter study spaces, or a change to a school service. Make a brief plan naming your audience, purpose, and two useful details, then write a 90 to 110 word email that includes a specific claim, concrete evidence or reasons, a practical action, and correct formal conventions.

PART 1 • READ AND MARK

Underline three revisions that make Maya's message more useful to library board members. Circle the convention edit, then number the change that gives the board a practical action. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	How did Maya revise her opening claim, and why does the new version better fit her audience?	She replaced "This change is unfair, and lots of people hate it" with a specific request for hours until 8:00 p.m. and a reason involving students and working families. The revision gives board members a clear, evidence-focused claim.
2	What detail did Maya cut from her draft? Explain why removing it helped her focus on what was most significant.	She cut the sentence about the library's cozy chairs because it did not support her claim about extending weekday hours.
3	What new approach did Maya add to make her request more practical for the board?	She proposed a two-month trial of later hours on Tuesdays and Thursdays, giving the board a manageable action instead of only a complaint.
4	Identify two edits Maya made for clarity or conventions. State what each edit improved.	Possible answers: She changed "consider to extend" to "consider extending" to correct the verb pattern; she replaced a vague pronoun with "later hours" and "students" for clarity; she checked survey numbers and consistent capitalization of the library's name.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Plan: Audience: principal. Purpose: request covered bike racks. Details: rain damages belongings; cyclists need dry storage. Action: install six covered spaces as a trial. Subject: Request for Covered Bike Racks Dear Principal Alvarez, I am writing to request covered bike racks near the east entrance. On three rainy mornings this month, I saw students arrive with wet backpacks and bicycle seats. Several cyclists must carry bags through the building because they cannot leave them dry outside. Covered racks would protect belongings and keep the entrance walkway less crowded. Could the school install six covered spaces as a one-semester trial? After the trial, staff could review how often the spaces are used and decide whether to add more. Thank you for considering this practical improvement. Sincerely, Jordan Lee

Accept question responses that accurately connect a revision or edit to Maya's purpose and audience. For Part 3, look for a focused request, audience-appropriate tone, relevant support, a feasible action, and edited conventions.