

Draft to Decision

Track how a writer shapes a proposal for a real audience.

CCSS.ELA-Literacy.W.8.5 "With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on how well purpose and audience have been addressed..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline words or sentences that name the audience or purpose. In the margin, number one planning, revising, or editing move in each paragraph.

The Refill Station Proposal

- ① During science class, Mara drafted a proposal asking the principal to install a water-bottle refill station near the gym. Her first version opened with three paragraphs about plastic pollution in oceans. Although the facts were accurate, her partner said the principal needed local information before deciding how to spend school funds. Mara reread the assignment's purpose: persuade a school leader to approve a practical change. She highlighted details that connected the station to students, costs, and the crowded drinking fountain after practice.
- ② Next, Mara made a revision plan. She would replace two ocean facts with observations from the gym hallway, including the line of athletes waiting for one fountain. She would add the price of a refill station from a supplier's website and explain that students could fill reusable bottles between classes. Her peer also noticed that the proposal sounded demanding because it said, "Install this now." Mara changed that command to a respectful request and added a sentence explaining how the station could reduce interruptions during class.
- ③ Before sharing the final draft, Mara checked whether each paragraph helped the principal make a decision. She cut a repeated sentence and moved the cost estimate beside her request, so the evidence appeared when it was most useful. Then she edited carefully. She corrected a comma splice, changed "bottle's" to "bottles," and made sure the supplier's name was capitalized correctly. Her teacher suggested reading the proposal aloud. When Mara heard a long, confusing sentence, she split it into two clear sentences before submitting the proposal.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is Mara's audience, and what action does she want that person to take?

2 Why did Mara replace facts about ocean pollution with observations from the gym hallway?

3 What revision did Mara make to place her evidence where it would be most useful?

4 Name two convention edits Mara made before submitting the proposal.

3 YOUR TURN _____ Your own words

Choose a school improvement and write a 90-110-word proposal to a school decision maker. Ask a peer to read it, then list three revision notes: one detail chosen for the audience and purpose, one change you made after peer feedback, and one correction to punctuation, grammar, or usage.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PART 1 • READ AND MARK

Underline words or sentences that name the audience or purpose. In the margin, number one planning, revising, or editing move in each paragraph. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is Mara's audience, and what action does she want that person to take?	Her audience is the principal, and she wants the principal to approve installing a water-bottle refill station near the gym.
2	Why did Mara replace facts about ocean pollution with observations from the gym hallway?	Her partner said the principal needed local information to decide how to spend school funds.
3	What revision did Mara make to place her evidence where it would be most useful?	She moved the cost estimate beside her request.
4	Name two convention edits Mara made before submitting the proposal.	She corrected a comma splice, changed "bottle's" to "bottles," and checked capitalization of the supplier's name. Any two are correct.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Principal Ortiz, Our school should add a shaded table area beside the soccer field. At lunch, students who wait for practice often sit on hot pavement because the few nearby benches are in direct sun. Two sturdy tables with shade covers would give teams a safe place to eat, review plans, or wait for rides. The area could also be used by families during games. Please consider including this project in next year's facilities budget. It would improve this busy space without changing the field or interrupting daily team practices. Revision notes: 1. Audience and purpose: I used budget, safety, and field-use details to persuade the principal. 2. Peer feedback: A classmate said families use the field, so I added the sentence about games. 3. Convention edit: I changed "families" to "families" and checked the commas in my list.

Accept responses that identify a specific audience, a clear purpose, and revisions that make the proposal more useful or persuasive for that audience. The proposal should be 90-110 words and include all three revision notes.