Revision With Purpose

Use feedback to shape a message for its reader.

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 three changes Jordan made to make the email fit its adult reader, and circle each person or group who gave feedback.

A Request That Changes

1. Jordan's first draft of an email asked the principal to create a quiet lunch space. It began, "Lunch is too loud, and we need a better room." During writing workshop, Jordan read the draft aloud to two classmates. They said the request was clear, but the opening sounded frustrated and gave no reason the change would help the school. Jordan realized that the principal, not a close friend, would need respectful evidence before considering the idea or assigning a room during the busy lunch period.

2. Jordan surveyed 36 students in the grade and found that 24 had skipped part of lunch because the cafeteria felt overwhelming. A teacher suggested explaining how a quiet space could support students without blaming cafeteria staff. Jordan replaced the angry opening with a polite subject line and a direct request. The revised email named the survey, proposed using an empty conference room twice a week, and explained that students could eat, read, or reset there. Jordan also cut a repeated complaint about noise.

3. Before sending the email, Jordan asked the school counselor to check it. The counselor noted that the phrase "all students" was too broad because the survey included only 36 students. Jordan changed it to "many surveyed eighth graders" and checked capitalization, commas, and spelling. The final version kept the same goal, yet its evidence, tone, and precise wording matched an adult decision maker. Jordan planned to send it after classmates read the final copy for any remaining errors before it was sent.

2 ANSWER WITH EVIDENCE

Use the passage

1. What did Jordan learn about what the principal would need before considering the request?

2. Name two revisions Jordan made that helped the email fit an adult decision maker.

3. Why did the counselor say that “all students” was too broad?

4. What did Jordan do to edit the email for correctness before sending it?

3 YOUR TURN

Your own words

Write a 75-95 word email to an adult at school requesting one realistic change. Include a respectful tone, a reason supported by a specific detail, and a practical solution. Then write one sentence that names a revision you made to fit that adult reader.

ANSWER KEY

Revision With Purpose

GRADE 8 · W.8.5

PART 1 · READ AND MARK

Underline three changes Jordan made to make the email fit its adult reader, and circle each person or group who gave feedback. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What did Jordan learn about what the principal would need before considering the request?	**The principal would need respectful evidence, not a frustrated complaint.**
2	Name two revisions Jordan made that helped the email fit an adult decision maker.	**Answers may include using a polite subject line, making a direct request, naming the survey, proposing a conference room schedule, explaining student benefits, or cutting a repeated complaint.**
3	Why did the counselor say that "all students" was too broad?	**Jordan's survey included only 36 students, so it could not support a claim about all students.**
4	What did Jordan do to edit the email for correctness before sending it?	**Jordan checked capitalization, commas, and spelling, then planned for classmates to read the final copy for remaining errors.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Ms. Rivera, Could the library stay open for thirty minutes after school on Tuesdays and Thursdays? Several students on my bus arrive early for activities but have no quiet place to finish homework. A supervised library would give us access to research materials and a productive space while we wait. I know staff schedules matter, so perhaps a rotating teacher volunteer could supervise. I would be glad to survey students about interest and share the results. Thank you for considering this request. Sincerely, Maya Revision: I used a respectful tone and offered a practical solution because an adult who manages staff schedules will read the email.

Accept equivalent evidence-based explanations for the short answers when they accurately refer to the passage. For the open response, accept any realistic school request that addresses an adult audience with specific support, a workable solution, and a clearly stated revision.