

Draft to Decision

Track how a writer uses planning, feedback, revision, and editing.

ELA.7.C.1.5 “Improve writing by planning, revising, and editing, considering feedback from adults and peers.”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline each piece of feedback Maya receives. Then number each action she takes to improve her proposal after receiving feedback.

Maya's Garden Proposal

- ① Before proposing a school garden, Maya made a plan. She listed her goal, audience, and evidence in a notebook. Her goal was to persuade the principal to approve three raised beds near the cafeteria. She expected the principal would ask about cost, water, and care during summer. Maya found prices for lumber and soil, then sketched a simple budget. She also wrote questions for the science teacher and the cafeteria manager. Her plan helped her collect details before she drafted her proposal.
- ② On Tuesday, Maya shared her first draft with Jordan, a classmate. Jordan said the opening was clear, but he could not tell how students would care for the garden in July. He suggested adding a summer watering schedule. Ms. Chen, Maya's teacher, noticed that the budget named materials but did not show a total. She advised Maya to add the prices and calculate the cost. Maya wrote both comments in the margin, beside the parts of her draft they addressed.
- ③ During revision, Maya added a chart that assigned watering days to volunteers and included a contact for each week. She changed the budget into a list with prices, then added the total. Next, she reread every sentence aloud. She replaced the vague phrase “not too expensive” with the exact total from her list. Finally, she checked spelling, capitals, and punctuation. Her revised proposal gave the principal clearer information and made it easier to decide whether the garden plan could work.

2 ANSWER WITH EVIDENCE Use the passage

1 Name two concerns Maya predicted the principal would have about the garden.

2 What feedback did Jordan give Maya, and what information did he think was missing?

3 How did Maya revise her proposal in response to Ms. Chen's feedback?

4 Which action in the last paragraph is editing rather than revising, and what does Maya check?

3 YOUR TURN Your own words

Choose a small change for your school. Write a 6-sentence proposal that states a goal, gives two specific supporting details, and ends with a request. Under it, write one feedback note from a peer or adult, one revised sentence that responds to the note, and one editing correction you made.

PART 1 • READ AND MARK

Underline each piece of feedback Maya receives. Then number each action she takes to improve her proposal after receiving feedback. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Name two concerns Maya predicted the principal would have about the garden.	Any two: cost, water, or summer care.
2	What feedback did Jordan give Maya, and what information did he think was missing?	Jordan said readers could not tell how students would care for the garden in July. He suggested a summer watering schedule.
3	How did Maya revise her proposal in response to Ms. Chen's feedback?	She listed the prices for the materials and added the total cost.
4	Which action in the last paragraph is editing rather than revising, and what does Maya check?	Maya checks spelling, capitals, and punctuation.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Our school should add a covered bike rack near the front entrance. The rack would give students a dry place to lock bicycles during rain. It would hold twelve bikes, so more students could ride safely to school. A local hardware store sells a twelve-bike rack for \$480. The principal could ask the parent group to help raise the money. Please approve the rack before the rainy season begins. Feedback note: Explain how many bikes the rack will hold. Revised sentence: It would hold twelve bikes, so more students could ride safely to school. Editing correction: Changed "student's bicycles" to "students' bicycles" in my draft.

Accept equivalent answers that identify the passage's planning, feedback, revision, or editing details. For the open task, look for exactly six proposal sentences, specific details, a feedback-based revision, and a genuine editing correction.