

Draft With Direction

Trace how a writer shapes a proposal for one decision-maker.

11.P.EICC.4 "Writing Processes: Compose a range of texts for a variety of purposes and audiences, flexibly engaging in writing processes to plan, draft, evaluate, revise, and edit texts."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline words or phrases that show Maya's audience and purpose, then number the writing-process actions in the order she uses them.

A Proposal Takes Shape

- ① When the student council asked Maya to propose an improvement for the school courtyard, she did not begin by writing full sentences. Her audience was the principal, who would need costs, safety details, and evidence that students would use the space. Her purpose was to request approval for shaded tables near the library entrance. Maya first listed what she knew: the courtyard has little shade at lunch, the entrance is monitored, and students already gather there. She also wrote questions for the facilities manager about installation, maintenance, and accessible paths. This plan kept her first draft focused on a decision rather than on every complaint about the courtyard.
- ② Her first draft opened with three sentences about how hot the pavement felt in September. During peer review, a classmate said that this description made the request sound personal and did not explain why tables were the best solution. Maya cut two sentences and moved a survey result to the opening: 68 percent of 120 respondents said they avoided the courtyard because of sun exposure. She added a brief budget estimate from the facilities manager and a sentence explaining that the proposed table layout would leave a clear route to the entrance. Those revisions gave the principal evidence, a cost, and a practical response to a safety concern.
- ③ Before sending the proposal, Maya reread it as the principal might. She checked whether each claim had support and whether the request appeared in the first paragraph. She replaced the vague phrase "make the courtyard better" with "approve six shaded tables," because the second phrase named an action the principal could take. Next, she checked the survey percentage against her notes, corrected a misspelled manager's name, and made the heading and bullet list easy to scan. Her final proposal did not include every idea from her notebook. It selected details that helped this particular reader judge the request and decide what to do next.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who was Maya's audience, and what information did she gather because of that audience?

2 What peer-review feedback led Maya to revise her opening?

3 Identify two revisions Maya made that improved the proposal's content or organization.

4 What did Maya check during editing, and why would those checks matter to the principal?

3 YOUR TURN _____ Your own words

Write an 85 to 100-word email to a local library director requesting a quiet after-school study space for teens. Then add two numbered revision notes, one explaining a change you made for the director and one describing an editing check you completed.

PART 1 • READ AND MARK

Underline words or phrases that show Maya's audience and purpose, then number the writing-process actions in the order she uses them. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who was Maya's audience, and what information did she gather because of that audience?	Her audience was the principal. Maya gathered information about costs, safety, student use, installation, maintenance, and accessible paths.
2	What peer-review feedback led Maya to revise her opening?	A classmate said the opening sounded personal and did not explain why tables were the best solution.
3	Identify two revisions Maya made that improved the proposal's content or organization.	She cut two descriptive sentences, moved survey evidence to the opening, added a budget estimate, and explained the clear route to the entrance. Any two are acceptable.
4	What did Maya check during editing, and why would those checks matter to the principal?	She checked that claims had support, verified the survey percentage, corrected a name, and made the format easy to scan. These checks make the proposal accurate, credible, and usable.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Director Chen, Our town library could better serve teens by reserving one quiet room for after-school study from 3:30 to 6:00 p.m. Many students need a place with reliable internet and tables before evening activities, yet the current computer area is often busy. Could the library pilot this schedule for one month and track room use? I can ask members of the school's service club to share the schedule and collect visitor feedback. This limited trial would show whether the space meets a real need before the library changes its regular program. Sincerely, Jordan

1. Audience revision: I named a one-month pilot and a way to measure use, which gives the director practical information.

2. Editing check: I verified the time format and checked that each sentence supports the request.

Accept responses that identify specific audience, purpose, planning, drafting, evaluation, revision, or editing choices supported by the passage. For Part 3, accept varied requests if the email fits the audience, includes a clear request and support, meets the word range, and includes both required revision notes.