Ready to Send?

Evaluate a draft using self-review and reader feedback.

12.P.EICC.4.f "Evaluate the text's effectiveness based on self-review or feedback from others, determining whether the text matches the purpose and goals for writing. (C)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words and sentences that state Maya's purpose or goals. Circle each piece of feedback, then number the revisions or next steps that show whether her proposal is ready to send.

Maya Revises a Library Proposal

1. For the city youth council, Maya drafted a proposal asking the library to keep its study rooms open until 8:00 p.m. during exam weeks. Her purpose was to persuade library leaders that later hours would serve students without creating an unrealistic burden. She organized the proposal around a clear request, evidence from a student survey, and a possible staffing plan. Before sending it, Maya reread the draft as if she were a library manager. She noticed that her opening described her own frustration but did not explain why the change mattered to the wider community.

2. Two peers then reviewed the proposal using Maya's purpose as their test. One reader wrote, "Explain how the library could cover the added staff time." Another circled Maya's claim that most students needed later access and noted that the survey included only 47 respondents. The feedback did not reject the idea, but it showed that the evidence and cost plan were too thin for a decision maker. Maya revised the opening to describe students who lack quiet space at home. She added survey limits, a comparison with nearby libraries' exam-week schedules, and a plan to use volunteers for check-in duties.

3. After revising, Maya asked the library's teen services coordinator to read the proposal. The coordinator said the new opening made the need clear and the schedule comparison made the request easier to judge. However, the coordinator questioned whether volunteers could legally supervise study rooms without an employee present. Maya concluded that the proposal now matched her purpose better because it gave leaders reasons and practical details, not just a complaint. Still, she delayed sending it. To meet her goal of offering a workable plan, she needed to verify the volunteer policy and estimate the cost of an employee supervisor.

2 ANSWER WITH EVIDENCE

Use the passage

1. What was Maya's purpose, and what limit did she want her proposal to address?

2. Which feedback showed that Maya's evidence was not strong enough for a decision maker?

3. How did Maya revise her proposal in response to the feedback about community need, evidence, and costs?

4. Was Maya's revised proposal ready to send? Use the coordinator's feedback to explain your evaluation.

3 YOUR TURN

Your own words

Choose a draft you are writing or recently wrote. In 90 to 120 words, state its purpose and goals, describe one piece of self-review or feedback, evaluate how well the draft meets its purpose, and name a specific revision or next step.

ANSWER KEY

Ready to Send?

GRADE 12 · 12.P.EICC.4.f

PART 1 · READ AND MARK

Underline words and sentences that state Maya's purpose or goals. Circle each piece of feedback, then number the revisions or next steps that show whether her proposal is ready to send. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What was Maya's purpose, and what limit did she want her proposal to address?	**Her purpose was to persuade library leaders to offer later study-room hours during exam weeks. She also needed to show that the change would not create an unrealistic burden.**
2	Which feedback showed that Maya's evidence was not strong enough for a decision maker?	**A peer noted that Maya claimed most students needed later access, but her survey included only 47 respondents.**
3	How did Maya revise her proposal in response to the feedback about community need, evidence, and costs?	**She described students who lack quiet space at home, acknowledged survey limits, compared nearby libraries' schedules, and proposed volunteers for check-in duties.**
4	Was Maya's revised proposal ready to send? Use the coordinator's feedback to explain your evaluation.	**It matched her purpose better, but it was not ready to send. She still needed to verify whether volunteers could legally supervise rooms and estimate the cost of an employee supervisor.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

My goal in my editorial about campus parking is to persuade the principal to add a permit option for students who work after school, while recognizing limits on available spaces. During self-review, I saw that I blamed the school without showing how many students were affected. A classmate also said my proposed permit price had no source. The draft partly meets its purpose because it explains why late transportation is difficult, but the unsupported price makes the plan less credible. I will add results from the transportation survey, revise the accusatory opening, and ask the business office for the actual cost of administering permits.

Accept equivalent evaluations that accurately connect a purpose or goal, feedback, and a revision or remaining need. For Part 3, look for a clear judgment about effectiveness supported by specific feedback or self-review.