Revision With Purpose

Use evidence and audience needs to strengthen a request

11-12.W.4.a "Plan and develop, draft, and revise writing using appropriate reference materials. Rewrite, try a new approach, focusing on addressing what is most significant for a specific purpose and audience..."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline two places where Maya changes the substance of her plan, and circle two details she uses to make her revised request credible to the principal.

A Better Request

1. At the fictional Harbor High, Maya is preparing a request for the principal: open the library before the first bell so students arriving by bus can study. Her first plan is to ask for access at 7:15, when an early bus arrives. Before drafting, she checks the posted bus schedule and the librarian's work schedule. The first bell rings at 7:50, but the librarian does not start work until 7:30. Maya also surveys 52 students who ride that bus; 38 say they would use a quiet study space. She records that the survey includes only those riders, not the whole school.

2. Her first draft says, 'Everyone needs the library open at 7:15. It would make school better.' The principal cannot use that claim to decide whether the request is workable. Maya crosses out 'Everyone' because her survey did not ask everyone. She also abandons the 7:15 request: the schedule provides no evidence that a staff member can supervise the room then. Rather than polishing the vague sentence, she changes her approach. She proposes a trial from 7:30 to 7:50, when the librarian is scheduled to be on duty, and frames the benefit for bus riders who arrive early.

3. In her revised draft, Maya writes, 'Please consider a two-week trial of library access from 7:30 to 7:50 before the first bell. The posted work schedule shows that the librarian starts at 7:30. In my survey of 52 riders on the early bus, 38 said they would use a quiet study space.' She adds a request to review daily attendance at the end of the trial rather than promise that attendance will be high. During editing, she replaces 'kids' with 'students' and checks that both times match the schedules. The revised request gives the principal a feasible action and a way to evaluate it.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which reference material leads Maya to change her proposed opening time, and what time does she propose instead?

2. Why does Maya replace her claim about 'Everyone' with a claim about early bus riders?

3. How do the two-week trial and attendance review make the revised request more useful to the principal?

4. Compare one change Maya makes to her proposal with one edit she makes to its wording. Which change addresses whether the proposal is workable?

3 YOUR TURN

Your own words

Write a 70 to 100 word request to a school administrator proposing a small change at your school. Name a reference material you would check, explain how it would shape a workable proposal, and include a way to assess the change; do not invent data or claim you checked a source you have not checked.

ANSWER KEY

Revision With Purpose

HIGH SCHOOL · 11-12.W.4.a

PART 1 · READ AND MARK

Underline two places where Maya changes the substance of her plan, and circle two details she uses to make her revised request credible to the principal. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which reference material leads Maya to change her proposed opening time, and what time does she propose instead?	**The librarian's work schedule shows a 7:30 start, so Maya proposes opening the library at 7:30 instead of 7:15.**
2	Why does Maya replace her claim about 'Everyone' with a claim about early bus riders?	**She surveyed only 52 riders on the early bus, so the results cannot support a claim about everyone at school.**
3	How do the two-week trial and attendance review make the revised request more useful to the principal?	**They give the principal a limited action to consider and a way to evaluate actual use without assuming attendance will be high.**
4	Compare one change Maya makes to her proposal with one edit she makes to its wording. Which change addresses whether the proposal is workable?	**Changing the opening time from 7:15 to 7:30 addresses staffing and makes the proposal more workable. Replacing 'kids' with 'students' edits the wording.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Please consider a two-week trial of a labeled lost-and-found shelf near the main office. Before choosing its location, I would check the school's hallway supervision plan and ask office staff which space is available; the shelf should not block traffic or require extra coverage. Students could give found items to office staff, who would decide when to move them to the shelf. At the end of the trial, the office could count unclaimed items and decide whether the shelf is worth keeping.

For the marking job, accept changes to the opening time and the scope of the claim as substantive revisions. Accept the schedule, survey details, or attendance review as circled support for the revised request.