Make It Clearer

Follow a school proposal from first draft to final draft.

C.6.1.g "With some guidance, develop and strengthen writing as needed by planning, revising, editing, rewriting or trying a new approach."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Number the three steps in the writer's plan, underline the new action sentence, and circle the sentence the writer edited.

A Plan for the Lost and Found

1. On Monday, I opened my notebook to draft a proposal for our school's lost-and-found shelf. I wanted the principal to approve a simple sorting system. My first draft began, "The shelf is a mess. We should fix it. Lots of stuff gets lost." Those sentences showed my opinion, but they gave the principal no clear action to consider. I made a quick plan: name the problem, describe a sorting method, then explain how students would find their belongings. My plan gave each detail a job.

2. During revision, I replaced "We should fix it" with "Place three labeled bins beside the office: clothing, lunch items, and other belongings." The new sentence named an action instead of repeating my complaint. I also moved a detail about students checking the shelf from the end of the draft to the beginning. There it explained why the proposal mattered before I asked for bins. My partner read the draft and asked what would happen to items left in the bins. I added a weekly reminder in the school bulletin.

3. Next, I edited a sentence that read, "Students can check the bins on Fridays they can take home their things." I divided it into two sentences so readers would not run the ideas together. My final proposal opened, "When the lost-and-found shelf is crowded, students may miss their own things. Three labeled bins beside the office would make the search easier." It ended by asking for a Friday bulletin reminder about unclaimed items. I did not change my goal. I changed the writing so the principal could picture the plan.

2 ANSWER WITH EVIDENCE

Use the passage

1. What three steps did the writer plan before revising, and how did that plan help?

2. How did the new action sentence improve on “We should fix it”?

3. Why did the writer move the detail about students checking the shelf toward the beginning?

4. Rewrite the sentence the writer edited as two complete sentences. What problem does this edit fix?

3 YOUR TURN

Your own words

Write a two-sentence first draft of a request to improve a shared space at school. Then rewrite it in two or three sentences with a clear action and one reason, and name one revision you made.

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PART 1 · READ AND MARK

Number the three steps in the writer's plan, underline the new action sentence, and circle the sentence the writer edited. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What three steps did the writer plan before revising, and how did that plan help?	**The writer planned to name the problem, describe a sorting method, and explain how students would find their belongings. The plan gave each detail a purpose.**
2	How did the new action sentence improve on “We should fix it”?	**It told the principal what to do: place three labeled bins beside the office. The earlier sentence did not name an action.**
3	Why did the writer move the detail about students checking the shelf toward the beginning?	**It helped explain why the proposal mattered before the writer asked for bins.**
4	Rewrite the sentence the writer edited as two complete sentences. What problem does this edit fix?	**“Students can check the bins on Fridays. They can take home their things.” The edit separates two ideas that ran together.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

First draft: Our class reading corner is crowded. It should be better.
Rewrite: Move the extra chairs away from the reading corner so students can reach the shelves. This change would make it easier to choose books without bumping into furniture.
Revision I made: I replaced a vague complaint with a specific action and reason.

Accept other clear ways to divide the edited sentence. For Part 3, look for the required sentence counts, a specific action and reason, and an accurately named revision.