Revise the Request

Choose changes that matter to your audience

W.11-12.5 "Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying 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 Read the draft, review notes, and revised message. Underline one draft claim that needs stronger support, circle a revised detail that helps the principal make a decision, and number the two requests to show how the writer narrowed the plan.

A Request for Better Refills

1. Draft for the principal: Our school should install a bottle-filling station near the gym. The hallway gets crowded after practice, and students want water without waiting at the old fountain. The line is long, people get frustrated. A new station would be amazing, and everyone would use it. We should put one in every hallway as soon as possible. Plastic bottles are a problem, so this project would also help the planet. Last Tuesday, my teammate filled her bottle at the cafeteria sink because the fountain near the gym barely reached its rim. Please approve this idea before basketball season begins.

2. Before sending the draft, I showed it to the custodian and two teammates. The custodian said the fountain near the gym already has a water line, but only a facilities inspection could show whether a bottle-filling unit would fit. My teammates reported crowded lines after practice, though none of us had counted how many students waited or how long. I also learned that the principal reviews building requests at a monthly budget meeting. I crossed out the demand for stations in every hallway and wrote a smaller request in the margin: inspect the existing fountain first.

3. Revised message for the principal: Please ask facilities staff to inspect the fountain near the gym for a possible bottle-filling unit. After practice, students often wait there to refill bottles, and one teammate used the cafeteria sink last Tuesday when the fountain's weak stream made filling difficult. The custodian confirmed that a water line reaches this location, but an inspection is needed before we can know whether a unit will fit. If the location is suitable, please request a price quote for one unit. I can record line lengths for a week to help you decide whether the purchase is worthwhile.

2 ANSWER WITH EVIDENCE

Use the passage

1. How did the writer narrow the request between the draft and the revision? Why is the new request more useful to the principal?

2. Which claim about student use in the draft needs stronger support? What step in the revision could help establish demand near the gym?

3. What is still unknown about the fountain near the gym? Explain how the revision accounts for that uncertainty.

4. The draft says, "The line is long, people get frustrated." Rewrite the sentence to fix its comma splice without changing its meaning.

3 YOUR TURN

Your own words

Revise this first draft for the principal in 75 to 105 words: "The library should open earlier. It would be awesome. Everybody needs it. Do it next week." Request a realistic first step, name one way to gather evidence of demand, and use a professional tone. Do not invent survey results or costs.

Revise the Request

PART 1 · READ AND MARK

Read the draft, review notes, and revised message. Underline one draft claim that needs stronger support, circle a revised detail that helps the principal make a decision, and number the two requests to show how the writer narrowed the plan. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	How did the writer narrow the request between the draft and the revision? Why is the new request more useful to the principal?	**The draft asks for stations in every hallway. The revision asks for an inspection of one location, followed by a quote if it is suitable. This gives the principal information to consider before approving a purchase.**
2	Which claim about student use in the draft needs stronger support? What step in the revision could help establish demand near the gym?	**The draft claims that everyone would use a new station. Recording line lengths for a week would provide evidence of demand near the gym, though it would not prove that everyone would use it.**
3	What is still unknown about the fountain near the gym? Explain how the revision accounts for that uncertainty.	**No one knows whether a bottle-filling unit will fit. The revision requests a facilities inspection before asking for a price quote.**
4	The draft says, "The line is long, people get frustrated." Rewrite the sentence to fix its comma splice without changing its meaning.	**The line is long, and people get frustrated.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Dear Principal, Please ask library staff whether they could open the library 20 minutes before the first bell on Tuesdays and Thursdays for a two-week trial. Some students arrive early and could use a quiet place to read or finish assignments, but we do not yet know how many would attend. If staff can manage the trial, they could record daily attendance. Afterward, you could review those counts and ask staff whether the schedule was manageable before deciding whether to continue or expand the hours. Thank you for considering this limited trial.

For question 4, accept a period or semicolon in place of the added conjunction. For the open task, accept other feasible first steps and methods of gathering evidence if the response meets the length, tone, and no-invented-results requirements.