

Proposal Precision

Revise a real draft task with evidence, peer feedback and self-review.

12.W.3 "Usage and Mechanics Revise writing for clarity of content, accuracy, and depth of information. Use peer- and self-evaluation to edit writing for clarity and quality of information..."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB In the fictional draft, underline an unsupported claim, box a convention error and circle a useful purpose or detail worth preserving. Compare each claim with the reference record before revising.

From Rough Draft to Decision-Ready Proposal

- ① Draft to revise: Director, you gotta build a cover for the bike rack now. Everybody rides here and all the bikes gets soaked every day. Volunteers counted 38 bikes, that proves we need 38 new spaces. A supplier said it costs \$2,400 so we can definitely finish next week. This will stop theft too. Approve the money and tell them to start.
- ② Fictional reference record: Library volunteers logged 38 bicycle arrivals in total across three afternoons, not 38 bikes at once. The record contains no rain, theft or peak-parking data. A supplier's preliminary \$2,400 estimate covers materials only; installation, site review and delivery timing remain unknown. The library director may authorize staff to obtain complete estimates before deciding whether to fund a cover.
- ③ Editing brief: Write for the library director in a formal workplace style. Make the request precise, attribute the arrival count, distinguish known facts from predictions, and explain the decision still needed. Correct grammar and sentence boundaries. Keep useful purpose and evidence while removing unsupported promises. Peer review must identify a strength and a specific improvement in the actual draft.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Why does the total of 38 arrivals not establish a need for 38 new spaces?

2 Identify two unsupported promises in the draft and state what the supplied record actually establishes.

3 Correct “all the bikes gets soaked every day” for both grammar and accuracy. Explain the difference between those changes.

3 YOUR TURN

Your own words

Complete the four stages below using only the fictional reference record. Write an initial 90–110-word revision for the library director, exchange it with a partner for specific feedback, then write a final 90–110-word revision that addresses that feedback. Finish with a self-review of your changes.

1 · Initial revision

Revise the supplied draft in 90-110 words for the director. Check evidence, request, formal style and conventions before sharing.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

2 • Exchange and respond

Exchange initial drafts. Read your partner's draft and write one specific strength and one actionable improvement on their sheet here. Sign your feedback; then return the sheet.

3 · Final revision

Read your partner's feedback on your sheet. Write a complete 90–110-word final version, making justified improvements and preserving useful material.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

4 • Self-review

Identify one content change and one editing check. Explain how you addressed the peer suggestion, or why the evidence justified a different choice.

PART 1 • READ AND MARK

In the fictional draft, underline an unsupported claim, box a convention error and circle a useful purpose or detail worth preserving. Compare each claim with the reference record before revising. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Why does the total of 38 arrivals not establish a need for 38 new spaces?	Arrivals were counted across three afternoons, not simultaneously. Some spaces could have served multiple arrivals; peak occupancy was not recorded.
2	Identify two unsupported promises in the draft and state what the supplied record actually establishes.	Completion next week is unconfirmed because delivery and installation timing are unknown. Stopping theft is unsupported because no theft data are supplied. Accept the universal riding or daily rain claims as alternatives.
3	Correct “all the bikes gets soaked every day” for both grammar and accuracy. Explain the difference between those changes.	Changing gets to get fixes agreement, but the daily soaking claim still lacks evidence. A qualified replacement such as “A cover might shelter bicycles” also revises the claim’s certainty and scope.

PART 3 • YOUR TURN (SAMPLE ANSWER)**Initial revision (one possible model)**

Please authorize staff to investigate a cover for the library bike rack. Library volunteers recorded 38 bicycle arrivals across three afternoons. This total shows use during those periods, but it does not establish how many parking spaces were needed at once. A supplier estimated \$2,400 for materials; installation and timing are still unknown. Staff should obtain a complete estimate before asking for construction funds. A cover might shelter parked bicycles, but the record does not show rain damage or theft. Reviewing the missing information would allow a more informed decision about the project.

Illustrative peer feedback

Strength: The count is accurately described as arrivals rather than simultaneous parking. Improvement: Name the missing site review and delivery information, and make the opening request specify what staff should obtain.

Final revision responding to that feedback

Please authorize staff to obtain complete cost and site information for a library bike-rack cover. Volunteers logged 38 bicycle arrivals across three afternoons, not 38 bikes parked simultaneously. The record supports investigating use, but it cannot establish a need for 38 new spaces. The supplier's preliminary \$2,400 estimate excludes installation. Before a funding decision, staff should obtain installation costs, a site review and delivery timing. A cover might shelter bicycles, but no supplied evidence establishes reduced theft or rain damage. These checks would give you a clearer basis for approving, changing or declining the proposal.

Self-review example

I kept the accurate count and added site review and delivery timing. I sharpened the request from a general investigation to obtaining decision information. I checked agreement, sentence boundaries and formal tone; the unsupported theft guarantee remains removed.

TEACHER ASSESSMENT NOTES

The flawed draft is intentionally incorrect. Accept different professional revisions that preserve a useful purpose, accurately attribute and limit the count, separate materials from total cost, remove unsupported guarantees and request a feasible next step. Both compositions must be complete 90–110-word revisions; labels and feedback are outside those counts. Students must review a real partner's initial draft, then use received feedback, not copy the illustrative comments. Require one specific strength and one actionable improvement, an observable final revision, and a self-review explaining content and editing choices. Retaining a useful sentence is appropriate; revision need not replace every word.