

Clear, Credible Updates

Professional writing makes evidence, limits, and next steps easy to evaluate.

12.W.3.D "Write and revise to a standard acceptable both in the workplace and in postsecondary education."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline any three measurable details, such as counts, percentages, dates, times, or costs. Circle words that signal contrast or sequence. In paragraph 3, number the four stages: preparation, launch, reporting, and decision.

Study-Room Pilot Update (Fictional Example)

- ① The library's study-room reservation pilot began on February 3 with six rooms in the east wing. During the first four weeks, students booked 312 sessions, and 78 percent of users checked in within ten minutes of their reservation time. These results show use of the pilot, but do not yet show whether conflicts at the service desk declined. However, evening use remains uneven: three rooms were unused after 8:00 p.m. on most weeknights. This update recommends a targeted adjustment rather than an immediate expansion, so the team can address the weak point before committing additional funds.
- ② To improve evening use, I propose extending the reminder email to include a link for canceling an unneeded booking. I also recommend a two-week trial of later staffing at the east-wing desk from 7:00 to 9:00 p.m. The trial will cost approximately \$640 in student assistant wages, based on the current hourly rate and two assistants per shift. This expense is justified only if the trial raises evening check-ins. We will compare check-in records from the trial with records from the same weeks last semester to determine whether attendance changes.
- ③ If the team approves this plan, Library Systems will first add the cancellation link and test it with ten student volunteers. Next, the circulation manager will publish the revised reminder message and begin the two-week staffing trial on April 7. After the trial ends, I will prepare a brief report on check-ins, cancellations, and wage costs. The team can then decide whether to continue the later staffing schedule, revise it, or end it. Please send approval or requested changes by March 28, which gives staff time to prepare the pilot materials.

2 ANSWER WITH EVIDENCE _____ Use the passage

- 1** What does the writer recommend, and what evidence explains why an immediate expansion is not recommended?

- 2** What two sets of records will the writer compare to judge whether the staffing trial changes attendance?

- 3** How does paragraph 2 show that the writer has considered a limitation of the proposal?

- 4** Summarize the four stages in paragraph 3 in order: preparation, launch, reporting, and decision. Group related actions within each stage.

Write a 90-110 word update to a school or workplace team proposing a small change. Include a professional subject line, clear purpose, two specific details, one concern, and three ordered next steps. Below the update, copy one draft sentence and write a revised version that improves clarity or tone. Label the two versions Draft and Revised. Label invented figures as estimates.

[illegible]

PART 1 • READ AND MARK

Underline any three measurable details, such as counts, percentages, dates, times, or costs. Circle words that signal contrast or sequence. In paragraph 3, number the four stages: preparation, launch, reporting, and decision. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What does the writer recommend, and what evidence explains why an immediate expansion is not recommended?	The writer recommends a targeted adjustment. Evening use is uneven, with three rooms unused after 8:00 p.m. on most weeknights.
2	What two sets of records will the writer compare to judge whether the staffing trial changes attendance?	The writer will compare check-in records from the trial with records from the same weeks last semester.
3	How does paragraph 2 show that the writer has considered a limitation of the proposal?	It states that the trial will cost approximately \$640 in student assistant wages and says the expense is justified only if evening check-ins increase.
4	Summarize the four stages in paragraph 3 in order: preparation, launch, reporting, and decision. Group related actions within each stage.	First, Library Systems adds and tests the cancellation link. Next, the circulation manager publishes the reminder and begins the trial. After the trial, the writer prepares a report. Then the team decides whether to continue, revise, or end the later staffing schedule.

PART 3 · YOUR TURN (SAMPLE ANSWER)

Subject: Proposal for a Water-Bottle Refill Station

I recommend a refill station near the gym entrance to shorten lunchtime lines. For this planning exercise, I estimate that 140 students use the two existing fountains during lunch and that 40 carry reusable bottles. These estimates need a three-day count before a purchase decision. Plumbing access and installation costs also need confirmation. If approved, the operations team will first collect the counts, then request two vendor quotes, and finally inspect the water line. Please authorize these checks by October 18 so we can decide whether installation is justified before the winter sports season.

Revision example: Draft: "Lots of students wait forever." Revised: "For this planning exercise, I estimate that 140 students use the two existing fountains during lunch and that 40 carry reusable bottles." The revision replaces exaggeration with clearly labeled estimates to verify.

Accept any three relevant measurable details in the reading, including dates, times, counts, percentages and costs. The four numbered stages group related actions, rather than count every verb separately. Evaluate the 90-110 word update separately from the two revision sentences. Require professional tone, ordered actions, a concern, specific details, and a meaningful draft-to-revision change. The library comparison cannot by itself prove staffing caused attendance changes.