From Plan to Finish

Trace how a proposal moves through the writing process to a clear ending.

7.W.2.A.vii "Generate and organize ideas using the writing process (planning, drafting, revising, editing) to develop multi-paragraph texts. This includes: Providing a concluding statement or section."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that gives the proposal's final recommendation. Then number the parts that show planning, drafting, revising, and editing from 1 to 4 to show the writing process in order.

A Quiet Corner Proposal

(1) Our school library should add a small quiet corner for students who need a calm place to read or begin homework. During planning, the library team listed busy times, mapped an unused space near the windows, and surveyed classmates. Forty-two students responded, and thirty-five said noise made it hard to concentrate. Those notes helped the team choose a clear goal: create a space that supports focused work without closing the library to other nearby students.

(2) In drafting, the team wrote a proposal with two tables, six chairs, and a low bookshelf. They explained that students could use the corner during study hall and before school. During revising, they replaced the phrase "silent zone" with "quiet corner," because a library can still include soft page turns and brief questions. They also added a rule that phones stay in backpacks. Finally, while editing, they corrected spelling, checked capital letters, and made sure each sentence clearly connected to the proposal.

(3) The proposal ends by bringing its reasons together. A quiet corner would give students a practical place to focus, use library space wisely, and follow simple shared rules. The team asks the principal to approve a one-month trial with the existing furniture. At the end of the trial, the librarian could count daily users and collect student comments. This plan is affordable, testable, and based on what students said they need. For these reasons, the school should create the quiet corner this semester.

2 ANSWER WITH EVIDENCE

Use the passage

1. What clear goal did the team choose during planning?

2. What two details did the team include in the draft to explain how students could use the quiet corner?

3. What change did the team make while revising, and what did the team do while editing?

4. What final action does the team request, and what sentence gives the final recommendation?

3 YOUR TURN

Your own words

Choose one small improvement for your school. Make a brief plan with a goal and two reasons, then draft a three-paragraph proposal. Revise one sentence for clarity, edit capitalization and punctuation, and end with a clear concluding statement. Keep the plan and before/after revision record outside the three proposal paragraphs. Use another sheet if needed.

ANSWER KEY

From Plan to Finish

GRADE 7 · 7.W.2.A.vii

PART 1 · READ AND MARK

Underline the sentence that gives the proposal's final recommendation. Then number the parts that show planning, drafting, revising, and editing from 1 to 4 to show the writing process in order. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What clear goal did the team choose during planning?	**To create a space that supports focused work without closing the library to other nearby students.**
2	What two details did the team include in the draft to explain how students could use the quiet corner?	**Students could use it during study hall and before school.**
3	What change did the team make while revising, and what did the team do while editing?	**They changed "silent zone" to "quiet corner" and added a phone rule. While editing, they corrected spelling, checked capital letters, and checked that sentences connected to the proposal.**
4	What final action does the team request, and what sentence gives the final recommendation?	**The team requests a one-month trial. The final recommendation is: "For these reasons, the school should create the quiet corner this semester."**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: Goal, add a covered bike rack near the front entrance. Reasons, it would keep bicycle seats dry and make biking to school easier.

Our school should add a covered bike rack near the front entrance. Students who ride bicycles now leave them in an open rack beside the sidewalk. Rain can soak the seats and make the ride home uncomfortable.

A covered rack would protect bicycles during rain and snow. It would also give students a dry place to lock their bikes before class. The rack could hold twelve bicycles and use space already near the entrance.

The school should add the covered bike rack this year. It would make bicycle parking more useful in wet weather, and it would support students who choose to ride to school.

Revision record — Before: “It would be good.” After: “It would also give students a dry place to lock their bikes before class.” The revision replaces vague praise with a concrete benefit. Editing check: sentence starts and final punctuation are correct.

Accept accurate paraphrases of passage details. For the open task, accept varied school improvements if the response includes a goal, two reasons, three organized paragraphs, evidence of revision and editing, and a concluding statement or section.