

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 three details that make the update measurable, circle words that signal a contrast or sequence, and number the four post-approval actions in order. These choices help readers evaluate the proposal quickly.

Study-Room Pilot Update

- 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 suggest that the online calendar is reducing conflicts at the service desk. 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 List the four post-approval actions in the order the passage gives them.

3 YOUR TURN Your own words

Write a 90-110 word update to a school or workplace team about a small change you propose. Include a clear purpose, two specific details or pieces of evidence, one limitation or concern, and three next steps in order. Use a professional subject line.

PART 1 • READ AND MARK

Underline three details that make the update measurable, circle words that signal a contrast or sequence, and number the four post-approval actions in order. These choices help readers evaluate the proposal quickly. 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	List the four post-approval actions in the order the passage gives them.	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 installing a refill station near the gym entrance to reduce lunchtime lines at the two existing fountains. During a three-day count, 146 students waited there between 11:40 and 12:10, and 39 students carried reusable bottles. The station will require plumbing access, so the cost estimate must be confirmed before any purchase. If approved, the operations team will first request two vendor quotes, then inspect the nearby water line, and finally schedule installation during a weekend. Please decide by October 18 so planning can begin before the winter sports season starts.

Accept answers that accurately identify the passage's evidence, limitation, and action sequence. For Part 3, accept professional updates within the word range that include all required elements and use clear, logical organization.