

Revision Under Review

Use evidence, feedback, and formal conventions to strengthen a proposal.

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 Underline three details that make Jordan's proposal more precise or credible. Circle two comments or checklist items that guide revision for clarity, accuracy, or formal style.

A Proposal Gets Stronger

- ① Jordan's first draft of a proposal asked the city library to add covered bicycle racks near its west entrance. The draft said that "many people" arrived by bike and that bad weather made parking difficult. During self-review, Jordan saw that those claims were vague. The draft did not identify who had been counted, when the count occurred, or how rain affected riders. Jordan also noticed a long sentence that listed costs, safety, and convenience without showing how those ideas connected. Before sharing the proposal, Jordan highlighted each claim that needed evidence or clearer wording.
- ② Two classmates reviewed the proposal with different lenses. Amira praised its respectful tone and its clear request for six racks, then suggested replacing "many people" with data from the library's entrance count. Luis checked accuracy. He asked Jordan to distinguish observed facts from predictions and to name the source of the cost estimate. In response, Jordan wrote that volunteers counted 38 bicycles between 3:00 and 6:00 p.m. on three weekdays in April. Jordan also cited a local supplier's written estimate for materials and installation. These details made the proposal more useful to a librarian deciding whether to support it.
- ③ Jordan revised the long sentence into two sentences and placed the cost information beside the recommendation. The final version stated that covered racks could protect bicycles and reduce clutter near the entrance, but it did not claim that they would eliminate theft. Jordan chose formal language for the library proposal, avoiding slang and unsupported promises. Before submitting, Jordan used a checklist: every statistic had a source, every pronoun had a clear reference, and every paragraph advanced the request. The peer comments identified strengths as well as problems, so Jordan kept the direct opening and the organized headings. The proposal met expectations for a workplace document and for a college assignment.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What information did Jordan realize was missing from the draft's early claims about bicycle riders and weather?

2 How did Amira's feedback differ from Luis's feedback?

3 Identify two pieces of evidence Jordan added to make the proposal more credible.

4 Name two checks on Jordan's final checklist that support clear, formal writing.

3 YOUR TURN _____ Your own words

Choose a school or community improvement. Write a 90-110-word formal proposal paragraph that makes a specific recommendation and includes one verifiable fact with a named source. Then write two numbered revision notes: one strength and one specific improvement.

PART 1 • READ AND MARK

Underline three details that make Jordan's proposal more precise or credible. Circle two comments or checklist items that guide revision for clarity, accuracy, or formal style. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What information did Jordan realize was missing from the draft's early claims about bicycle riders and weather?	The draft did not say who had been counted, when the count occurred, or how rain affected riders.
2	How did Amira's feedback differ from Luis's feedback?	Amira noted strengths and suggested using entrance-count data, while Luis focused on accuracy by asking Jordan to separate facts from predictions and name the cost source.
3	Identify two pieces of evidence Jordan added to make the proposal more credible.	Jordan added the count of 38 bicycles during specified times on three April weekdays and a local supplier's written estimate for materials and installation.
4	Name two checks on Jordan's final checklist that support clear, formal writing.	Accept any two: every statistic had a source, every pronoun had a clear reference, and every paragraph advanced the request.

PART 3 • YOUR TURN (SAMPLE ANSWER)

The school should install a bottle-filling station outside the gym before next spring. A Facilities Office count recorded 126 disposable bottles in the gym lobby recycling bin after three basketball games in February 2026. The station would give athletes and visitors a convenient place to refill reusable bottles while reducing overflow in the bin during crowded events. It would also serve evening community programs. The principal should request two written price estimates and compare maintenance costs before selecting a model. This recommendation does not promise to eliminate plastic waste, but it offers a practical response to a documented problem. 1. Strength: The paragraph states a clear recommendation and supports it with a dated Facilities Office count. 2. Improvement: Add the estimated purchase and installation cost so decision makers can judge feasibility.

Accept responses that accurately identify evidence, feedback, and convention checks from the passage. For the open task, accept varied topics if the paragraph is formal, within the stated length, includes a named source for a checkable fact, and includes both revision notes.