Close Reading and Annotation Reading Plan Workbook - Write an Original Response

Close Reading and Annotation | Write an Original Response | Asset ID BOOK-18-01-09

Purpose: This original printable reading plan workbook helps readers, book clubs, students, families and independent writers work with close reading and annotation while pursuing one defined outcome: transform reading into independent analysis or creative work. Its method is to plan, read, note and review one manageable section at a time. Use the pages as a working record, not as a substitute for the source text, edition details and qualified educational or rights guidance where those are needed.

Resource Map

The subject focus is to make selective notes that reveal patterns instead of covering every line. The six working areas below define the scope for this specific resource. Complete only the rows that matter to the present reading session, and date any observation that may change.

#	Working area	Current evidence	Next check
1	First Impression	Known / estimated / not checked	_____
2	Key Passage Location	Known / estimated / not checked	_____
3	Word Choice	Known / estimated / not checked	_____
4	Connection	Known / estimated / not checked	_____
5	Question	Known / estimated / not checked	_____
6	Later Revision	Known / estimated / not checked	_____

Responsible Original Delivery Starting Brief

- Specify: Which evidence separates question from later revision in this case? Specify the intended user, purpose and boundary.
- Clear: How does first impression change the interpretation of key passage location? Clear material, rights, safety and authority concerns.
- Create: What boundary on word choice must be checked before relying on connection? Create the work independently from traceable evidence.
- Challenge: Which observation links later revision to word choice, and what remains uncertain? Challenge accuracy, accessibility and unintended risk.
- Correct: What alternative explanation could account for both key passage location and question? Correct the evidenced gaps without copying a reference work.
- Edition success means: produce a response that does not imitate the source's wording or style

Reading Plan Workbook

This format is designed to turn a reading intention into scheduled, reviewable sessions. For close reading and annotation, apply the method in a deliberate sequence: plan, read, note and review one manageable section at a time. The edition target is write an original response, so each entry should show what was noticed, what was tried and what changed.

Working step	What to record	Evidence or source	Status
Specify Question	Which evidence separates question from later revision in this case?	Use brief / date	Open / checked
Clear Later Revision	How does first impression change the interpretation of key passage location?	Clearance / date	Open / checked
Create First Impression	What boundary on word choice must be checked before relying on connection?	Original output / date	Open / checked
Challenge Key Passage Location	Which observation links later revision to word choice, and what remains uncertain?	Independent review / date	Open / checked
Correct Word Choice	What alternative explanation could account for both key passage location and question?	Correction record / date	Open / checked
Release Connection	What next check on connection would make the record about first impression more useful?	Release record / date	Open / checked

Completion Standard

- Keep the work tied to close reading and annotation, not to a vague general intention.
- Apply this adjustment: paraphrase, cite minimal necessary evidence and develop a distinct idea
- Is the output original, traceable and suitable for its stated use?
- Expose this outcome risk if it appears: the intended use is vague.
- Use original notes and explanations; quote only when necessary, lawful and properly attributed.
- Ask a reader, educator, librarian, editor or rights adviser to challenge one material assumption where appropriate.
- Close with one decision and one follow-up rather than an unranked list of ideas.

Working Note

Edition BOOK-18-01-09 pairs reading plan workbook with the outcome 'Write an Original Response'. That pairing is the boundary for this workbook: material that does not help that outcome belongs in a separate record.

Planning x Responsible Original Delivery Focused Practice Lab

This lab pairs a planning method with a responsible original delivery outcome lens. Work through the six actions to turn the subject focus - make selective notes that reveal patterns instead of covering every line - into evidence for write an original response. Preserve any gap that prevents a supported conclusion.

#	Action	Constraint	Record
1	Clarify / Specify connection	Which evidence separates question from later revision in this case? Specify the intended user, purpose and boundary.	Scope note / Use brief
2	Bound / Clear question	How does first impression change the interpretation of key passage location? Clear material, rights, safety and authority concerns.	Baseline / Clearance
3	Baseline / Create later revision	What boundary on word choice must be checked before relying on connection? Create the work independently from traceable evidence.	Priority / Original output
4	Sequence / Challenge first impression	Which observation links later revision to word choice, and what remains uncertain? Challenge accuracy, accessibility and unintended risk.	Plan / Independent review
5	Assign / Correct key passage location	What alternative explanation could account for both key passage location and question? Correct the evidenced gaps without copying a reference work.	Risk note / Correction record
6	Schedule / Release word choice	What next check on connection would make the record about first impression more useful? Release only with ownership, version and review details.	Owner / date / Release record

Common Failure Modes

- For connection, watch for the purpose is unclear together with the intended use is vague.
- For question, watch for the scope is too wide together with a right or safety concern is ignored.
- For later revision, watch for two priorities conflict together with the work imitates a source.
- For first impression, watch for the owner is unavailable together with review is not independent.
- For key passage location, watch for a dependency fails together with a correction creates new copying.

Independent Review Question

Format question: Which planning assumption most affected the result, and why? Outcome question: Is the output original, traceable and suitable for its stated use? Ask a reader, educator, librarian, editor or rights adviser where appropriate, then answer before the next reading session: _____

Reading Session Plan for Write an Original Response

Use one defined reading session to test the outcome rather than attempting every possible task. This edition pairs planning with responsible original delivery to pursue this objective: transform reading into independent analysis or creative work. Preserve the starting condition and both evidence trails.

Plan field	Entry
Purpose	Write an Original Response
Starting condition	_____
Chosen working area	_____
Independent review	paraphrase, cite minimal necessary evidence and develop a distinct idea
Evidence to capture	_____
Stop or review condition	_____

Thirty Minute Reading Shape

Stage	Action	Evidence
0-5 min	Which evidence separates question from later revision in this case? Confirm the purpose and scope.	Scope note / Use brief
5-10 min	How does first impression change the interpretation of key passage location? Record the starting state.	Baseline / Clearance
10-18 min	What boundary on word choice must be checked before relying on connection? Choose the highest-value priority.	Priority / Original output
18-24 min	Which observation links later revision to word choice, and what remains uncertain? Set the action sequence and decision rule.	Plan / Independent review
24-27 min	What alternative explanation could account for both key passage location and question? Challenge one dependency or risk.	Risk note / Correction record
27-30 min	What next check on connection would make the record about first impression more useful? Assign the next review and owner.	Owner / date / Release record

Checkpoint Log

Checkpoint	Condition	Observation	Decision
1	Same / changed	_____	Keep / change / check
2	Same / changed	_____	Keep / change / check
3	Same / changed	_____	Keep / change / check
4	Same / changed	_____	Keep / change / check
5	Same / changed	_____	Keep / change / check

Plan Versus Actual Review - Responsible Original Delivery Lens

This comparison tests close reading and annotation against write an original response through two independent questions. Format: Which planning assumption most affected the result, and why? Outcome: Is the output original, traceable and suitable for its stated use? Record material setting differences instead of averaging them away.

Evidence area	Baseline	Alternative	Interpretation prompt
Key Passage Location	_____	_____	Which evidence separates question from later revision in this case?
Word Choice	_____	_____	How does first impression change the interpretation of key passage location?
Connection	_____	_____	What boundary on word choice must be checked before relying on connection?
Question	_____	_____	Which observation links later revision to word choice, and what remains uncertain?
Later Revision	_____	_____	What alternative explanation could account for both key passage location and question?
First Impression	_____	_____	What next check on connection would make the record about first impression more useful?

Format Decision Test

Field	Record
Review question	Which planning assumption most affected the result, and why?
Outcome question	Is the output original, traceable and suitable for its stated use?
Acceptance lens	produce a response that does not imitate the source's wording or style
Conditions held steady	_____
Evidence supporting the choice	_____
Evidence against the choice	_____

Planning Confidence Check

- Use brief: what was actually seen, heard, measured or read?
- Format evidence: which record best demonstrates dates recorded?
- Outcome evidence: which record best demonstrates use briefs completed?
- Challenge: could a right or safety concern is ignored explain the result?
- Subject boundary: what does this comparison leave unresolved about question?

Planning x Responsible Original Delivery Scenario Cards

Use these paired scenarios to rehearse judgement for write an original response. Each card joins a planning failure mode to an outcome-specific risk. State what remains open and which evidence named in the final column should be collected next.

#	Situation	Review question	Decision
1	Question: the owner is unavailable.	Which evidence separates question from later revision in this case?	Use brief
2	Later Revision: a dependency fails.	How does first impression change the interpretation of key passage location?	Clearance
3	First Impression: the success measure is vague.	What boundary on word choice must be checked before relying on connection?	Original output
4	Key Passage Location: the purpose is unclear.	Which observation links later revision to word choice, and what remains uncertain?	Independent review
5	Word Choice: the scope is too wide.	What alternative explanation could account for both key passage location and question?	Correction record
6	Connection: two priorities conflict.	What next check on connection would make the record about first impression more useful?	Release record

Decision Record

Field	Notes
Chosen format scenario	_____
Outcome lens	Is the output original, traceable and suitable for its stated use?
Evidence available	_____
Evidence missing	_____
Controlled next step	_____
Person / review date	_____

Eight Planning and Responsible Original Delivery Evidence Tracker

Track write an original response across eight reading sessions using the planning method and the responsible original delivery outcome lens. Keep conditions visible and use this review question: Is the output original, traceable and suitable for its stated use?

#	Focus	Condition	Result	Next action
1	Word Choice	_____	_____	_____
2	Connection	_____	_____	_____
3	Question	_____	_____	_____
4	Later Revision	_____	_____	_____
5	First Impression	_____	_____	_____
6	Key Passage Location	_____	_____	_____
7	Word Choice	_____	_____	_____
8	Connection	_____	_____	_____

Planning Evidence Dashboard

Measure	Baseline	Current	Evidence location
First Impression: Scope Decisions Settled / Use Briefs Completed	_____	_____	_____
Key Passage Location: Priorities Ranked / Clearances Recorded	_____	_____	_____
Word Choice: Owners Assigned / Original Outputs Created	_____	_____	_____
Connection: Dates Recorded / Independent Reviews Completed	_____	_____	_____
Question: Risks Reviewed / Gaps Corrected	_____	_____	_____
Later Revision: Actions Completed / Versions Released	_____	_____	_____

Interpret the Trend

- I created the output independently and kept its evidence trail.
- I recorded the version, reviewer and unresolved limitation before release.
- Keep the method only when the evidence for write an original response improves without hiding a right or safety concern is ignored.
- Which observation links later revision to word choice, and what remains uncertain?
- Use a reader, educator, librarian, editor or rights adviser when the evidence crosses a safety, rights, health or authority boundary.

Planning x Responsible Original Delivery Next Step Plan

Finish by turning the paired format and outcome record into one owned action. For this reading plan workbook, the intended result was write an original response; the outcome test is: Is the output original, traceable and suitable for its stated use? The close-out standard remains: produce a response that does not imitate the source's wording or style.

Close-out field	Record
Most useful evidence	_____
Important limitation	_____
Decision	Keep / adapt / pause / seek review
Next action	_____
Owner and date	_____
Evidence location	_____

Completion Review

- Subject check: Which evidence separates question from later revision in this case?
- Subject check: How does first impression change the interpretation of key passage location?
- Format check: I confirmed the scope, owner and review date.
- Outcome check: I created the output independently and kept its evidence trail.
- I used only brief necessary quotations and attributed them appropriately.
- I kept summary, interpretation and the source author's expression clearly separate.

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