Drafting and Revision Close Reading Worksheet - Write an Original Response

Drafting and Revision | Write an Original Response | Asset ID BOOK-23-02-09

Purpose: This original printable close reading worksheet helps readers, book clubs, students, families and independent writers work with drafting and revision while pursuing one defined outcome: transform reading into independent analysis or creative work. Its method is to locate, quote minimally, paraphrase and explain the relevance in original words. 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 separate invention, structural revision and sentence editing into clear passes. 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	Draft Purpose	Known / estimated / not checked	_____
2	Section Function	Known / estimated / not checked	_____
3	Continuity	Known / estimated / not checked	_____
4	Clarity	Known / estimated / not checked	_____
5	Voice Consistency	Known / estimated / not checked	_____
6	Proofreading	Known / estimated / not checked	_____

Responsible Original Delivery Starting Brief

- Specify: Which evidence separates proofreading from draft purpose in this case? Specify the intended user, purpose and boundary.
- Clear: How does section function change the interpretation of continuity? Clear material, rights, safety and authority concerns.
- Create: What boundary on clarity must be checked before relying on voice consistency? Create the work independently from traceable evidence.
- Challenge: Which observation links draft purpose to clarity, and what remains uncertain? Challenge accuracy, accessibility and unintended risk.
- Correct: What alternative explanation could account for both continuity and proofreading? 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

Close Reading Worksheet

This format is designed to capture selective observations before forming an interpretation. For drafting and revision, apply the method in a deliberate sequence: locate, quote minimally, paraphrase and explain the relevance in original words. 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 Proofreading	Which evidence separates proofreading from draft purpose in this case?	Use brief / date	Open / checked
Clear Draft Purpose	How does section function change the interpretation of continuity?	Clearance / date	Open / checked
Create Section Function	What boundary on clarity must be checked before relying on voice consistency?	Original output / date	Open / checked
Challenge Continuity	Which observation links draft purpose to clarity, and what remains uncertain?	Independent review / date	Open / checked
Correct Clarity	What alternative explanation could account for both continuity and proofreading?	Correction record / date	Open / checked
Release Voice Consistency	What next check on voice consistency would make the record about section function more useful?	Release record / date	Open / checked

Completion Standard

- Keep the work tied to drafting and revision, 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 released version is not traceable.
- 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-23-02-09 pairs close reading worksheet 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.

Evidence x Responsible Original Delivery Focused Practice Lab

This lab pairs a evidence method with a responsible original delivery outcome lens. Work through the six actions to turn the subject focus - separate invention, structural revision and sentence editing into clear passes - into evidence for write an original response. Preserve any gap that prevents a supported conclusion.

#	Action	Constraint	Record
1	Collect / Specify clarity	Which evidence separates proofreading from draft purpose in this case? Specify the intended user, purpose and boundary.	Evidence list / Use brief
2	Classify / Clear voice consistency	How does section function change the interpretation of continuity? Clear material, rights, safety and authority concerns.	Source / Clearance
3	Trace / Create proofreading	What boundary on clarity must be checked before relying on voice consistency? Create the work independently from traceable evidence.	Trace / Original output
4	Verify / Challenge draft purpose	Which observation links draft purpose to clarity, and what remains uncertain? Challenge accuracy, accessibility and unintended risk.	Verification / Independent review
5	Reconcile / Correct section function	What alternative explanation could account for both continuity and proofreading? Correct the evidenced gaps without copying a reference work.	Exception / Correction record
6	Approve / Release continuity	What next check on voice consistency would make the record about section function more useful? Release only with ownership, version and review details.	Sign-off / Release record

Common Failure Modes

- For clarity, watch for the source has no date together with the intended use is vague.
- For voice consistency, watch for the evidence is second-hand together with a right or safety concern is ignored.
- For proofreading, watch for two records disagree together with the work imitates a source.
- For draft purpose, watch for a value lacks units together with review is not independent.
- For section function, watch for the context has changed together with a correction creates new copying.

Independent Review Question

Format question: Which source is strongest for this decision, and what limitation remains? 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 evidence 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 proofreading from draft purpose in this case? Identify the evidence required.	Evidence list / Use brief
5-10 min	How does section function change the interpretation of continuity? Collect one traceable record.	Source / Clearance
10-18 min	What boundary on clarity must be checked before relying on voice consistency? Label its date, owner and context.	Trace / Original output
18-24 min	Which observation links draft purpose to clarity, and what remains uncertain? Cross-check the material independently.	Verification / Independent review
24-27 min	What alternative explanation could account for both continuity and proofreading? Resolve or expose one gap.	Exception / Correction record
27-30 min	What next check on voice consistency would make the record about section function more useful? Record the supported conclusion.	Sign-off / Release record

Evidence Record Log

Evidence Record	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

Source and Evidence Reconciliation - Responsible Original Delivery Lens

This comparison tests drafting and revision against write an original response through two independent questions. Format: Which source is strongest for this decision, and what limitation remains? 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
Continuity	_____	_____	Which evidence separates proofreading from draft purpose in this case?
Clarity	_____	_____	How does section function change the interpretation of continuity?
Voice Consistency	_____	_____	What boundary on clarity must be checked before relying on voice consistency?
Proofreading	_____	_____	Which observation links draft purpose to clarity, and what remains uncertain?
Draft Purpose	_____	_____	What alternative explanation could account for both continuity and proofreading?
Section Function	_____	_____	What next check on voice consistency would make the record about section function more useful?

Format Decision Test

Field	Record
Review question	Which source is strongest for this decision, and what limitation remains?
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	_____

Evidence Confidence Check

- Use brief: what was actually seen, heard, measured or read?
- Format evidence: which record best demonstrates cross-checks completed?
- Outcome evidence: which record best demonstrates versions released?
- Challenge: could the work imitates a source explain the result?
- Subject boundary: what does this comparison leave unresolved about proofreading?

Evidence x Responsible Original Delivery Scenario Cards

Use these paired scenarios to rehearse judgement for write an original response. Each card joins a evidence 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	Proofreading: a value lacks units.	Which evidence separates proofreading from draft purpose in this case?	Use brief
2	Draft Purpose: the context has changed.	How does section function change the interpretation of continuity?	Clearance
3	Section Function: approval is missing.	What boundary on clarity must be checked before relying on voice consistency?	Original output
4	Continuity: the source has no date.	Which observation links draft purpose to clarity, and what remains uncertain?	Independent review
5	Clarity: the evidence is second-hand.	What alternative explanation could account for both continuity and proofreading?	Correction record
6	Voice Consistency: two records disagree.	What next check on voice consistency would make the record about section function 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 Evidence and Responsible Original Delivery Evidence Tracker

Track write an original response across eight reading sessions using the evidence 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	Clarity	_____	_____	_____
2	Voice Consistency	_____	_____	_____
3	Proofreading	_____	_____	_____
4	Draft Purpose	_____	_____	_____
5	Section Function	_____	_____	_____
6	Continuity	_____	_____	_____
7	Clarity	_____	_____	_____
8	Voice Consistency	_____	_____	_____

Evidence Evidence Dashboard

Measure	Baseline	Current	Evidence location
Draft Purpose: Sources Identified / Use Briefs Completed	_____	_____	_____
Section Function: Dates Captured / Clearances Recorded	_____	_____	_____
Continuity: Records Traced / Original Outputs Created	_____	_____	_____
Clarity: Cross-Checks Completed / Independent Reviews Completed	_____	_____	_____
Voice Consistency: Exceptions Resolved / Gaps Corrected	_____	_____	_____
Proofreading: Conclusions Supported / 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 the work imitates a source.
- Which observation links draft purpose to clarity, and what remains uncertain?
- Use a reader, educator, librarian, editor or rights adviser when the evidence crosses a safety, rights, health or authority boundary.

Evidence x Responsible Original Delivery Next Step Plan

Finish by turning the paired format and outcome record into one owned action. For this close reading worksheet, 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 proofreading from draft purpose in this case?
- Subject check: How does section function change the interpretation of continuity?
- Format check: I left disputed or missing evidence visibly unresolved.
- Outcome check: I recorded the version, reviewer and unresolved limitation before release.
- 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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