

Exercise walk-through

4.5

Develop Your College and Career Pathway

GAC Study and Communication Skills

Method — Key knowledge: a deadline needs earlier evidence

An **action plan** connects a task, its owner, dependencies and a check of completion. A dependency is an earlier condition needed for the next task. You cannot review an essay before a draft exists. You cannot claim that a reference is submitted merely because you requested it. Keep statuses such as not started, requested, agreed and received separate.

Work backwards from the final deadline, leaving a buffer. Parallel tasks can save time if they do not need each other's output. A delayed task requires an authorised alternative or a changed plan, not an invented completion status. Revise the substance of your own writing before polishing spelling.

Method — Source A: fictional application contract and current status

The deadline is 16:00 on Friday 27 November. The application needs an essay, a reference sent directly by an approved teacher, and a copy of the applicant's qualification. The fictional portal displays each item's received status. Only its final confirmation establishes that the whole application has been submitted. An applicant may edit their own essay before final submission.

Lina has the qualification copy. She has not written a draft. Her chosen teacher has not agreed to provide a reference. The teacher asks for at least ten calendar days between agreeing the request and sending the reference. The teacher is willing to discuss a request, but agreement is not guaranteed. A writing tutor can return comments two calendar days after receiving a draft. The tutor comments on Lina's own work, not a replacement essay. An extra two calendar days after comments are reserved for revision. These are fictional minimum intervals, not promises from a real person.

Method — Source B: proposed plan and essay notes

Lina proposes: “On 26 November I will ask for the reference and send the tutor my first draft. On 27 November I will correct spelling and mark every item received because I sent requests. My cousin can write the reference if the teacher is unavailable.”

The essay prompt asks for a challenge, Lina’s action, a recorded result and what she learned. Lina’s notes say that her group’s event guide draft was late. She divided the unfinished text into assigned tasks and made a checklist. The group submitted the revised guide by the next internal deadline. A teammate drew the map. Lina realised that her earlier instructions had not specified who should check each section. Her opening draft says, “I am a perfect leader, made everything myself and never have problems.” There is no evidence for those claims.

Method — Worked example: dates are not completion evidence

If the teacher agrees on 10 November, the earliest date allowed by the stated ten-calendar-day interval is 20 November. This leaves seven calendar days before the deadline date. It does not prove that the teacher has sent anything. Lina should check the portal status and follow up through the agreed channel before the final deadline.

Method — Worked example: dates are not completion evidence

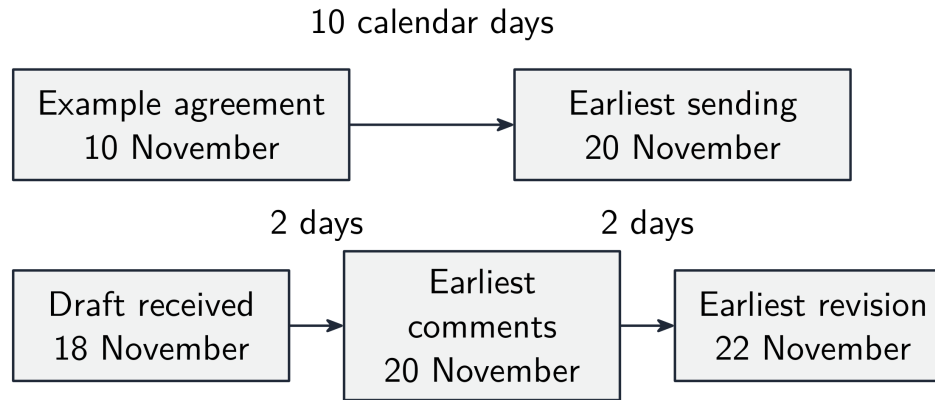
Task	Dependency	Completion evidence
Tutor comments	Lina's draft received at least two days earlier	Returned comments on that draft
Essay revision	Comments received; two days reserved	Revised own essay checked against the prompt
Reference	Approved teacher's agreement and required interval	Portal marks the direct reference received
Whole application	Every required item ready and checked	Final portal confirmation

Method — Worked example: dates are not completion evidence

The qualification copy can be checked while the essay is being drafted. It does not depend on tutor comments. An alternative referee requires approval under the fictional contract; a relative is not automatically an approved teacher.

Method — Worked example: dates are not completion evidence

If the teacher agrees on 10 November, the earliest date allowed by the stated ten-calendar-day interval is 20...



Final deadline: 16:00, Friday 27 November

Check received statuses and final confirmation; dates alone are not proof

Evidence, limits and the next check for this worked example.

Exercises 2.1·2.2

2.1 Identify TWO claims in Lina's proposed plan that confuse a request with completion or replace an authorised requirement. Explain the problem with EACH. [2]

2.2 If the tutor receives Lina's draft on 18 November, give the earliest comment date and earliest completed revision date under the stated intervals. [2]

Exercises 2.1-2.2

2.1 Identify TWO claims in Lina's proposed plan that confuse a request with completion or replace an authorised requirement. Explain the problem with EACH. [2]

2.1 Award B1 per distinct explained problem: sent requests do not show items received; a cousin is not an approved teacher; a reference requested on 26 November cannot meet a ten-day interval before 27 November even if agreement is immediate. Do not award merely disliking the plan's style.

2.2 If the tutor receives Lina's draft on 18 November, give the earliest comment date and earliest completed revision date under the stated intervals. [2]

2.2 Comments no earlier than 20 November; completed revision no earlier than 22 November. These are minimum dates if the tutor supplies comments promptly, not guaranteed delivery dates.

Exercises 2.3-2.4

2.3 Replace the opening essay claim with THREE accurate elements: Lina's action, the group's recorded result and what Lina learned. Keep the teammate's map separate. [3]

2.4 Give ONE task that can run alongside essay drafting, explain why it is independent, and name evidence of its completion. [3]

Exercises 2.3-2.4

2.3 Replace the opening essay claim with THREE accurate elements: Lina's action, the group's recorded result and what Lina learned. Keep the teammate's map separate. [3]

2.3 Lina divided the unfinished text into tasks and made a checklist; the group submitted by the next internal deadline; she learned that earlier instructions needed named section checkers. Do not assign the map or all group work to Lina. An accurate account can include a mistake and subsequent improvement.

2.4 Give ONE task that can run alongside essay drafting, explain why it is independent, and name evidence of its completion. [3]

2.4 For example: check the qualification copy; it already exists and does not need the essay draft or comments; compare it with the required copy details and record that it is ready, or verify the portal's received status after upload. Accept requesting the reference as a parallel task with its separate agreement/received evidence. Sending a request alone does not establish reference completion.

Exercise 3.1

3.1 Propose THREE dated milestones before 27 November: a teacher reference agreement, a draft sent for comments, and a completed revision. For EACH, respect the relevant interval and state what evidence Lina should check. Use calendar days. Do not assume the teacher has agreed. [6]

Exercise 3.1

3.1 Propose THREE dated milestones before 27 November: a teacher reference agreement, a draft sent for comments, and a completed revision. For EACH, respect the relevant interval and state what evidence Lina should check. Use calendar days. Do not assume the teacher has agreed. [6]

3.1 Example: seek teacher agreement by 10 November and keep their response; send Lina's own draft on 18 November and check it reached the tutor; review comments no earlier than 20 November and finish revision by 22 November, keeping the revised draft. Award B1 per feasible dated milestone and B1 per appropriate evidence/dependency, six total. Other timelines earn credit if the reference allows at least ten calendar days from actual agreement, the draft-to-comments interval is at least two days, revision reserves another two, and all proposed milestones precede the deadline. If agreement is unavailable, seek an authorised alternative rather than mark the reference complete.

Exercise 3.2

3.2 Write a 100–130 word request asking the teacher whether they can provide the reference. Include the fictional application, exact deadline, direct submission method, required interval, relevant truthful evidence Lina can supply, and a respectful next check. Do not write the teacher's endorsement or assume agreement. [8]

Exercise 3.2

3.2 Write a 100–130 word request asking the teacher whether they can provide the reference. Include the fictional application, exact deadline, direct submission method, required interval, relevant truthful evidence Lina can supply, and a respectful next check. Do not write the teacher’s endorsement or assume agreement. [8]

3.2 Local analytic rubric, $8 \times B1$: asks rather than assumes agreement; identifies application; 16:00 Friday 27 November deadline; direct approved-teacher submission; respects ten-calendar-day interval; offers relevant truthful personal evidence with group roles separate; requests a suitable next check without pressure or a fabricated endorsement; coherent polite 100–130 words. Example: “Dear Teacher, Would you be able to provide a reference for my fictional course application? The deadline is 16:00 on Friday 27 November, and the reference must be sent directly by an approved teacher. I understand that you need at least ten calendar days after agreeing, so I would like to discuss the request early. I can provide the application details and a short record of my event-guide work. I divided unfinished text into tasks and made a checklist; our group then met the next internal deadline. My teammate drew the map. Please let me know whether you can support the request and what information you need. I will check the portal status through the agreed channel. Thank you, Lina.”