

Solutions

2.1 Required: $4 + 3 + 1 = 8$ hours. Available: $3 \times 3 = 9$ hours, leaving one hour. A correct total is not proof that a particular schedule is feasible.

2.2 Thursday rehearsal uses a slot Source A says is unavailable. Friday in week 8 is assigned to both a full hour of drafting and a full hour of revision, despite only one hour being available. The late draft also misses the offered feedback cutoff; that is a separate sequencing concern.

2.3 Check data before drafting. Finish and send the two-hour draft by Friday in week 7 to obtain the offered feedback. Revise after comments return on Monday in week 8 and before the Friday deadline.

2.4 Spare capacity is not necessarily before the endangered deadline. In the corrected plan the spare Friday is after Thursday's presentation, so it cannot replace a lost Monday rehearsal in time. Mei should ask early about an actually available earlier rehearsal slot or permitted adjustment, without assuming approval. Accept another accurately reasoned schedule-specific example.

3.1 Award B1 for each: eight work hours allocated without double-booking; data before both draft hours; draft sent by the feedback cutoff; revision after comments and before the report deadline; cue cards before rehearsal and rehearsal before Thursday; mathematics before the quiz with an unused slot identified. The corrected worked plan earns all six. Accept other feasible schedules. An unexplained list of weeks does not show slot capacity.

3.2 Local analytic rubric, $8 \times B1$: correct completed report draft; completed cue cards and mathematics; rehearsal still needed before Thursday; report revision still needed before Friday; Wednesday cannot fit both one-hour tasks; Friday cannot rescue rehearsal; conditional feasible request with follow-up; clear truthful 80–110 word message. Example: "My report draft was sent last Wednesday, and my cue cards and mathematics practice are finished. I have lost this Monday's study hour. I still need one hour to rehearse before Thursday and one hour to revise the report after feedback. Wednesday has only one hour, so I cannot do both then. Friday can hold the report revision, but it is too late for rehearsal. Could we discuss a permitted rehearsal slot before Thursday? If one is agreed, I can revise on Friday. I will confirm the arrangement rather than assume an extra hour exists."