Plan your writing

CEFR A1 | Unit 6: Routines | Writing

Use the supplied context. Invent personal details if needed; do not include private information.

Name _____ Date _____

Your task

Write a short routine and a meeting note. Give two work or study times. Suggest a time that fits both people in the information below.

Context

You work 9: 00-12: 00 on weekdays. Your partner works 15: 00-18: 00. Both eat lunch at 13: 00. Suggest a Friday meeting.

Who is the reader, and what do they need to know?

Which details will you include, and in what order?

Which words or forms will help you make the meaning clear?