Plan your writing

CEFR A2 | Unit 3: Responsibilities | Writing

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

Name _____ Date _____

Your task

Write a duties checklist and a short message explaining which role suits an invented volunteer. Distinguish optional work from prohibited actions.

Context

Welcome desk: arrive at nine, check names, no lifting required. Room team: move light boxes, keep doors clear. Volunteer: confident with visitors, cannot lift boxes.

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?