Plan your writing

CEFR A2 | Unit 4: Goals | Writing

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

Name _____ Date _____

Your task

Write a progress email with two completed steps and one next goal. Add an action plan and explain how you will check the result.

Context

Completed: open documents and create folders. Next goal: send an attachment. Plan: watch, try, ask a partner to check. Finished practice session: yesterday.

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?