Plan your writing

CEFR A2 | Unit 7: Technology | Writing

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

Name _____ Date _____

Your task

Write numbered instructions for a simple digital task. Then write a support request describing a problem without including a password or private details.

Context

Task: save a poster, choose Attach, select the file, wait for its name, add a note, send. Problem: the selected file is the timetable, not the poster.

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?