Plan your writing

CEFR A2 | Unit 10: Events | Writing

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

Name _____ Date _____

Your task

Write a revised event announcement and a short reply confirming the details. Make the new time, place and entrance clear.

Context

Original: garden, Friday 18: 00, bring a chair. Revised: Hall 1, Friday 18: 30, side entrance, chairs provided. The same three speakers will attend.

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?