Plan your writing

CEFR B1 | Unit 2: Careers | Writing

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

Name _____ Date _____

Your task

Write a 140-180-word experience summary and a brief follow-up question. Match examples to two requirements and acknowledge one training need.

Context

Role: visitor welcome, booking records, schedule problems. Candidate: cafe shift work and sports club bookings, calm double-booking solution. Gap: unfamiliar centre software.

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?