# Plan your writing

CEFR B1 | Unit 3: Education | Writing

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

Name _____ Date _____

## Your task

Write a guidance summary and a clarification email. Separate confirmed instructions from the question that remains open.

## Context

Report: 600 words, Friday noon, two sources, contribution note. Extensions require a prior request. Initially it is unclear whether the contribution note counts towards the word limit.

**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?**