Plan your writing

CEFR B1 | Unit 8: Finance | Writing

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

Name _____ Date _____

Your task

Write a justified budget plan. Show the revised costs, explain two priorities and state the condition for reviewing the plan.

Context

Limit $200. Original: food 80, room 70, printing 40, decorations 30. Revised: 80, 70, 20, 10. Reserve 20. Room must remain accessible and its quote valid.

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?