Plan your writing

CEFR B1 | Unit 9: Participation | Writing

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

Name _____ Date _____

Your task

Write a short improvement proposal with a reason, one possible objection and a way to evaluate the change.

Context

Four-week study club: first two sessions full (20); last session 12. Reported barriers: bus time and old registration message. Proposed change: later start and clearer notice.

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?