# Plan your writing

CEFR B1 | Unit 10: Transitions | Writing

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

Name _____ Date _____

## Your task

Write a practical guide for an invented learner facing a schedule change. Describe the difficulty, suggest manageable adjustments and explain how to request help.

## Context

A learner moves from mornings to evenings while working. The bus time changes. Support includes a short study slot, an alternative route and clear late-arrival instructions.

**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?**