Plan your writing

CEFR B2 | Unit 1: Development | Writing

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

Name _____ Date _____

Your task

Write a 180-230-word development plan comparing two options against clear criteria. Include a practical outcome and the condition that could delay implementation.

Context

A: three-day conference, broad ideas. B: six-week practical workshop, two hours a week plus a trial. Need: repeated booking errors. Constraint: an unfilled role. Evaluate relevance, feedback, time and application.

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?