Plan your writing

CEFR B2 | Unit 2: Projects | Writing

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

Name _____ Date _____

Your task

Write a revised status report with milestones, owners, a dependency and a contingency. Explain the trade-off in one short paragraph.

Context

Interviews due 6 May, captions 13 May, installation 20 May. Two approvals delayed; print slot ends 16 May. Print approved material first; reserve spaces for later additions.

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?