Plan your writing

CEFR B2 | Unit 5: Risk | Writing

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

Name _____ Date _____

Your task

Write a conditional recommendation with a risk comparison. Add a brief, evidence-based complaint about the wrongly charged fee.

Context

Courtyard: cheaper, exposed to rain, no backup last year. Hall: sheltered, access check pending, non-refundable after Thursday. Confirm Wednesday. Supplier charged an extra fee in error; receipt available.

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?