Plan your writing

CEFR B2 | Unit 8: Resources | Writing

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

Name _____ Date _____

Your task

Write an analytical allocation recommendation. Show the figures, justify the criteria and identify conditions and review measures.

Context

Ten slots; requests 6 language, 3 repair, 3 forum. Proposal 5, 3, 2. Language averages 18/20 seats; repair 8 with large table needs; forum 15 variable. Partner room and combined meetings await confirmation.

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?