Plan your writing

CEFR B2 | Unit 10: Cooperation | Writing

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

Name _____ Date _____

Your task

Write a short agreement stating duties, times, exceptions and a process for difficulties. Add a brief reflection on the concession made by each side.

Context

Music finishes 18: 25, packing by 18: 40; learners arrive 18: 45. A named member checks the floor and returns the key. Exceptions require one week's notice and two confirmations. Review after a month.

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?