Plan your writing

CEFR C2 | Unit 4: Mediation | Writing

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

Name _____ Date _____

Your task

Produce accurate minutes and a tactful follow-up message. Mark dependencies and unsettled points, then request the information needed for the next decision.

Context

Venue willing if removal takes one day. Artists need to know whether wall repair is included and are not refusing the date. Funder needs venue confirmation; other conditions are not verified.

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?