Plan your writing

CEFR C2 | Unit 6: Policy | Writing

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

Name _____ Date _____

Your task

Write a briefing separating both arguments, evidence gaps and your recommendation. Define the exception's scope and show which trade-off remains.

Context

Rule releases unattended bookings after 15 minutes. A prioritizes predictable capacity; B raises justified access-related delays. No incident frequencies supplied. Proposal: bounded extension/contact/review, minimal required information.

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?