# A courteous request with consequences

CEFR C2 | Unit 7: Leadership | Reading

Read the original text. You may underline evidence and reread as needed.

Name _____ Date _____

CORRESPONDENCE
"We would appreciate receiving the revised schedule by Thursday. This would allow us to retain the installation slot, subject to confirmation from the venue. If the schedule remains provisional, please identify the unresolved dependencies rather than presenting them as settled. We are not asking your team to guarantee the venue's response."

The recipient drafts a reply: "We guarantee the installation slot and will send the final schedule on Thursday." It sounds helpful, but accepts commitments the request explicitly distinguishes. The sender controls neither the venue's confirmation nor every dependency in the schedule.

A stronger reply would commit to delivering the revision by Thursday, state which parts remain contingent and ask when the venue expects to decide. It could offer to mark the unresolved dependencies in a separate column. That offer answers the practical need without manufacturing certainty.

During a call, the sender then asks whether Thursday means the start or the end of the working day. This is a small clarification with a material consequence: an end-of-day document may miss the venue's review window. The parties agree on noon in the venue's time zone.

Professional tact does not require the reader to decode a vague promise. It can combine courtesy with exact scope, including a clear statement of what the writer can undertake and what remains dependent on another party. A polished reply is useful only if its commitments survive that close reading.

Original Ilmiya practice text. Scenarios and research examples are fictional.