Plan your writing

CEFR C2 | Unit 7: Leadership | Writing

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

Name _____ Date _____

Your task

Write a precise reply and a short record of the clarification call. Undertake only what the writer controls, and proofread spelling, punctuation and deadlines.

Context

Revision requested by Thursday; venue confirmation pending. Mark unresolved dependencies. Call clarifies deadline as noon Thursday in venue time zone. No guarantee of venue approval is authorized.

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?