Plan your writing

CEFR C2 | Unit 8: Dialogue | Writing

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

Name _____ Date _____

Your task

Create a consultation note from the thread. Preserve each concern and evidence status, use a suitable online register and explain one wording change that reduces unintended hostility.

Context

Comments: alleged exclusion motive; regular users want predictable rooms; one phone user could not find cancellation. Reframe as access, availability and usability questions. Seek corrections to representation.

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?