

Rescheduling a study meeting

Student sheet · English

Reply to a proposal with a workable decision and a next step.

Present tense, common nouns and adjectives, times and basic connectors. Use a dictionary if needed.

Model and comments

Hola, Pablo. Gracias por la invitación al parque. El sábado trabajo por la mañana. Estoy libre a las cuatro de la tarde. ¿Podemos ir a esa hora? Puedo llevar una pelota. ¿Te viene bien? Hasta pronto, Eva.

Gracias por la invitación — It acknowledges the proposal or problem.

El sábado trabajo por la mañana. — It explains the constraint with a precise fact.

¿Te viene bien? — It proposes a next step that the reader can confirm.

Your task

Reply in Spanish to Alba. She offers a study meeting on Monday at six or Tuesday at five. Your class ends at seven on Monday, and you are free on Tuesday. Choose a possible slot, explain the problem with Monday and ask Alba to confirm.

Guidance: 30–50 words; meaning matters, not an exact count.

Plan

1. Who will read your text, and what do they need to know first?
2. Note the facts you must keep and decide what information you will add.
3. Plan the order of your ideas and a sentence for your decision or request.

Write your draft

Check and revise

☐ Acknowledge Alba's study proposal.

☐ Explain Monday class ending at seven.

☐ Choose Tuesday at five.

☐ Ask Alba to confirm in a friendly way.

Keep your draft. Mark an improvement and explain why it helps the reader; if it already meets the criteria, identify and justify a specific check.