

Coordinating a cooking group

Student sheet · English

Write a short message with personal information and an action for the reader.

A1 foundations and sentences linked with and, but or because in the target language. No new tense is required.

Model and comments

Hola, equipo. Esta tarde llego a las cinco porque tengo clase antes. Puedo preparar la mesa, pero no tengo platos en casa. ¿Puede alguien llevarlos? Ana trae la bebida y yo llevo las servilletas. Así tenemos todo para la merienda. ¿Quién puede confirmar los platos? Gracias, Luis.

Hola, equipo — The opening identifies the writer or the reader.

no tengo platos en casa — This concrete detail makes the message specific.

¿Quién puede confirmar los platos? — The ending gives the reader a clear action or question.

Your task

Write in Spanish to Sara about a cooking group for four people. You arrive at six; Sara arrives at five thirty. There are vegetables and bread, but no bowls. Choose cutting vegetables or setting the table. Say what Sara can do before you arrive and ask who can bring bowls. Address Sara alone.

Guidance: 40–65 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

- [] Identify the cooking group for four people.
- [] Keep your six-o'clock arrival and Sara's five-thirty arrival.
- [] Divide the two roles coherently and use the available food.
- [] Ask who can bring the missing bowls.

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.