

Explaining a book loan

Student sheet · English

Write instructions that let the reader act and check the result.

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

Model and comments

Para usar el juego en casa, revisa primero las piezas con la persona encargada. La caja tiene un tablero, cuatro fichas y un dado. Escribe tu nombre en la hoja de préstamo. Guarda las piezas después de jugar y trae la caja completa el viernes. Si falta una ficha, avisa antes de devolver el juego.

revisa primero las piezas — It starts with a step that prepares the action.

cuatro fichas y un dado — The concrete fact makes the instruction usable.

avisa antes de devolver el juego — It adds a check or finishes the procedure.

Your task

Write Spanish instructions for borrowing a book. The reader wants it until Friday, but library loans end on Thursday. A digital copy may be requested by email for Friday; do not claim the email has already been sent. Explain the return deadline, offer the digital option and include a check. Address one reader.

Guidance: 50–80 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 physical book loan.

[] Keep the Thursday return deadline despite the reader's Friday need.

[] Offer an email request for a digital copy for Friday without claiming it is completed.

[] Include a check of the return date and the request.

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.