

Replying about a workshop booking

Student sheet · English

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

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

Model and comments

Hola, gracias por avisarme del cambio de la actividad. El viernes no puedo ir porque tengo un curso hasta las ocho. El sábado estoy libre por la mañana y prefiero el grupo de las diez.

¿Podéis confirmar mi plaza? Si no hay sitio, ¿puedo participar en el grupo de las doce? Muchas gracias, Ana.

gracias por avisarme del cambio — It acknowledges the proposal or problem.

tengo un curso hasta las ocho — It explains the constraint with a precise fact.

¿Podéis confirmar mi plaza? — It proposes a next step that the reader can confirm.

Your task

Reply in Spanish to one workshop coordinator. Your Saturday drawing session at ten is cancelled. They offer Saturday at nine or Sunday at eleven. Your train arrives on Saturday at nine thirty; Sunday is free. Choose a viable slot, explain the constraint and ask for confirmation of both the booking and materials.

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

☐ Acknowledge cancellation of Saturday's ten-o'clock drawing session.

☐ Explain the train arriving Saturday at nine thirty.

☐ Choose Sunday at eleven with a coherent reason.

☐ Ask the coordinator to confirm the booking and materials.

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.