

Replying about a workshop booking

Review guide · English

Open response: the example is not a unique answer. Check meaning against the criteria; entering text is not enough.

One possible response

Hola, gracias por el mensaje sobre el taller de dibujo del sábado a las diez. Mi tren llega el sábado a las nueve y media, así que no puedo ir al grupo de las nueve. El domingo estoy libre y elijo el grupo de las once. ¿Puedes confirmar mi plaza y los materiales necesarios? Muchas gracias. Un saludo, Alex.

Evidence in the example

c1: el taller de dibujo del sábado a las diez — Acknowledge cancellation of Saturday's ten-o'clock drawing session.

Identify the referent: the reader needs to know who or what you mean.

c2: Mi tren llega el sábado a las nueve y media — Explain the train arriving Saturday at nine thirty.

Keep the fact that lets the reader act without guessing.

c3: elijo el grupo de las once — Choose Sunday at eleven with a coherent reason.

Connect your decision to the need in this situation.

c4: ¿Puedes confirmar mi plaza y los materiales necesarios? — Ask the coordinator to confirm the booking and materials.

End with useful information for the next step.

Valid alternatives

Tú or usted is valid if the register is consistent. In the teaching model, Spain: podéis; Latin America: pueden. Those are equal alternatives for addressing a group. The new task addresses one coordinator.

Feedback to improve

A Saturday nine-o'clock choice conflicts with your train arrival. Keep Sunday or explicitly ask for a different slot without asserting availability.

Per criterion: NE = no evidence; 0 = not yet met; 1 = partial success or content prompts; 2 = met without content prompts. Record access support without penalising it. No average, official grade or CEFR certification.

Also review: purpose and facts; readable order; language understandable at this level; a justified draft change. Errors that do not block the message may receive support without invalidating the whole text.

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.

Blank record: criterion / NE–0–1–2 / observed phrase / support used / next step. Keep draft and revision; do not collect personal data.