

16.1 Writing: change a plan politely

Name: _____ Class: _____ Date: _____

Total: 18 marks

KEY WORDS four steps

Writing: change a plan politely

Objective

Supported preparation: Walk the four steps (apologise, reason, proposal, confirm); Use instead as the bridge word. This is original classroom practice, not an official exam paper.

1 Key knowledge and worked examples

Four steps. Apologise and name the break; one honest reason; the proposal (Could we... instead?); a confirming question that the reply lands on. Ladder: Sorry (friends) < I am sorry, but (classmates) < I am very sorry, but (teachers, with Would it be possible to). instead turns a refusal into a proposal; end on a question.

2 Practice

2.1 Name the four steps of the message skeleton. [4]

2.2 Which word turns a refusal into a proposal? [1]

2.3 Which rung for changing a class time with a teacher? [1]

2.4 What does the last sentence of the message do? [1]

2.5 How many sorries are polite in one line?

[1]

3 Exam-style questions

3.1 (*Label style.*) Label the four steps: Hi Ana. Sorry, I cannot come on Saturday. My cousin arrives that morning. Could we meet on Sunday instead? Would 10 o'clock work for you?

[4]

3.2 (*Write style.*) You must miss Friday basketball practice because of a music exam. Write the four-step message to a classmate in three lines.

[4]

3.3 (*Fix style.*) A student writes only: I cannot come Thursday. Name the two missing steps.

[2]

Solutions

2.1 Apologise (1); reason (1); proposal (1); confirm (1).

2.2 instead (1).

2.3 The top rung: I am very sorry, but... Would it be possible to...? (1).

2.4 It asks a confirming question so the reply has somewhere to land (1).

2.5 One (1).

3.1 Sorry, I cannot come on Saturday: apologise (1); My cousin arrives that morning: reason (1); Could we meet on Sunday instead: proposal (1); Would 10 o'clock work: confirm (1).

3.2 Apology present (1); reason (music exam) (1); proposal with a new time (1); confirming question (1). Example: Hi Bo, sorry, I cannot come Thursday. My music exam is at five. Is Sunday morning OK? Lin.

3.3 Missing: the reason (1); the proposal (with confirm) (1).

Local review guidance: (R1) order; four steps; the missing pair. Authored guidance.