

Solutions

2.1 Award B1 per distinct explained problem: sent requests do not show items received; a cousin is not an approved teacher; a reference requested on 26 November cannot meet a ten-day interval before 27 November even if agreement is immediate. Do not award merely disliking the plan's style.

2.2 Comments no earlier than 20 November; completed revision no earlier than 22 November. These are minimum dates if the tutor supplies comments promptly, not guaranteed delivery dates.

2.3 Lina divided the unfinished text into tasks and made a checklist; the group submitted by the next internal deadline; she learned that earlier instructions needed named section checkers. Do not assign the map or all group work to Lina. An accurate account can include a mistake and subsequent improvement.

2.4 For example: check the qualification copy; it already exists and does not need the essay draft or comments; compare it with the required copy details and record that it is ready, or verify the portal's received status after upload. Accept requesting the reference as a parallel task with its separate agreement/received evidence. Sending a request alone does not establish reference completion.

3.1 Example: seek teacher agreement by 10 November and keep their response; send Lina's own draft on 18 November and check it reached the tutor; review comments no earlier than 20 November and finish revision by 22 November, keeping the revised draft. Award B1 per feasible dated milestone and B1 per appropriate evidence/dependency, six total. Other timelines earn credit if the reference allows at least ten calendar days from actual agreement, the draft-to-comments interval is at least two days, revision reserves another two, and all proposed milestones precede the deadline. If agreement is unavailable, seek an authorised alternative rather than mark the reference complete.

3.2 Local analytic rubric, $8 \times B1$: asks rather than assumes agreement; identifies application; 16:00 Friday 27 November deadline; direct approved-teacher submission; respects ten-calendar-day interval; offers relevant truthful personal evidence with group roles separate; requests a suitable next check without pressure or a fabricated endorsement; coherent polite 100–130 words. Example: "Dear Teacher, Would you be able to provide a reference for my fictional course application? The deadline is 16:00 on Friday 27 November, and the reference must be sent directly by an approved teacher. I understand that you need at least ten calendar days after agreeing, so I would like to discuss the request early. I can provide the application details and a short record of my event-guide work. I divided unfinished text into tasks and made a checklist; our group then met the next internal deadline. My teammate drew the map. Please let me know whether you can support the request and what information you need. I will check the portal status through the agreed channel. Thank you, Lina."