

Register: choose your wording

Learner cards | Keep the purpose clear as the context changes.

Work in pairs. Plan or act out one card, then swap roles. Try the changed context last. Suggested time: 15-20 minutes for two cards; adapt to your group.

1. Change an appointment

Purpose: Ask to move a Tuesday appointment to Thursday.

Audience: A course administrator whose name is Alex Reed.

Relationship: You have not met before.

Channel: A short email.

Your task: Your appointment is on Tuesday, but you have another commitment. Ask whether Thursday is possible. Include a greeting, a clear request and a suitable closing. Do not invent a serious emergency.

Change the context: Rewrite the request as a text to a close friend. Keep Tuesday and Thursday.

2. Ask a friend for notes

Purpose: Get the notes from today's class before 6 p.m.

Audience: A close classmate.

Relationship: You regularly help each other with classwork.

Channel: A private text message.

Your task: You missed class today. Ask your friend to send the notes before 6 p.m. so you can prepare for tomorrow. Keep the request friendly and the deadline clear.

Change the context: Now ask a teacher you do not know well by email. Keep the request and deadline; acknowledge that the timing may not be possible.

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3. Disagree and suggest an alternative

Purpose: Suggest a 9 a.m. meeting instead of 8 a.m.

Audience: A colleague planning a meeting with you.

Relationship: You work together regularly and have equal responsibility for the plan.

Channel: A spoken planning conversation.

Your task: Your colleague suggests 8 a.m. You cannot arrive until 9 a.m. because of your bus timetable. Explain the problem and propose an alternative. Your partner should respond, then agree a next step together.

Change the context: Write a short email to an unfamiliar organiser with the same problem and proposed time.

4. Write a clear public notice

Purpose: Ask borrowers to return course books by Friday at 5 p.m.

Audience: Everyone who borrowed a course book.

Relationship: The writer does not know every reader personally.

Channel: A notice beside the course office.

Your task: Write a short notice asking readers to return course books to the office desk by 5 p.m. on Friday. The information must be easy to find at a glance.

Change the context: Turn the notice into a spoken reminder to classmates you know well. Keep all the practical details.
