

Register: models and teacher checks

Suggested responses | Accept other wording that serves the context.

Ask the listener or reader: What action is requested? What information is missing? Judge purpose, clarity and fit. Do not grade by counting long words or banning contractions.

1. Change an appointment

Model: Dear Alex Reed, I am unable to attend my appointment on Tuesday. Would it be possible to meet on Thursday instead? Thank you for your help. Best regards, Sam

Why it fits: The message identifies the appointment and proposed day. The request leaves room for the administrator to offer another option.

Also acceptable: Hello Alex can also suit many routine course emails. Could we move my appointment to Thursday? is a clear alternative; formality does not require long words.

Changed-context model: Hi! I can't make Tuesday. Could we meet on Thursday instead?

Teacher check: Are both days clear? Does the message request a change rather than assume agreement? Does the greeting fit the stated relationship?

2. Ask a friend for notes

Model: Hi! Could you send me today's notes before six? I missed class and want to get ready for tomorrow. Thanks!

Why it fits: The request is brief, gives a reason and retains the deadline. A friendly relationship permits a conversational tone without removing politeness.

Also acceptable: Hey, can you send me the notes before 6 p.m., please? also works. Do not require slang, emojis or shortened spellings to make a message informal.

Changed-context model: Hello Ms Chen, I missed today's class. Would it be possible to send me the notes before 6 p.m.? I understand if you need more time. Thank you, Sam

Teacher check: Can the reader identify which notes and when they are needed? Is the deadline a request rather than an unexplained demand?

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3. Disagree and suggest an alternative

Model: Eight is difficult for me because of my bus timetable. Could we start at nine instead?

Why it fits: The reason makes the objection understandable, and the question offers a workable alternative. There is no need to turn an ordinary discussion into a formal speech.

Also acceptable: I can't get there by eight. Would nine work for you? is also appropriate. Politeness depends on context and delivery as well as sentence form.

Changed-context model: Hello, I am unable to arrive before 9 a.m. because of my bus timetable. Would a 9 a.m. start be possible? Thank you for considering this.

Teacher check: Are the reason and alternative clear? Does the speaker listen to the partner's response rather than simply repeat the request?

4. Write a clear public notice

Model: Please return course books to the office desk by 5 p.m. on Friday. Thank you.

Why it fits: A polite imperative suits a short notice. An unfamiliar audience does not automatically require a long indirect request or elaborate vocabulary.

Also acceptable: Course books: please return them to the office desk by Friday, 5 p.m. is another clear layout. Keep the place, day and time.

Changed-context model: Quick reminder: please bring your course books back to the office desk by five on Friday. Thanks!

Teacher check: Can readers find what to return, where and by when? Is the message concise without losing essential information?

Original cards and models: The Kingdom of English. Source for audience/purpose analysis: British Council TeachingEnglish, Planning a writing lesson genre form. Full link and HTML at thekingdomofenglish.com/articles/webhook/what-is-register-in-english-language.php