

Note Writing

Read the scenario on the left-hand side of the page. Write a short note on the right-hand side to go with the scenario. Remember to add extra information to make the notes complete and easy to follow.

Write your own scenarios, and notes to go with them, in the empty boxes at the bottom.

Example:

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| <p>It's Jerry's birthday on Friday. He's having a party and you have organised the present, the card, the runners and the party snacks.</p> | <p>Party – Friday 30th June at 4 p.m. at Jerry's house.</p> <p>Remember:</p> <p>Present, Card, Runners, Snacks</p> |
| <p>There is a sponsored walk on Monday at school. It is a mile long. You will need to wear the right clothes.</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>You are going to bake a cake and you will need to buy enough eggs.</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>A delivery man will bring your heating oil at 4 p.m. on Friday. You will need to be at home.</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>You have a doctor's appointment on Thursday at half past 2.</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |

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| <p>You have to remember to pay your mobile phone bill before next week. It will cost you £12.75.</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |
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