English · Grade 10 · Writing

Formal Enquiry · A training programme · Level: schwer · Target: 190–210 words

Task: Ask precise questions about conditions and deadlines.

Write a formal enquiry with the title **A training programme**.

Checklist

■ Use the required text type and a suitable opening.

■ Include every content point from the task.

■ Put ideas in a clear order and use your own words.

■ Check verb forms, word order, spelling and punctuation.

Plan: opening – main points – ending

Your text

Self-check and solution guidance

Complete the text first. Then open the guidance. It contains a model outline and transparent criteria, but your own wording is expected.

Open guidance and criteria
https://uebungsblaetter.sekundarschule-ausleben.de/loesungen/englisch/klasse-10/writing/Writing_09_schwer.html