

## ESOL | Entry 3 Article | Planning Activity | Volunteer in a Community Cafe

You were a volunteer in a community cafe for a day.

The table below lists what you did during the day.

Morning	Cleaning and preparing tables ready for customers
	Preparing food and drinks
Lunchtime	Taking orders from customers for food and drinks
	Serving customers at their tables
Afternoon	Clearing away used cups and plates. Cleaning tables
	Washing dishes and equipment
Evening	Putting away new deliveries of food, drinks and other supplies
	Cleaning and putting away all the equipment ready for the next day

**Write** an article for your college magazine describing your day as a cafe volunteer.

- **Plan** your article.
- **Organise** the contents of the article in the order they happened.
- **Write three paragraphs** with **at least two sentences** in each one.
- **Use at least two words** that refer to the order of the day's events.

Plan your article here:

Ensure:

- Your plan uses a recognisable format, e.g. spider diagrams, list, flow chart, drafting.
- Your plan uses notes/abbreviations/symbols/key words in the plan to indicate content.
- The content of your plan is relevant to the task.