

IELTS GENERAL WRITING TASK 1 PRACTICE PAPER

1. You missed an international flight due to a problem at the airport. Write a letter to the airline. In your letter:

- Describe what happened that caused you to miss your flight
- Explain how missing your flight impacted you
- Clearly state what you would like the airline to do

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

2. You need to take some time off of work to go on holiday.

Write a letter to your direct manager. In your letter:

- Ask for time off and explain why
- Provide the dates and times for which you will be unavailable to work
- Describe what you will do to prepare or make up for your absence

Write at least 150 words.

Begin your letter as follows:

Dear Ms. Snyder,

3. You are having a party and want to invite your friend from a different city.

Write a letter to your friend. In your letter:

- Describe why you are having the party
- Give directions on how to get to the venue
- Suggest how you can accommodate him/her

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear _____,

4. You and your family are moving to another country for work, and you are looking to buy a house there.

Write a letter to a property agent. In your letter:

- Introduce yourself and your family
- Describe the type of accommodation that you hope to find
- Give your preference for the location of the accommodation

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:
To Whom it May Concern,

5. You and your friends ate a meal at a restaurant to celebrate a special occasion, and you were extremely dissatisfied with the experience.

Write a letter to the restaurant manager. In your letter:

- Explain the reason for the celebration
- Give details of your visit to the restaurant
- Say what you would like the restaurant to do

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

6. You and your friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service.

Write a letter to the restaurant manager. In your letter:

- Give details of your visit to the restaurant
- Explain the reason for the celebration
- Say what you liked about the food or service

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

7. You are enrolled in a study abroad course in another country. Your accommodation was arranged by the course provider, and there is a major problem with the accommodation.

Write a letter to the course provider. In your letter:

- Introduce yourself and describe the problem
- Describe the accommodation you thought you were getting
- Ask the provider to solve the problem

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Mr. Gazeley

8. You have been invited to attend an admissions interview for a prestigious college. Unfortunately, you cannot come at the proposed time due to a previous appointment.

Write a letter to the admissions tutor and explain your position. In your letter:

- Introduce yourself and state your interest in the program
- Apologize and offer to come at a different time
- Ask how long the interview will be and if you will have to take an exam

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

9. Your local newspaper published an advertisement asking people to offer time for local environmental initiatives in your area.

Write a letter to the project manager to offer your help. In your letter:

- Describe a local volunteer project that you are passionate about
- Explain what you would like to do to help
- Suggest how to gather more support for the cause

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

10. An old car was left on the street near your street several weeks ago. The car is now causing a problem for residents.

Write a letter to the Council. In your letter:

- Describe the car
- Outline the problems it is causing
- Tell the Council what you want them to do about it

Write at least 150 words. You do NOT need to write any addresses.

Begin your letter as follows:

Dear Councilor,