

IELTS GENERAL WRITING TASK 1

QUESTION: 1

An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice.

Write a letter to your friend. In your letter,

- *offer to find somewhere to stay*
- *give advice about what to do*
- *give information about what clothes to bring*

QUESTION: 2

You are going on a short training course at a collage in Greenmount, Northern Ireland. You need somewhere to live while you are there.

Write a letter to the accommodation officer at the college. In your letter,

- *explain your situation*
- *describe the accommodation you require*
- *say when you will need it*

QUESTION: 3

You are looking for a part-time job.

Write a letter to an employment agency. In your letter,

- *introduce yourself*
- *explain what sort of job you would like*
- *and say what experience and skills you have*

QUESTION: 4

You are going on a short course to a training college abroad. It is a college that you have not been to before.

Write a letter to the accommodation officer. In your letter,

- *give details of your course and your arrival/departure date*
- *explain your accommodation needs*
- *ask for information about getting to and from the college*

QUESTION: 5

You are a student at an English language school in Brighton and are living in private accommodation with other flat mates. You have not had hot water or heating for some time. The landlord's workmen have tried to fix the problem but without success.

Write a letter to the landlord. In your letter,

- *state your reason for writing*
- *describe the problems and explain how you feel*
- *propose a solution and risk the landlord to take action*

QUESTION: 6

You are due to move into a rented apartment next month but you will not be able to because you have some problems.

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

- *explain your situation*
- *describe your problems*
- *tell him/her when you think you can move in*

QUESTION: 7

You saw an advertisement for a tennis course in England but you have one or two problems and can't stay the whole course.

Write a letter to the course director. In your letter,

- *explain your interest in the course*
- *describe your problems*
- *find out if a refund is possible*

QUESTION: 8

You are looking for a part-time job at a football club.

Write a letter to the manager of the football club. In your letter,

- *introduce yourself*
- *explain what experience and special skills you have*
- *tell him/her when you think you could start*

QUESTION: 9

You have seen an advertisement in an English newspaper for a job working in the City Museum shop during the holidays. You decide to apply for the job.

Write a letter to the director of the Museum. In your letter,

- *introduce yourself*
- *explain what experience and special skills you have*
- *explain why you are interested in the job*

QUESTION: 10

You are studying a short course in another country. Your accommodation was arranged by the course provider. There is a major problem with the accommodation.

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

- *say what the problem is*
- *describe the accommodation you thought you were getting*
- *ask the provider to solve the problem*

QUESTION: 11

You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help.

Write a letter to your friend. In your letter,

- *give details of your study plans*
- *explain why you want to get a part-time job*
- *suggest how your friend could help you find a job*

QUESTION: 12

You play a team sport with some friends. Last week a member of the team had an accident and wasn't able to play with you at the weekend. You decide to write to him in hospital, telling him about the match.

Write a letter to your friend. In your letter,

- *tell him which team won*
- *describe the conditions on the day*
- *say how you felt about the match*

QUESTION: 13

You are studying for a qualification, and you would like some time off work to complete it.

Write a letter to your manager. In your letter:

- *Ask for some time off to complete a qualification.*
- *Suggest what you will do later at work if you have time off.*
- *Say how the qualification helps your job or company.*

QUESTION: 14

A restaurant has placed an advertisement for waiters and waitresses in your local newspaper.

Write a letter to the restaurant, applying for the job. In your letter:

- ***explain what you are currently doing***
- ***describe your suitability for this area of work***
- ***say when you can attend an interview***

QUESTION: 15

You have seen an advertisement for a community college that needs teachers for night classes.

Write a letter to the community college. In your letter:

- ***say which advertisement you are answering***
- ***describe which course(s) you want to teach, and what it/they would be about***
- ***explain why you would be a suitable teacher***

QUESTION: 16

Last Wednesday you flew from London to Vancouver. When you arrived home, you discovered that you had left your hand luggage on the plane.

Write a letter to the airline. In your letter, you should explain:

- ***where and when you lost your bag***
- ***what your bag looks like***
- ***what its contents were***

QUESTION: 17

You are a student at a language school in New Zealand studying Business English. Part of the course is a summer work placement programme. Unfortunately, you have just learnt from the school that this programme has now been cancelled.

Write a letter to the School Principal. In your letter:

- **state your reason for writing**
- **describe the problem and your concerns**
- **explain what you would like the Principal to do.**

QUESTION: 18

You arranged to visit a friend in Canada but an important event at home now means that you must change the dates of the visit.

Write a letter to your friend. In your letter

- **explain the important event**
- **apologise for the situation**
- **suggest a new arrangement**

QUESTION: 19

There is a public park near where you live. You have heard that the local council wants to sell this park.

Write a letter to a local newspaper. In your letter:

- **introduce yourself**
- **describe the importance of the park**
- **say what action you will take if the council continues with its plan**

QUESTION: 20

You paid a refundable deposit when you rented an apartment. You left the apartment in good condition but the Landlord won't return your deposit.

Write a letter to the landlord. In your letter

- **explain why you are writing**

- *ask for the return of your deposit*
- *inform the landlord of possible legal action*