

IELTS GENERAL WRITING TASK 1

QUESTION: 1

You eat at your college cafeteria every lunchtime. However, you think it needs some improvements.

Write a letter to the college magazine. In your letter,

- *explain what you like about the cafeteria*
- *say what is wrong with it*
- *suggest how it could be improved*

QUESTION: 2

You have a full time job and are also doing a part time evening course. You now find that you can not continue the course.

Write a letter to your tutor. In your letter,

- *describe the situation*
- *explain why you cannot continue at this time*
- *say what action you would like to take*

QUESTION: 3

Your neighbours have recently written to you to complain about the noise from your houseflat.

Write a letter to your neighbours. In your letter,

- *explain the reasons for the noise*
- *apologise*
- *describe what action you will take*

QUESTION: 4

You will move to a new city for work. You know some people who live there.

In your letter,

- *Ask them for help finding accommodation*
- *Tell them where you would like to live*
- *Tell them the type of place you are looking for*

QUESTION: 5

Your car is hired from a company and while you are driving on holiday, you have a small accident. You will have to write a report to the company to explain it.

In your letter:

- **when and where you hired it**
- **describe how the accident happened**
- **what kind of action did you take after the accident**

QUESTION: 6

You cannot go to a company where you got an offer. Write a letter to the HR supervisor to

- **explain the reason why you decline the offer**
- **express your gratitude**
- **explain you like your current job very much**

QUESTION: 7

You had a good meal in a local restaurant with your family. Write a letter to the newspaper to tell them about it, describe the meal you had, and why you think the restaurant is worth visiting.

QUESTION: 8

Write a letter to complain about a situation in which some adolescents let their dogs run wildly causing dangerous.

QUESTION: 9

You ordered a new cheque book from your bank two weeks ago but you have received nothing.

Write a letter to the manager complaining about the bad service. Say when and how you

ordered the cheque book. Ask how much longer you will have to wait and ask the manager what action he will take over this matter.

QUESTION: 10

You would like to buy some electrical goods at a shop in a nearby town.

Write a letter to the shop and ask if they have the things you want or whether they will be able to order them. Ask what the prices are and how long they will be able to hold the goods for you.

QUESTION: 11

You have been invited to attend an interview for a place studying a course in a college. Unfortunately because of a previous appointment you cannot come at the time they wish.

Write a letter to the admissions tutor and explain your position. Apologise and offer to come on another day or later the same day. Ask also how long the interview will be and whether there will be any tests during it.

QUESTION: 12

A friend of yours is going on holiday soon and has asked you to recommend a destination.

Write a letter to your friend and recommend a good place for a holiday that you have visited before. Say where you went, where you stayed, what you can do there and what the food was like.

QUESTION: 13

You have just spent a weekend at a friend's house. When you returned home, you discovered you have left a coat containing some belongings in his house.

Write a letter to your friend telling him that you left the coat. Tell him what the coat looks like, where you think you left it and what was inside it. Make some suggestions about how to get it back.

QUESTION: 14

You live in a room in college which you share with another student. You find it very difficult to work there because he or she always has friends visiting. They have parties in the room and sometimes borrow your things without asking you.

Write a letter to the Accommodation Officer at the college and ask for a new room next term. You would prefer a single room. Explain your reasons.

QUESTION: 15

You have just spent a weekend staying at the Lilo Hotel in Adelaide. When you get home you find that you have left a bag at the hotel.

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**

QUESTION: 16

You are writing your first letter to a pen pal. Describe your previous studies and work experience, your current activities, hobbies and interests.

Tell your pen pal that you will be visiting him/her.

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**

QUESTION: 17

One of your friends wants to apply for a job involving working with foreign teenagers.

Write a letter of recommendation for him/her.

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**

QUESTION: 18

You want to apply for the following job. Write a letter to Mr. Moore describing your previous experience and explaining why you would be suitable for the job.

Waiter/waitress required for evening work. Some experience necessary.

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**

QUESTION: 19

You have a friend who is about to enter university, and he wants you to advise him on which subject to specialize in – history, in which he is very interested, or computer science, which offers better job prospects.

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**

QUESTION: 20

After being involved in an accident, you were looked after by another person. Write a special letter to express your thanks.

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**