

IELTS GENERAL WRITING TASK 1

QUESTION: 1

One of your pen pals will shortly be visiting your city. For some reasons, you can not manage to meet him at the airport on time.

Write a letter asking him to wait for you at the airport and tell him how to identify you.

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

QUESTION: 2

You find that your study load is too heavy. Write a letter to your college teacher explaining why you need to withdraw from two courses. Ask if it is possible to obtain a refund.

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

QUESTION: 3

As part of a student social survey project, you are organizing a group to visit a historical exhibition in a small town. Write a letter asking for information regarding such things as the contents of the exhibition, and the dates of its opening and closing, and if there are any discounts available.

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

QUESTION: 4

You live in a room in a college where you share with another student. You find it very difficult to work there because your roommate always has friends visiting. He/She has parties in the room and sometimes borrows 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.

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

QUESTION: 5

You went to the local hospital's Emergency Department with your young child who had severe stomach pains. You had to wait for almost four hours before your daughter was treated by a doctor and, while you were waiting, you were

constantly ignored by the other staff.

Write a letter to the Registrar, complaining about the service you received.

- You should write at least 150 words.
- Allow yourself 20 minutes for this task.
- You do not need to write your own address.
- Begin your letter as follows: Dear Sir or Madam . . . ,

QUESTION: 6

You have been offered a job, asking you to start next week. You want the job very much but, because of a previous commitment, you want to delay the start for another two weeks.

Write to the Manager, accepting the job, but explaining your situation and asking for the change to your start date.

- You should write at least 150 words.
- Allow yourself 20 minutes for this task.
- You do not need to write your own address.
- Begin your letter as follows: Dear Sir or Madam . . . ,

Question: 7

A friend you met last year has invited you to visit them in their country. You have never been there before and need some information before you leave.

Write a letter to your friend. In your letter

- request advice about a gift for his/her family
- ask about activities and clothing
- find out about the food
- You should write at least 150 words.
- Allow yourself 15 minutes for this task.
- you do NOT need to write your own address.

Question: 8

You have received a letter from your bank, asking you to acknowledge receipt of a new bank card.

However, the card was missing from the envelope.

Write a letter to the bank's head office. In your letter

- explain why you are writing
- express concern about the missing card
- ask them what they intend to do
- You should write at least 150 words.
- Allow yourself 15 minutes for this task.
- you do NOT need to write your own address.

Question: 9

You borrowed an important textbook from a classmate last term. You now realise your classmate has returned home overseas and you still have the book.

Write a letter to him/her. In your letter

- **apologise for the mistake**
- **find out how important the book is to him/her**
- **say what you will do**
- **You should write at least 150 words.**
- **Allow yourself 15 minutes for this task.**
- **you do NOT need to write your own address.**

Question: 10

You have seen an advertisement for part-time work in a hotel for three months over the summer.

Write a letter to the Manager.

In your letter

- **say what experience you have**
- **ask what the work involves**
- **enquire about conditions**
- **You should write at least 150 words.**
- **Allow yourself 15 minutes for this task.**
- **you do NOT need to write your own address.**

Question: 11

You have recently been to stay with an old friend for a few days. You hadn't seen each other for a long time.

- **say how you felt about the visit**
- **refer to something enjoyable that you did while staying with him/her**
- **invite your friend to visit you**
- **You should write at least 150 words.**
- **Allow yourself 15 minutes for this task.**
- **you do NOT need to write your own address.**

Question: 12

For the past year you have been a member of a local club. Now you want to discontinue your membership.

Write a letter to the club secretary.

In your letter

- **state what type of membership you have and how you have paid for this**
- **give details of how you have benefited from the club**
- **explain why you want to leave**
- **You should write at least 150 words.**
- **Allow yourself 15 minutes for this task.**
- **you do NOT need to write your own address.**

Question: 13

You recently stayed in a hotel in a large city. The weather was very unusual for the time of year and the heating/cooling system in the hotel was quite inadequate.

Write a letter to the manager of the hotel.

In your letter

- **give details of what was wrong**
- **explain what you had to do to overcome the problem at the time**
- **say what action you would like the manager to take**
- **You should write at least 150 words.**
- **Allow yourself 15 minutes for this task.**
- **you do NOT need to write your own address.**

Question: 14

You have recently heard that a friend of yours has had some problems as a result of some unusual weather. Write a letter to your friend.

In your letter

- **express concern (i.e. say you are sorry to hear what has happened)**
- **tell them about a similar experience that you once had**
- **give some advice or offer help**
- **You should write at least 80 words.**
- **Allow yourself 15 minutes for this task.**

Question: 15

You recently visited a place that had a strong impact on you.

Write a letter to a friend about the place. In your letter

- **explain where the place was and how you got there**
- **describe what you saw**
- **offer to take your friend there**

question: 16

You recently took a part-time job working for a local company. After a few weeks, you realised there were some problems with the job.

Write a letter to the manager of the company. In your letter

- **explain why you took the job**
- **describe the problems that you experienced**
- **suggest what could be done about them**

question: 17

A friend has asked you to babysit on Saturday and wants to know how much you charge per hour for this. Unfortunately, you already have a commitment this weekend and cannot help. However, you are free the following weekend.

Write a letter to your friend explaining that you are not able to help this time, but could help later. Explain also what your fee for the service is.

- You should write at least 150 words.
- You should spend about 20 minutes on this task.
- You do not need to write your own address.

Question: 18

You have just rented an unfurnished flat and a friend has told you that the Opportunity Shop in the shopping centre has cheap second-hand furniture. Write to the shop owner describing what you need and asking whether they have these items and what they cost.

- You should write at least 150 words.
- You should spend about 20 minutes on this task.
- You do not need to write your own address.

Question: 19

You are an international student and have borrowed a book from the local public library.

You left the book on a bus and when you contacted the bus company, they could not find it.

Write a letter to the librarian explaining the situation and asking what you should do.

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

Question: 20

You celebrated your birthday with some friends last week in a restaurant. It was a great success and you and your friends enjoyed the evening very much.

Write a letter to the restaurant to thank them. Mention the food, service and the atmosphere. Also suggest any improvements to make things better.

- You should write at least 150 words.
- You should spend about 20 minutes on this task.
- You do NOT need to write your own address.