

IELTS WRITING TASK 1 GENERAL

You should spend about 20 minutes on this task.

CAMBRIDGE 4

TEST A

You were hurt in a minor accident inside a supermarket, and you wish to complain to the supermarket.

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

- Say who you are
- Give details about the accident
- Suggest how the supermarket could prevent similar accidents

Write at least 150 words.

TEST B

You want to sell some of your furniture. You think a friend of yours might like to buy it from you.

Write a letter to your friend. In your letter

- explain why you are selling
- describe the furniture
- suggest a date when your friend can come and see the furniture

CAMBRIDGE 5

TEST A

Your neighbours have recently written to you to complain about the noise from your house/flat.

Write a letter to your neighbours. In your letter

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

TEST B

You have a full-time job and are also doing a part-time evening course.

You now find that you cannot continue the course.

Write a letter to the course tutor. In your letter

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

CAMBRIDGE 6**TEST A**

You and your family are living in rented accommodation in an English-speaking country. You are not satisfied with the condition of some of the furniture.

Write a letter to the landlord. In your letter

- Introduce yourself
- Explain what is wrong with the furniture
- say what action you would like the landlord to take

TEST B

You have just moved into a new home and are planning to hold a party. You are worried that the noise may disturb your neighbour.

Write a letter to your neighbor. In your letter

- introduce yourself
- describe your plans for the party
- invite your neighbour to come

CAMBRIDGE 7**TEST A**

You have recently started work in a new company:

Write a letter to an English-speaking friend. In your letter.

- explain why you changed jobs
- describe your new job
- tell him/her your other news

TEST B

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.

Write a letter to your friends. In your letter

- thank them for the photos and for the holiday
- explain why you didn't write earlier
- invite them to come and stay with you

CAMBRIDGE 8**TEST A**

You have recently moved to a different house.

Write a letter to an English-speaking friend. In your letter

- explain why you have moved
- describe the new house
- invite your friend to come and visit

TEST B

You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken.

Write a letter to the shop manager. In your letter

- describe the problem with the equipment
- explain what happened when you phoned the shop
- say what you would like the manager to do.

CAMBRIDGE 9**TEST A**

You are working for a company. You need to take some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter

- explain why you want to take time off work
- give details of the amount of time you need
- suggest how your work could be covered while you are away

TEST B

On a recent holiday you lost a valuable item. Fortunately, you have travel insurance to cover the cost of anything lost.

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

- describe the item you lost
- explain how you lost it
- tell the insurance company what you would like them to do

CAMBRIDGE 10**TEST A**

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 this 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

TEST B

You and some 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 manager. In your letter

- Give details of your visit to the restaurant
- Explain the reason for the celebration
- Say what was good about the food and the service

CAMBRIDGE 11**TEST 1**

You recently received a letter from a friend asking for advice about whether to go to college or to try to get a job. You think he/she should get a job.

Write a letter to this friend. In your letter:

- say why he/she would not enjoy going to collage
- explain why getting a job is a good idea for him/her
- suggest types of job that would be suitable for him/her

TEST 2

You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

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

- say where you think you left the papers
- explain why they are so important
- tell the manager what you want him/her to do

TEST 3

Your local council is considering closing a sport and leisure centre that it runs, in order to save money.

Write a letter to the local council. In your letter

- give details of how you and your friends or family use the centre
- explain why the sports and leisure center is important for the local community
- describe the possible effects on local people if the centre closes

TEST 4

You work for an international company. You have seen an advertisement for a training course which will be useful for your job.

Write a letter to the manager. In your letter

- describe the training course you want to do
- explain what the company could do to help you
- say how the course will be useful for your job

CAMBRIDGE 12

TEST 1

You work at home and have a problem with a piece of equipment that you use for your job.

Write a letter to the shop or company which supplied the equipment. In your letter

- describe the problem with the equipment
- explain how this problem is affecting your work
- say what you want the shop or company to do

TEST 2

During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants.

Write a letter to this businessman. In your letter

- remind him when and where you met
- tell him what kind of job you are interested in
- say why you think you would be suitable for the job

TEST 3

A large company in your area has decided to spend a certain amount of money, either to sponsor a local children's sports team for two years, or to pay for two open-air concerts. It has asked for feedback from the general public.

Write a letter to the company. In your letter

- describe the benefits of sponsoring the sports team
- summarise the benefits of paying for the concerts
- say how you think the company should spend the money

TEST 4

There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

Write a letter to your manager. In your letter

- describe the complaints that have been made
- say why the reception area is important
- suggest how the reception area could be improved

CAMBRIDGE 13

TEST 1

You work for an international company, and would like to spend six months working in its head office in another country.

Write a letter to your manager. In your letter

- explain why you want to work in the company's head office for six months
- say how your work could be done while you are away
- ask for his/her help in arranging it

TEST 2

You recently organized an all-day meeting for your company, which took place in a local hotel. In their feedback, participants at the meeting said that they liked the hotel, but they were unhappy about the food that was served for lunch.

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

- say what the participants liked about the hotel
- explain why they were unhappy about the food
- suggest what the manager should do to improve the food in future

TEST 3

The system used for rubbish/garbage collection in your local area is not working properly. This is causing problems for you and your neighbours.

Write a letter to the local council. In your letter

- describe how the rubbish collection system is not working properly
- explain how this is affecting you and your neighbours
- suggest what should be done about the problem

TEST 4

A friend you made while you were studying abroad has written to ask you for help in finding a job in your country. You have heard about a job in a local company that might be suitable for him/her

Write a letter to this friend. In your letter

- tell your friend about the job and what sort of work it involves
- say why you think the job would be suitable for him/her
- explain how to apply for the job

CAMBRIDGE 14**TEST 1**

You have seen an advertisement in an Australian magazine for someone to live with a family for six months and look after their six-year-old child.

Write a letter to the parents. In your letter

- explain why you would like the job
- give details of why you would be a suitable person to employ
- say how you would spend your free time while you are in Australia

TEST 2

You have just read an article in an international travel magazine which contained some information about your town that is incorrect.

Write a letter to the editor of the magazine. In your letter

- correct the information in the article
- explain why it is important for the magazine to give correct information
- suggest what the magazine should do about this situation

TEST 3

You recently did a short cookery course. The cookery school has asked for your feedback on this course.

Write a letter to the course director at the cookery school. In your letter

- describe what you enjoyed about the course
- say how much cooking you've done since the course
- suggest another cookery course you'd like the school to offer

TEST 4

You recently went to a concert and thought one of the singers was very good.

You want to tell him how you feel

Write a letter to the singer. In your letter

- say how you feel about this performance
- give details of your musical activities
- explain how you would like him to help you with your musical activities

CAMBRIDGE 15**TEST 1**

A friend of yours is thinking of going on a camping holiday for the first time this summer. He/She has asked for your advice.

Write a letter to your friend. In your letter

- explain why you think your friend would enjoy a camping holiday
- describe some possible disadvantages
- say whether you would like to go camping with your friend this summer

TEST 2

A museum near your home is looking for people to do part-time voluntary/unpaid work. You would like to do some voluntary/unpaid work at the museum.

Write a letter to the museum director to apply for the voluntary/unpaid work.

In your letter

- explain why you want to do voluntary/unpaid work at the museum
- describe some skills and qualities you have that would be useful
- give details of when you would be available for work

TEST 3

A friend of yours is thinking about applying for the same course that you did at university. He/She has asked your advice about studying this subject.

Write a letter to your friend. In your letter

- give details of the course you took at the university
- explain why you recommend the university
- give some advice about how to apply

TEST 4

You have seen an advertisement from a couple, who live in Australia, for someone to teach their two children your language for a year.

Write a letter to the couple. In your letter

- explain why you think you would be suitable for the job
- say what else you could do for the family
- give your reasons for wanting the job