

Dr. Md Munan Shaik

Best Practice Book for IELTS Writing

More than 70 samples
for writing task 1 and
More than 170 samples
for writing task 2



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**230
IELTS
Writing
Samples**

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IELTS Writing

IELTS is a multi-level exam.

You get a score between 1 and 9 for each section. Half scores such as 6.5 are possible. Universities often demand an IELTS score of 6 or 7. They may also demand a minimum score in each of the 4 sections.

1. IELTS Writing marking schemes

The two writing questions are marked out of 9 according to the following criteria:

- Task Achievement
- Coherence and Cohesion
- Lexical Resource
- Grammatical Range and Accuracy

2. IELTS Speaking marking schemes

The speaking test is also marked out of 9 according to the following criteria:

- Fluency and coherence
- Lexical resource
- Grammatical range and accuracyPronunciation

18. IELTS Writing - Overview

The IELTS Academic and General Writing Modules are similar in some ways and different in others. Whichever test you do, you have one hour to complete two tasks. It is the nature of the tasks that makes them different. You can see this clearly in the chart below:

General

Task 1: Minimum 150 words: Writing a letter in response to a situation – informal, semi-formal, or formal

Task 2: Minimum 250 words: Writing a more personal essay – possible informal style

Academic

Task 1: Minimum 150 words: Interpreting, describing, or comparing information presented in graphic form - a diagram, bar chart, line graph, pie chart or table

Task 2: Minimum 250 words: Writing an essay on a general academic topic – formal style.

In both cases, your score is based on three fundamental criteria:

- **Content:** How well do you present your arguments, ideas and evidence?
- **Quality:** How effectively are you able to communicate your ideas and thoughts?
- **Technical Aspects:** How correct is your grammar? How rich is your vocabulary? How varied are your sentences?

To complete an organized, coherent piece of writing, **you need to take 2-5 minutes to plan.** During this time, you can consider what position you will adopt, how you're going to expand on the topic and in what order you will present your ideas. You should skip the planning activity only if you have very little time left. In such a case, you can work directly on the task itself.

Of course, grammar and vocabulary will also be assessed. Make sure you check your writing for **verb tense agreement, prepositions, word order, sentence patterns, sentence structure, and range of vocabulary.** Avoid using the same verbs, nouns, or adjectives more than once. **Do not use slang at all.** In the academic section of the IELTS, avoid contractions, which are a clear symbol of informal writing.

1. IELTS Academic Writing

IELTS ACADEMIC WRITING

The **IELTS Academic Writing** module measures your ability to write in clear, formal English, as is generally demanded in an academic context. You are assessed according to the following criteria:

- Task Response - how accurately to address the task
- Coherence and Cohesion - how organized your writing is
- Lexical Resource - the range of your vocabulary
- Grammatical Range and Accuracy - the correctness of your grammar

You have an hour to complete two writing tasks. You must complete both tasks to get a score. You need to organize your ideas, write accurately, and use rich vocabulary. It is recommended that you divide your time in this way:

- Task 1 – 150 words – 20 minutes
- Task 2 – 250 words – 40 minutes

1.

2. IELTS ACADEMIC WRITING - TASK 1

In the first task, you must write a report based on pictorial information. This means you may need to describe a graph, chart, or diagram. It may be a bar chart, pie chart, line graph, or some other graphic representation. You might also be asked to describe the process illustrated by the diagram. This involves describing the data accurately, pointing out trends and relevant information, and using appropriate vocabulary.

To understand how best to answer this type of task, read through the model answers provided in IELTS guidebooks. Examiners will score your answer based on your ability to group relevant information, link ideas in complex sentences, and use appropriate vocabulary to describe trends. This is not as difficult as it sounds. By reading through several sample answers, you can extract the vocabulary you need and also learn a variety of sentence

structures, to present your information in a formal, academic manner. For the highest marks, also pay close attention to your spelling and copy given words and phrases correctly.

3. IELTS ACADEMIC WRITING - TASK 2

In this task, you need to write an academic style essay on the single topic given. You have no choices here – you must write only about the one topic – so prepare yourself with strategies to write a well-organized essay on a variety of subject areas. You may need to offer a solution to a problem, express an opinion or comment on ideas or arguments presented.

Your essay should be about four or five paragraphs in length, with an introduction,

body and conclusion. It should not be a list of bullet points, but a properly organized essay, written in full sentences. You need to state your thesis, provide evidence or reasons to support your argument and write a strong conclusion. Use topic sentences to clearly identify the main theme in each paragraph. You could use the guide below to structure your essay:

Paragraph 1: Introduction: Restate the topic, indicate your position

Paragraph 2: Body: Main idea, supporting idea, examples

Paragraph 3: Body: Main idea, supporting idea, examples

Paragraph 4: Conclusion: Summarize ideas, restate position

2. IELTS General Writing

- The **IELTS General Writing** section measures your ability to communicate about common, practical issues and expand on topics of personal interest. You may be asked to provide factual information, make suggestions, express likes and dislikes, or present complaints, opinions, or views. This section lasts for 1 hour and includes 2 tasks. Task 2 carries more marks than Task 1. Therefore, you may wish to divide your time as follows:
Task 1 – 150 words – 20 minutes
- Task 2 – 250 words – 40 minutes

According to the makers of the IELTS exam, assessment of General Writing tasks is based on the following criteria:

- Task Achievement - how thoroughly you do what is asked
- Coherence and Cohesion - how organized your letter is
- Lexical Resource - the range of vocabulary you use
- Grammatical Range and Accuracy - how correct your grammar is

1. IELTS GENERAL WRITING - TASK 1

You are asked to write a letter to a friend, government agency or interest group. The level of formality depends on who you are writing to and how well you know them, so the style may be formal, semi-formal or informal. You are given a brief description of a problem or situation, followed by bulleted instructions on what to include in your letter. Make sure you write about each and every one of the points mentioned. Also use appropriate grammar, capitalization, and punctuation.

It will also help to read through several sample tests in order to both familiarize yourself with the type of situations presented, and to learn how to write these types of letter answers easily, correctly, and quickly. Sample Task 1 tasks include:

- writing to a college administration officer about problems with your dormitory
- writing to a landlord to resolve problems with the heating system
- writing to a friend to invite him/her to a surprise party

2. IELTS GENERAL WRITING - TASK 2

You have to write a minimum 250-word essay on a topic of general interest. You might have to solve a problem, present your opinion, or compare differing viewpoints on a given topic.

The usual rules of good essay writing apply. Plan before you write, use varied sentence structure, utilize linking words to connect ideas, use dynamic and rich vocabulary to put your thoughts across, be careful of your spelling, capitalization, and punctuation, and organize your essay into about 4-5 paragraphs. A sample structure is shown below:

Paragraph 1: Introduction: Restate the topic, indicate your position

Paragraph 2: Body: Main idea, supporting idea, examples

Paragraph 3: Body: Main idea, supporting idea, examples

Paragraph 4: Conclusion: Summarize ideas, restate position

Sample Task 2 tasks include:

- whether it is possible to take a vacation from your problems
- whether families today are closer than they used to be.
- whether smoking in public should be banned
- whether old people should go to nursing homes

Write as many practice essays as possible, within the 40-minute time limit, so you can do so with ease and confidence on the day of your exam.

IELTS Writing Task General (Task 1)

Sample 1

1. *You should spend about 20 minutes on this task.*

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 landlord. In your letter:

- **explain your situation**
- **describe your problems**

- **tell him/her when you think you can move in**

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

model answer:

Dear Miss Berry, As you know, I have rented 41 George Roche Road from you for six months from 15th August. However, I am afraid I will no longer be able to move in on that date, as my plans have had to change because of illness. During the summer vacation, I was working in a company as a Project Manager. Towards the end of my shift, I slipped and fell on a wet floor and broke my wrist. Luckily, it was a clean break and didn't require surgery. However, it is my right wrist, and so I am unable to write for the time being. At present, I am at home in Kuala Lumpur until the plaster can be taken off – I think this should be in the last week of September. I will then return to my course in Canterbury and take up residence at 41 George Roche Road. I hope this will not cause you any difficulties. Yours sincerely, Rachel Yu

(164 words)

Sample 2

The sample letter contains 14 gaps. Complete it by putting a preposition in each space.

Dear Mr. Peter, Thank you for your letter of 20 September. I was very saddened your account of what happened in our hotel last month, and I am writing to express my apologies this. I can understand that you were shocked the way the receptionist behaved. There can be no excuse such behaviour and I fully understand why you felt you needed to complain the situation. I can provide no explanation the way the employee spoke to you. As a member of Darius Hotels Group, we have a reputation being perfect looking after our customers, and I am very sorry that your experience our service did not confirm this. I intend to deal staff member appropriately and I will ensure that he does not repeat this behaviour sending him on a retraining course next week. I would like to assure you that the behaviour you encountered is not typical our staff. As the guest service manager, I am responsible all of our employees so please accept my apologies again and this voucher worth \$100 to spend in any our hotels. Yours sincerely, John Norman Guest Service Manager

Dear Mr. Peter,

Thank you for your letter of 20 September. I was very saddened **by** your account of what happened in our hotel last month, and I am writing to express my apologies **for** this. I can understand that you were shocked **by** the way the receptionist behaved. There can be no excuse **for** such behaviour and I fully understand why you felt you needed to complain **about** the situation. I can provide no explanation **for/of** the way the employee spoke to you.

As a member of Darius Hotels Group, we have a reputation **for** being perfect **at** looking after our customers, and I am very sorry that your experience **of** our service did not confirm this. I intend to deal **with** staff member appropriately and I will ensure that he does not repeat this behaviour **by** sending him on a retraining course next week. I would like to assure you that the behaviour you encountered is not typical **of** our staff.

As the guest service manager, I am responsible **for** all of our employees so please accept my apologies again and this voucher worth \$100 to spend in any **of** our hotels.

Yours sincerely, John Norman

Guest Service Manager

Sample 3

Marina has just started a new course at college and her tutor has asked her to write him a letter telling him something about herself.

She has made ten mistakes in verb tenses in her letter. Find and correct them.

Dear Tutor,

I am coming to Brighton College from Singapore, where I was a student for ten years. I did already take examinations in Singapore in English, Biology, Computer and Maths. My highest score is for Computer: I got grade A.

When I was a student in Singapore I also have a part-time job in a shop. My uncle owns a supermarket and so I helped him in the evenings. I used to worked there four nights a week and I think this was very good experience for me.

At the weekends, I usually played volleyball with friends or, if the weather's bad, we have been to the theatre, which is very popular in Singapore. Because of my part-time job, I also did spend a lot of time studying at the weekend.

I didn't go to many other places. My father took me to Thailand once. Three weeks after we had returned he also went to Malaysia and took the whole family.

This is a brief description of my background.

Best wishes, Marina

Dear Tutor,

~~I have come to Brighton College from Singapore, where I was a student for ten years. I have already taken examinations in Singapore in English, Biology, Computer and Maths. My highest score was for Computer: I got grade A.~~

~~When I was a student in Singapore I also had a part-time job in a shop. My uncle owns a supermarket and so I helped him in the evenings. I worked I used to work there four nights a week and I think this was very good experience for me.~~

~~At the weekends, I usually played volleyball with friends or, if the weather was bad, we went I used to go to the theatre, which is very popular in Singapore. Because of my part-time job, I also spent a lot of time studying at the weekend.~~

~~I haven't been to many other places. My father took me to Thailand once. Three weeks after we returned he also went to Malaysia and took the whole family.~~

~~This is a brief description of my background.~~

~~Best wishes,~~

~~Marina~~

Sample 4

You should spend about 20 minutes on this task.

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**

Write at least 150 words.

You do **NOT** need to write any addresses.

model answer:

Dear Mr. Jones,

I am one of the tenants at your property in Upper Lewes Road, and am writing to complain about the fact that we do not have any hot water or heating in our house.

As you know, we have been living in this house since September and have always paid our rent on time. However, we have had no hot water for last two weeks. This is making our lives very difficult, especially as it is now the middle of winter. Last week you said you would send

a workman to our house within 3 days, but no one came. After calling many times, the workman eventually arrived at the house 5 days later. Unfortunately, he said he could not fix the problem because the boiler was too old! We are now extremely unhappy about this solution.

We are prepared to continue to rent your house but please arrange for emergency repairs to be made. We also request a 40% discount on our rent for the period we have been without any hot water or heating.

We look forward to hearing from you. Shannon Brown

(188 words)

Sample 5

You should spend about 20 minutes on this task.

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**

Write at least 150 words.

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear , *model answer:* Dear Sir/Madam,

I am writing to inform you that I will be attending the Advanced Life Insurance course, being held from Tuesday 24th April until 27rd April, at the University of Hartford.

I will be arriving on the afternoon of Monday 23th and will be leaving on the morning of Saturday the 28th of April, so I will require a single room for this time. I would prefer my own bathroom, if this is possible, but do not mind sharing if I have to; however, as I am wheelchair bound, the room will have to be disability friendly. Could you please tell me how much this will cost and how I should make a payment? Do you accept VISA?

As I do not know the area, I would also be grateful if you could provide some information about getting to and from the University. Will I need to take public transport from the station or is there a University bus service? Any information on what to see and do in the area would also be greatly appreciated.

Thank you for your assistance.

Alex Jones (184 words) **Sample 6**

You should spend about 20 minutes on this task.

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**

Write at least 150 words.

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear , *model answer:* Dear Sir/Madam,

I am a German national from Heidelberg and at present I am studying for a Master's degree in Commercial Law here, at the University of Bielefeld, where I have been for the last two months.

I am looking for a part-time job and I wonder if you can help me. Probably, I would like an office job, perhaps working as a secretary, office administrator or typist. I can only work during the afternoons and at weekends as my university studies occupy most of the day. I would be ready to start immediately.

I am a competent typist and I am computer-literate. In addition, I speak Polish and German fluently and I have been learning English for the past three years. While I studied for my degree, I worked as a part-time office manager for an import-export firm in Heidelberg. In recent years, I have also had temporary summer jobs as a hotel receptionist in Mannheim, Germany.

I am looking forward to hearing from you, Yours faithfully,

Heinrich Bukowski (170 words) **Sample 7**

You should spend about 20 minutes on this task.

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.**

Write at least 150 words.

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear Ms Rose,

Complete the sample letter

Dear Ms Rose,

I am a 26-year-old farmer and agronomist Pakistan, and I have been accepted to a one-month training course at Greenmount Agricultural College starting next January. I would be

grateful You could either find me accommodation for the month or give me a list of addresses
 I could write to. I would like, if possible, to a room in a family house because I would like the
 to practice my English at the same time. I will need a room with a bed and a table that I can study there also. If, I would prefer a room near the college since I will
 be in Greenmount for a short time and I will not have time to learn my way around.
 I will need the accommodation
 five weeks from 28th December to the 3rd February as I would like to arrive a few days before the course begins.
 Could you also tell me how much accommodation of this kind will cost and whether the price meals.
 I look forward to from you.
 Yours sincerely, Muhammad **Sample 8**

You should spend about 20 minutes on this task.

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**

Write at least 150 words.

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear,

Complete the sample letter

The sample letter contains eleven gaps. Complete it by putting a word or phrase from the box below in each space.

although and as because but if since so
 so that that when where which who

Dear Albert,

I'm delighted you are coming to Singapore next month. I think it would be great you could stay with me and my family, send you their best wishes. Otherwise, if you prefer, I can easily book you a cheap but comfortable hotel near the beach you can be more independent. There are lots of things to do in my city. If I were you, I'd spend some days on the beach relaxing one or two days sightseeing in the city. There are several interesting museums and temples I'm sure you will enjoy. One place you really should visit is an excellent theme park called Sentosa, you'll want to spend the whole day. Also, you ought to go to our excellent night safari, is about an hour away by bus. You don't need to bring a lot of clothes the weather is normally warm and sunny, and of course, rainy. However, in the evening it's a bit cooler, you may need a jersey and a jacket. Please let me know exactly you're coming I can meet you at the airport. It'll be great to see you again so we can get up-to-date with all our news!

Love
Monica

Dear Albert,

I'm delighted **that** you are coming to Singapore next month. I think it would be great **if** you could stay with me and my family, **who** send you their best wishes. Otherwise, if you prefer, I can easily book you a cheap but comfortable hotel near the beach **so/so that/where** you can be more independent. There are lots of things to do in my city. If I were you, I'd spend some days on the beach relaxing **and/before** one or two days sightseeing in the city. There are several interesting museums and temples **which/that** I'm sure you will enjoy. One place you really should visit is an excellent theme park called Sentosa, **where** you'll want to spend the whole day. Also, you ought to go to our excellent night safari, **which** is about an hour away by bus.

You don't need to bring a lot of clothes **as/because/since** the weather is normally warm and sunny, and of course, rainy. However, in the evening it's a bit cooler, **so** you may need a jersey and a jacket. Please let me know exactly **when** you're coming **so/so that** I can meet you at the airport. It'll be great to see you again so we can get up-to-date with all our news!

Love
Monica

Sample 9

You should spend about 20 minutes on this task.

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

Write at least 150 words.

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear

Complete the sample letter

The sample letter contains eight gaps. Complete it by putting a word or phrase from the box below in each space.

annoying put right could should
enough unfortunately ^{good} idea too hot

Dear Sir/Madam,

I normally eat lunch at the college cafeteria because it is reasonable priced, convenient and it has a friendly atmosphere.

There are, however, a number of deficiencies which I think should be

..... Firstly, although the staff try to keep the tables clean, there are not workers at peak times to clear their tables themselves then they have finished eating.

....., some students do not bother to do this. Also, there are a number of students who do not wait in the queue to be served, which is very for the majority of us. Finally, I think the cafeteria could have better ventilation as it gets especially in the summer.

I think it would be a if more signs were put around the cafeteria asking students to put their dirty plates and cutlery on the trolleys provided and to throw away their leftovers and rubbish. Also, I think we tell students when they are being anti-social and jumping the queue. Finally, we please have a few windows open when things get too hot?

Yours faithfully

Dear Sir/Madam,

I normally eat lunch at the college cafeteria because it is reasonable priced, convenient and it has a friendly atmosphere.

There are, however, a number of deficiencies which I think should be **put right** Firstly, although the staff try to keep the tables clean, there are not **enough** workers at peak times to clear their tables themselves then they have finished eating.

Unfortunately, some students do not bother to do this. Also, there are a number of students who do not wait in the queue to be served, which is very **annoying** for the majority of us. Finally, I think the cafeteria could have better ventilation as it gets **too hot**, especially in the summer.

I think it would be a **good idea** if more signs were put around the cafeteria asking students to put their dirty plates and cutlery on the trolleys provided and to throw away their leftovers and rubbish. Also, I think we **should** tell students when they are being anti-social and jumping the queue. Finally, **could** we please have a few windows open when things get too hot?

Yours faithfully

Sample 10

You should spend about 20 minutes on this task.

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

Write at least 150 words.

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear,

model answer:

Dear Sir or Madam,

My name is Muhamad Abdul. I am taking a part-time evening course. I am having a hard time keeping up with this course. I am afraid I cannot continue the course.

My problem is, I have a full-time job, from 9am – 5pm. Sometimes, I am asked to stay extra hours, to finish up the rest of the work. That is because the holidays are coming up soon. Also I have to do some work preparations for the next day.

At night when I get home, I am too tired to even prepare a dinner for myself. Also I have no time to study for this course.

I would like drop this course this quarter. Then take it again the next quarter. So, please accept my situation.

Thank you for your cooperation

Sincerely

M. Abdul

(135 words)

This is an answer written by a candidate who achieved a **Band 5** score. Here is the examiner's comment:

The reason for writing is very clear in this letter but it is not clear who the letter is to. The writer gives information to cover all three bullet points, but only one is well extended, and the whole response is underlength at 135 words, so it loses marks for this.

The information is organised and it is easy to follow the message. A range of linkers is used across the answer and they are generally accurate, but in some places, especially the first paragraph, sentences are not well-linked.

The range of vocabulary is sufficient for the task and there are some quite precise expressions. There are no errors in word form, but some very basic spelling errors occur. In terms of grammar, the range is rather limited with many very short sentences

and few complex structures. Grammar is generally well-controlled, however, with only a few minor errors and occasional inappropriate punctuation.

Sample 11

You should spend about 20 minutes on this task.

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

Write a letter to your neighbours. In your letter

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

Write at least 150 words.

You do **NOT** need to write any addresses. Begin your letter as follows:

Dear , *model answer:* Dear James,

I was very shocked to get your letter saying that the noise from my flat has been spoiling your evenings and causing you some distress. I am really, really sorry about that. I had no idea that you would be able to hear so much, so I hope you will accept my apologies.

As you may have guessed, I am trying to refit my kitchen in the evenings when I get home from work. Unfortunately it is all getting longer than expected and I have been having problems with getting things to fit properly. This has meant a lot of banging and hammering.

As the kitchen is still not finished, I have decided to call in a professional builder who will finish the work in the next day or two. He'll work only during daytime hours, so you won't be disturbed in the evenings again, I promise.

Sorry to have caused these problems, Bill.

(157 words)

Sample 12

You should spend about 20 minutes on this task.

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

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

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

Dear Sir, *model answer:* Dear Sir,

I wanted to let you know that I am coming to live in (city) and I would like to ask if you can help me with a few things before I arrive and start my new job.

Do you think you could give me a hand finding somewhere to live? Ideally I would like to live close to where I am going to be working, or in the downtown district. If possible I would like to be near some shops, like a supermarket and a DVD rental place. As I really love sports it would be great to be near a park too.

I'm not too worried about the place itself. Obviously I will be looking for a flat, rather than a house, as it is just going to be me and I won't be able to afford too much. So, a place with one bedroom is fine, but I would like to have a private bathroom (not shared), a kitchen and some kind of living room. It doesn't matter if the kitchen is small, but it would nice to have one. I would prefer to live somewhere new, so anything in a modern apartment block would be great.

Thanks for your help

(206 words)

Sample 13

You should spend about 20 minutes on this task.

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. You need to explain the following:

- 1. When and where you hired it?**

2. **Describe how the accident happened?**
3. **What kind of action did you take after the accident?**

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

Dear Sir, model answer: Dear Sir,

I am a recent customer of your rental company having I rented a car from your downtown outlet in Detroit. The car hired was an economy model vehicle which I rented from March 21st to the present. I would like to commend your company on their professionalism and the service offered, and as such I am sure you will handle my incident with these qualities.

Unfortunately, I had an unavoidable accident involving the aforementioned vehicle and another party. The accident was caused by the other car failing to stop at the red light of the intersection I was passing through, and as such the second party collided into the driver's side of my automobile. The police were informed in situ, whereupon they recorded information regarding the accident and the other driver's insurance details.

The police established the other driver's responsibility for the accident, and the second party's insurance company has been informed. I would like to request that a replacement vehicle be offered while my current vehicle is incapacitated. Once again, I would like to commend your company's professional attitude.

Yours sincerely (184 words) **Sample 14**

You should spend about 20 minutes on this task.

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

1. **Express you gratitude**
2. **Explain you like your current job very much.**

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

Dear Sir, model answer: Dear Sir,

I was a potential employee to whom you made a job offer. I would like to extend my thanks for such an offer, especially at such a company as yours. It is, however, with deepest regret that I must decline your generous invitation and apologize for any inconvenience I may have caused.

I appreciate immensely the interview organized by your company and the extensive effort made by all the staff involved. Their attitude was impressive and highly commendable. As such I must pass my sincerest apologies for any difficulties related to the extra work that must have been involved, and the time wasted on your behalf. Although the offer was substantial, it wasn't enough to encourage me to sever the bonds with my current employer. During my time at my present company my superiors supported me and fostered my career. In short, they made me the employee I am today.

I would like to keep the lines of communication open between our two parties, and look forward to further correspondence.

Yours sincerely (174 words) **Sample 15**

You should spend about 20 minutes on this task.

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.

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

Dear Sir, *model answer:* To the Editor,

I am a long standing member of our local community and I am writing a recommendation to other citizens for one of our fine neighbourhood dining establishments; The Lone Star Café.

There were many impressive attributes which struck me upon my entrance, such as the décor and ambience. I particularly enjoyed the laidback attitude of the place. But for my mind it was the service along with the size and quality of the portions that was most memorable.

The service was professional yet intimate, and along with the sheer quantity of the dishes served, motivated me to pass on my recommendation. I enjoyed a steak of mammoth proportions and a giant fresh, crisp salad accompanied by a selection of appropriately selected seasonal vegetables. The piece de resistance, however, was the rich Black Forest gateau served as dessert –and all for a reasonable price.

I hope after reading this, potential customers will frequent this diner – Bon appetite.

Yours truly