



World of English Exams

## **IELTS WRITING TASK 1-GENERAL TRAINING**

1. You are attending a course at the evening school. Write a letter to the director of the school with a complaint about the course. In your letter

- Describe the course you are taking.
- Explain what you do not like about the course.
- What should be done about it, in your opinion?

2. You have stayed at a friend's house last weekend and lost your watch. Write a letter to your friend and say

- Thank him/her for a good time you had.
- Describe your watch.
- What would you like him/her to do with it?

3. Your company now allows employees to work from home. Write a letter to your boss to ask to work from home. Include the following in your letter:

- why you want to work from home,
- what part of your work can be done from home and
- how it will be beneficial for the company.

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4. There is a musical instrument class available in the classified ads section of the newspaper. Write a letter to the music academy, in your letter
  - say that you are interested in attending the class
  - ask about the days and times the class is available
  - explain that you have some previous experience as well.
  
5. Write a letter to your friend who lives in a different country about your plan to work overseas. In your letter say
  - What jobs do you plan to do?
  - Why do you want to work overseas?
  - Ask for some information related to jobs, such as salary, working hours and so on.
  
6. You have recently stayed at a hotel. Write a letter to the hotel manager about a helpful staff member of the hotel. In your letter
  - Describe the situation.
  - Explain how the staff member was helpful to you.
  - Suggest a form of appreciation for that staff member.



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7. You have recently been in a sports centre and noticed some issues in the changing rooms. Write a letter of complaint to the manager of the centre and say
- What was the problem?
  - Explain why it is bothering you.
  - Suggest a possible solution.
8. Your son studies a foreign language at school, but he needs some extra lessons. Write a letter to a teacher asking him/her for some help. In your letter
- Explain why your son needs help.
  - Ask the teacher about his/her experience and methods.
  - Suggest a possible schedule for extra lessons.
9. You have received a letter about winning a prize in a competition organised by the media house, but didn't receive that prize. Write a letter to the editor of a newspaper about it and say
- Describe the competition and prize in details.
  - How do you feel about it?
  - What do you expect the editor to do about it?



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10. You received an invitation from a friend to go out for a day and accepted, but you were unable to go as promised. Write an apology letter to your friend and say
- Why couldn't you make it?
  - How did you try to reach him/her?
  - Suggest how you will make up for it another time.
11. You have participated in a party at your friend's home last week. You may have forgotten your watch there. Write a letter to your friend and say
- Thank him/her for the party.
  - Ask to look for the watch.
  - Suggest what he/she should do about it.
12. You recently took a trip to another city, and you had a plan to visit your friend who is living there. However, you couldn't see him/her. Write a letter to your friend, and say
- Apologize for not being able to meet.
  - Give your reasons.
  - Suggest how you can meet some other time.



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13. Write a letter to your friend inviting him/her to a music concert. Please say
- Where and when does the concert start?
  - What type of music will be played there?
  - Why do you think your friend will enjoy it?
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15. Write a letter to your friend inviting him/her to a music concert. Please say
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**IELTS GENERAL LETTER WRITING TIPS ( WRITING TASK**

**1)**



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16. Your Manager has asked you to do a presentation at the upcoming training session. Write a letter to your manager and say

- What is the topic of presentation?
- What is the benefit of conducting a session on that topic?
- What are your requirements for conducting this presentation?

17. You want to improve your knowledge of foreign language which can help you at work. Write a letter to a foreign language teacher and say

- Where did you hear about the teacher?
- Why do you want to learn the foreign language?
- Ask some questions about the course.

18. You have recently been invited to talk about your country at the American academy. Write a letter to the administrator and say

- Accept the invitation and suggest possible dates.
- What topics would you like to talk about?
- What will you need for your talk?

**IELTS GENERAL WRITING TASK 1 - INFORMAL LETTERS -  
TOP TIPS for scoring 8.0 bands**



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19. Write a letter to an English speaking friend who wants to come for a short stay, to let them know that unfortunately you will be busy during their visit. In your letter
- Explain your situation.
  - Suggest alternative dates to meet.
  - What activities could you do together?
20. Write a letter to the city council complaining about a road near you. In your letter
- Introduce yourself and say where you live
  - Explain the problem
  - Say what you want done.
21. There are insufficient sport facilities in your hometown for people your age. Write a letter to the local council. In your letter
- Tell them where you live
  - Describe the problem
  - Explain what you would like them to do about it

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