

# IELTS GENERAL WRITING TASK 1 PRACTICE PAPER

## TASK 1

### PERSONAL LETTER

Your son lives abroad as an international student. You have received an invitation from his college for the convocation. However, you cannot attend the convocation. Write a letter to your son:

- Express your feelings about the convocation
- Convey your inability to join him
- Propose what will you do to make up for this

### LETTER OF COMPLAINT

#### Question –

The systems used for rubbish/ garbage collection in your local area are 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.

### LETTER OF REFUND

Write a letter to a company asking for a refund for something you bought from them online. In your letter include:

- what you bought
- what the problem is
- why you want a refund

### LETTER OF COMPLAINT

Your car insurance company has told you that they are going to increase the insurance amount you have to pay for your car each month. You are not happy about this.

Write a letter to the insurance company. In your letter explain

- Why you are writing to them.
- Why do you think insurance should not be increased?
- What you want them to do.

## **LETTER OF SUGGESTION/ADVICE**

Every year, someone in the company where you work is chosen as the best employee. Your manager has asked staff members to make suggestions about who should be chosen this year.

Write a letter to your manager, in your letter

- Identify a colleague who you think should be the best employee.
- Explain what the job of this colleague involves.
- Give reason why this colleague should be chosen as the best employee.

## **LETTER FOR APOLOGY**

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

Write a letter to your neighbors. In your letter,

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

## **LETTER OF INVITATION**

You have just moved to a new house and are planning to hold a party. Write a letter to your neighbor. In your letter

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

## **LETTER OF ENQUIRY**

You have just started a course in a college which has no sports facilities of its own. Write a letter to the manager of the nearest private sports club. In your letter:

- Introduce yourself
- Say why are you interested in this sports club
- Ask some questions about the club e.g facilities, members ,costs