

IELTS GENERAL WRITING PRACTICE PAPER

1. Write a letter to a company asking for a refund for something you bought from them online.

Write a letter to the Customer Service department. In your letter:

- Describe the item you bought
- Outline what the problem is
- Explain why you want a refund

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

Begin your letter as follows:

Dear Sir or Madam,

You have recently returned from an afternoon at your public library, and noticed various negative aspects that could be improved upon.

Write a letter to the manager of the public library. In your letter:

- Describe the poor experience you had
- Include ideas for what the library should change
- Explain why you feel the library needs alteration

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

Begin your letter as follows:

To Whom This May Concern,

You have a suggestion for a park near your apartment building.

Write a letter to your city's council board. In your letter:

- Describe who you are and what your suggestion is
- Explain why you think this suggestion will improve the park
- Detail when you would like to see this suggestion in action

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

Begin your letter as follows:

Dear Councilor,

4. You have seen an advertisement in the newspaper for a temporary job working as a Sales Representative during the holiday season. You decide to apply for the job.

Write a letter to the Hiring Manager of the company. In your letter:

- Introduce yourself
- Explain what experience and special skills you have
- Explain why you are interested in the job

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

Begin your letter as follows:

Dear Hiring Manager,

5. There have been some problems with public transport in your area recently. Write a letter to the manager of the transport company. In your letter:

- Describe the problems
- Explain how these problems are affecting the public
- Suggest some changes that could be made

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

Begin your letter as follows:

Dear Sir or Madam,