

**QUESTION: 1**

**You are going to study in a college in the UK next year. You would like to stay in a college Hall of Residence.**

**Write a letter to the college giving your accommodation requirements. You should outline what your room and food needs are and also ask what alternatives are available if they cannot provide what you want.**

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**
- **You do NOT need to write your own address.**

**QUESTION: 2**

**Last week you were on a flight to London. Unfortunately, when you left the plane, you left a bag. You did not remember about the bag until you got to your hotel.**

**Write a letter to the airline. Explain what has happened, describe the bag and its contents and say what you would like them to do about it.**

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**
- **You do NOT need to write your own address.**

**QUESTION: 3**

**You have just returned home after living with a family in an English-speaking country for six months.**

**You now realise that you left a small bag of personal possessions in your room.**

**Write to the family describing the things you left behind. Ask them to send some or all of them to you. Offer to cover the costs.**

- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**
- **You do NOT need to write your own address.**

**QUESTION: 4**

**You are unhappy about a plan to make your local airport bigger and increase the number of flights. You live near the airport.**

**Write a letter to your local newspaper. In your letter:**

- **explain where you live**
- **describe the problem**
- **give reasons why you do not want this development.**
- **You should write at least 150 words.**
- **You should spend about 20 minutes on this task.**
- **You do NOT need to write your own address.**



**QUESTION: 5**

**You are due to start a new job next week but you will not be able to because you have some problems.**

**Write a letter to your new employer. In your letter:**

- explain your situation
- describe your problems
- tell him/her when you think you can start.
- You should write at least 150 words.
- You should spend about 20 minutes on this task.
- You do NOT need to write your own address.

**QUESTION: 6**

**You travelled by plane last week and your suitcase was lost.**

**You have still heard nothing from the airline company.**

**Write to the airline and explain what happened. Describe your suitcase and tell them what was in it. Find out what they are going to do about it.**

- You should write at least 150 words.
- You should spend about 20 minutes on this task.
- You do NOT need to write your own address.

**QUESTION: 7**

**You borrowed some books from your school or college library. Unfortunately you have to go away to visit a sick relative and cannot return the books in time.**

**Write a letter to the library. Explain what has happened and tell them what you want to do about it.**

- You should write at least 150 words.
- You should spend about 20 minutes on this task.
- You do NOT need to write your own address.

**QUESTION: 8**

**You have had a bank account for a few years. Recently you received a letter from the bank stating that your account is \$240 overdrawn and that you will be charged \$70 which will be taken directly from your account. You know that this information is incorrect.**

**Write a letter to the bank. Explain what has happened and say what you would like them to do about it.**

- You should write at least 150 words.
- You should spend about 20 minutes on this task.
- You do NOT need to write your own address.

**QUESTION: 9**



*The Local Council in the area where you live has decided to demolish an old historical building to build a shopping centre.*

*Write a letter to the head of the Council. In your letter:*

- *explain why it is important to preserve the old building*
- *suggest how the building can be used to benefit the local community*
- *suggest another place for the shopping centre*

**QUESTION: 10**

**You are going for a one-week vacation and your friend agreed to stay at your place while you are away. Write a letter to him/her.**

**In your letter, you should:**

- **thank her/him and tell the dates of your holiday**
- **explain how he/she enters the house**
- **describe what you expect him/her to do.**

**QUESTION: 11**

**You recently spent a weekend with your friend in her/his new house. Write a letter to your friend.**

**In your letter, you should:**

- **explain what you like about his new house**
- **tell him/her what you enjoyed most during your staying**
- **suggest when and where you could meet next time with her/him.**

**QUESTION: 12**

**You enjoyed a holiday organized by a tour company. Write a letter to the manager and praise the tour guide who accompanied you on the journey.**

**In your letter, you should:**

- **describe the details of your holiday**
- **explain what the tour guide did that was helpful**
- **suggest how the manager may reward the tour guide.**

**QUESTION: 13**



Write a letter to your friend in another country where you like to visit for the holidays.

In your letter, you should:

- explain your travel plans
- describe the interesting places you plan to visit
- ask for suggestions for sightseeing options.

QUESTION: 14

You recently spent a weekend with your friend in her/his new house. Write a letter to your friend.

In your letter, you should:

- explain what you like about his new house
- tell him/her what you enjoyed most during your staying
- suggest when and where you could meet next time with her/him.

QUESTION: 15

You are planning for a vacation and want your friend to go with you. Write a letter to your friend.

In your letter, you should:

- tell him/her why you want to take a vacation
- describe your plan
- invite him/her to go with you.

QUESTION: 16

You went on a trip and found that the guide was really helpful. Write a letter to the tour company manager.

In your letter, you should:

- describe the tour
- tell what you liked about the tour guide
- recommend manager ways/methods to appreciate the tour guide

QUESTION: 17

Your colleague is traveling from another country by plane for a meeting. You have arranged the airport pickup, hotel accommodation and planned his/her meetings. Write a letter to your colleague.



**In your letter, you should:**

- say when and where you will meet him/her
- explain where he/she will stay
- tell him/her about the other arrangements you made.

**QUESTION: 18**

**You have recently attended a two-day course, and now the course organizer is asking for your review and comments. Write a letter to the course organizer.**

**In your letter, you should:**

- describe the course
- explain whether or not you liked the course, and why
- provide some suggestions for improvement.

**QUESTION: 19**

**You have a meeting with your manager the next day. Write a letter telling him/her what you are going to discuss in the meeting.**

**In your letter, you should tell:**

- what you have done for the company in the year you worked there
- what changes you would like to recommend
- what training you require

**QUESTION: 20**

**You have a meeting with your manager the next day. Write a letter telling him/her what you are going to discuss in the meeting.**

**In your letter, you should tell:**

- what you have done for the company in the year you worked there
- what changes you would like to recommend
- what training you require



**collegedunia**  
India's largest Student Review Platform

India's largest Student Review Platform