

IELTS practice General Training Writing test - Task 1

This is the first section of the IELTS General Training Writing test. You should spend about 20 minutes on it.

Write about the following topic:

Task 1

1. Write a letter to the manager of the Lost and Found department of the railway regarding the luggage you accidentally left on the train. In your letter
 - give the details of your train trip
 - describe the luggage you left on the train
 - say what actions you want him/her to take.

Write at least 150 words.

Task 2

1. You have an upcoming meeting with your manager to discuss your performance in the past year. Write a letter to the manager. In your letter:
 - Describe your achievements in the past year
 - Say what areas/skills you need to improve on
 - Suggest a plan to improve those skills/areas

Write at least 150 words.