

IELTS General Writing Task Sample Paper 20

General Writing Task

Writing Task 1:

Q1. 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.

Q2. You live near a public school. The school has asked residents to help with the maintenance of school buildings and play areas. Write a letter to the principal.

In your letter

- explain why you would like to help
- tell them how you can help
- let them know when you are available.

Q3. You have invited a friend to visit you next month. Unfortunately, you are not able to meet him/her. Write a letter to your friend.

In your letter

- describe the problem that you had
- explain how the receptionist helped you
- suggest ways to prevent the problem from happening again.

Q4 . You had a problem while staying at a hotel, and the receptionist was very helpful. Write a letter to the manager of the hotel.

In your letter

- describe the problem that you had
- explain how the receptionist helped you
- suggest ways to prevent the problem from happening again.

Q5. You recently saw an advertisement in a newspaper seeking volunteers to do unpaid work for local children. You are interested in this work. Write a letter to the head of the organization.

In your letter

- express your interest
- ask for details of the work that needs to be done
- let them know when you are available.

Writing Task 2

Q6. The Internet is the best place to find information. Do you agree or disagree?

Q7. In many countries traditional customs are being lost. Why do you think this is? What can parents and schools do to keep traditional customs alive?

Q8. People who are learning a foreign language can face a number of difficulties. What are some of these problems? In your opinion, what are the best ways to overcome these difficulties?

Q9. Young people today are often less polite and show less respect than previous generations. Why do you think this is? What can be done to solve this problem?

Q10. Developments in technology mean that more and more machines are being used in the workplace instead of human employees. Does this development have more advantages or more disadvantages?