

IELTS General Writing Task Sample Paper 21

1. You have an appointment with your manager the next day. Write him/her a letter about what you're going to discuss at the meeting. In your meeting, you should tell:
 - What did you do for the company during the years you worked there
 - What changes you would like to recommend
 - What training you require
2. You recently bought an electronic gadget for home purposes. Your friend wants the same gadget and needs your advice. In this letter you should include:
 - What is this gadget
 - What do you think about it
 - Give advice about other alternatives your friend can buy
3. Your company has sent you on a three-month course in another country. The course is coming to an end but you would like to prolong your stay. Write a letter to your manager, in your letter:
 - Describe how the course has benefited you
 - Explain why you would like to delay your return
 - Suggest a date when you would like to come back
4. You live near a public school. The school asked local residents to help maintain the school building and playground. 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
5. A neighbour has damaged your car while parking his/her car in the lane in front of your house. Write a letter to your neighbour. In your letter:
 - Explain why you're writing
 - Describe the damage to your car and express your feelings about it
 - Recommend what steps he/she should take to resolve the situation
6. You recently bought an electric gadget for your home. Your friend wants the same gadget and needs your advice. In this letter you should include:
 - What the gadget is
 - What you think about it
 - Advice about other alternatives your friend could buy
7. You have been asked to do a presentation and you would need help with setting up the equipment. Write a letter to your colleague, in your letter:
 - Let him/her know when and where the presentation will take place
 - Tell him/her what equipment you will need
 - Explain how him/her can help you

