

IELTS General Writing Task Sample Paper 22

1. Your friend has written to you asking for your advice on his/her parents who will be visiting your area. Write a letter to your friend.

In your letter, you should:

- suggest the places they can visit
- recommend a place where they can stay
- offer to do something with them.

2. Write a letter to a city planning manager about the demolition of a historical building in your area.

In your letter, you should:

- explain why it shouldn't be demolished.
- suggest a future use for this building.
- recommend a way to raise money for repairs.

3. Recently you attended a job interview which went well, but you are still waiting for the outcome. Write a letter to HR manager of the company.

In your letter, you should:

- give details of the job
- tell her why you think the interview went well
- explain why you need to know the outcome.

4. Parents of a close friend are coming to your area for a visit. He/she has asked you to suggest some places for older people to visit. Write a letter to your friend.

In your letter, you should:

- suggest some places his/her parents could visit.
- recommend a place for them to stay.
- give some other ideas for their visit.

5. Your town council has decided to demolish historic building due to lack of funds for renovation. Write a letter to your councilor.

In your letter, you should tell:

- why it is important to preserve the historic building
- how the funds could be generated.

6. You have a spare room in your apartment that you would like to rent out to a student. Write a letter to the Student Accommodation Officer of local college.

In your letter, you should tell:

- where your apartment is located
- when the room will be available
- what your requirements for a student to stay there are.

7. You had just missed a friend's party, write a letter to apologise.

In your letter, you should:

- apologise to your friend
- explain why you couldn't attend the party
- tell her what steps you will take to avoid missing it in the future.

8. You have recently taken a two-day course. Write to give your feedback to the course organiser.

In your letter, you should tell:

- the details of the course
- what you liked or disliked about it
- suggest some improvements to the course.

9. You have recently bought some furniture and it was broken when you received it. Write a complaint letter to the store manager.

In your letter, you should tell:

- **what you bought and when?**
- **how was it broken?**
- **suggest how the problem could be solved**

10. Write a letter to your local council complaining that the street where you live has become dirty lately.

In your letter, you should tell:

- **why it is happening**
- **what problems it could cause**
- **what your suggestions are.**

11. You have found a problem with an item which you bought online. Write a letter to the company manager.

In your letter, you should:

- **describe the item**
- **explain the issue**
- **suggest what you expect the manager to do.**