

## IELTS General Writing Task 1 Practice Test 14

**Q1. You made a reservation at a hotel for you and your colleagues to stay during a business trip, but you need to make some changes to your booking. Write a letter to the hotel manager.**

**In your letter, you should:**

- give details of your booking
- explain what changes you need to make
- ask for some special arrangements to be made for your business meetings.

**Q2. You recently discovered that there are plans to construct an airport in your locality. Write a letter to the local authority.**

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

- explain how you knew about the plans
- describe the negative effect of the construction on your neighborhood
- suggest a possible solution to the problem.

**Q3. Recently you saw an article in a newspaper/journal about a city/town you know and some of the information in the article was incorrect. Write a letter to the editor regarding this.**

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

- how you know about this city/town
- what information was incorrect
- what the editor should do about this.

**Q4. Write a letter to your friend about a job opportunity you came across that they might find interesting.**

**In your letter, you should:**

- give some details about the job
- mention how you came across the job opportunity
- explain why you feel the job would be suitable for your friend

**Q5. 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

**Q6. One of your friends lives in another country. You want to spend some time working in that country. Write a letter to your friend.**

**In your letter, you should:**

- **describe why you want to work in that country**
- **tell him/her about your skills and experience**
- **ask some questions related to work (e.g. wage/salary)**