

## IELTS General Writing Task Sample Paper 28

**Q1.** You have recently missed a project deadline which resulted in your company losing an important client. Write a letter to your manager. In your letter

- apologise for what happened
- explain why you missed the deadline
- tell him/her how you will avoid this situation in future.

**Q2.** Your colleague is traveling from another country for a meeting in your office. You have arranged the airport pickup, hotel accommodation and planned his/her meeting. Write a letter to your colleague. In the letter

- say when and where you will meet him/her
- explain where he/she will stay
- tell him/her about the arrangements you have made for the meeting

**Q3.** You were doing a short course at another country. However, you had to leave the course unexpectedly to fly back home. Write a letter to your teacher. In your letter

- explain why you had to leave
- describe which part of the course you enjoyed most
- thank your teacher for the course

**Q4.** Your company sent you to complete a course in another country. You have lost the certificate received at the end of the course. Write a letter to the college where you took the course. In your letter

- describe how you lost the certificate
- explain why you need the certificate now
- tell the principal of the course what you would like them to do

**Q5.** You have recently finished a course and would like to give some feedback to the course organiser. Write a letter to the college where you took the course. In your letter

- explain what the course was
- say what you enjoyed about the course
- suggest how the course could be improved

**Q6. Your friend has asked you to teach English to their child. However, you do not have any English books so would like to borrow some from your teacher. Write a letter to your teacher. In your letter**

- say which course you are taking
- describe the type of books you need to borrow
- ask to borrow the books

**Q7. Your neighbour keeps an animal in his / her garden and that is causing problem for you. Write a letter to your neighbour. In your letter:**

- say what the problem is and how it is affecting you
- suggest how the problem could be solved
- tell your neighbour what action you might take if the problem is not solved

**Q8. You are going on holiday for one week and your neighbour has agreed to take care of your house while you are away. Write a letter to your neighbour. In your letter**

- explain what you would like your neighbour to do while you are away
- tell him / her how to contact you if there is an emergency
- offer to buy your neighbour a gift to say thank you

#### **Writing task 2**

**Q9. Recent study show that over-eating is causing more problem globally more than hunger. What can be the problem of over-eating. How can this problem be solved.**

**Q10. In the future all cars, buses and trucks will be driverless. The only people travelling inside these vehicles will be passengers. Do you think the advantages of driverless vehicles outweigh the disadvantages?**

**Q11. Around the world, many adults are working from home, and more children are beginning to study from home. Do you think this is a positive or negative development? Give reasons for your answer and include any relevant examples from your own knowledge or experience.**

**Q12. Some people think that the increase use of computers and mobile phone in interactions has negative effects on young people's reading and writing skills. To what extent do you agree or disagree.**

**Q13. Some people believe that education is the key to tackling hunger worldwide while others feel that the answer is in food aid. Discuss both views and give your own opinion.**