

6 Sample Questions and Answers

(IELTS General Writing Task 1)

Explaining wants and needs

You should spend about 20 minutes on this task.

A friend has agreed to look after your house and pet while you are on holiday. Write a letter to your friend. In your letter:

- Give contact details for when you are away
- Give instructions about how to care for your pet
- Describe other household duties

Write at least 150 words.

Dear Carolyn,

Thank you for agreeing to house-sit for me. If you need to contact me during my holiday, I'll be staying at the Imperial Hotel in Bundaberg. If it's urgent, however, please ring my mobile phone, which I'll keep with me at all times. I've written the numbers on a sticky note which I've left on the fridge.

My cat needs to be fed twice daily so each morning and evening put a handful of cat biscuits in his dish. You will find these in the kitchen pantry. Also, please check throughout the day to make sure he has fresh water. You can give him a small bowl of milk in the evening.

I would like you to water my plants, too. The indoor ones in the lounge only need water once every few days but the plants on the balcony need to be watered daily unless there has been heavy rain. Finally, for security, please clear my mail box every day and keep the outside lights on at night.

I look forward to seeing you on my return.

Thanks,

Katie

Complaining

You should spend about 20 minutes on this task.

You live in a room in college which you share with another student. However, there are many problems with this arrangement and you find it very difficult to work.

Write a letter to the accommodation officer at the college. In the letter:

- Describe the situation
- Explain your problems and why it is difficult to work
- Say what kind of accommodation you would prefer

Write at least 150 words.

Dear Sir or Madam,

I am writing to ask if I could please be given another room in college.

At present I share a room with another student who, unfortunately, is very noisy. This makes it very difficult for me to study. I have asked this student on many occasions to let me work quietly but there has been no change. He plays his radio or watches TV constantly and often invites friends round for parties which last till late in the night.

I have tried working in the library but it is not open at all the times I need. I am very worried about this situation, as I have to finish my final year project this term and have my final exams coming up at the end of the year.

I would be most grateful if you could please give me a room by myself or a room sharing with a student who is quiet.

I look forward to hearing from you and thank you in advance for your help.

Yours faithfully

Jan Hutt

Making Suggestions

You should spend about 20 minutes on this task.

An English speaking friend wants to spend a two week holiday in your region and has written asking for information and advice. Write a letter to your friend, in your letter:

- Offer advice about where to stay
- Give her advice about what to do
- Give information about what clothes to bring

Write at least 150 words.

Dear John,

I am so glad you are coming to my part of the world. I have given your questions some thought and come up with some suggestions for you.

Firstly, I highly recommend that you stay at the Grande Sheraton on the riverside. Not only are the views incredible from all of the rooms but if you book right now they are offering a 30% discount as it is still low season.

Whilst you are here, you definitely need to check out the royal boat museum and the Grand Palace, both are well worth the entry fee. If you have time, you should also go to Khao Sahn road and visit the travelers markets there, there are lots of bargains to be had there and also some great street food.

Right now, it is rainy season so you might want to bring a jacket, but, to be honest when it rains here it is so heavy that we normally just stay in doors and wait for it to pass.

I hope that's the information you were looking for. Let me know if there's anything else I can do.

All the best, Mark

Providing Information

You should spend about 20 minutes on this task.

You have recently started work in a new company. Write a letter to an English speaking friend. In your letter:

- Explain why you changed jobs
- Describe your new job
- Tell him/her your other news

Write at least 150 words

Dear Emma,

I just wanted to let you know about my new job, it has been a really exciting few weeks.

First of all, you should probably know that I had to change job because my colleagues were always gossiping about each other. It made me feel really uncomfortable to work there and I just couldn't stand it any longer, so I quit!

My new job is much more varied and interesting. For example, most days I have to travel to one of our stores around the city and meet with the branch manager. I have to check they are hitting their key performance indicators and give them advice if they are failing.

However, my new job is not my only piece of good news. I am also getting married next spring! Can you believe it, Phillip proposed last month on holiday, it was so romantic and I said, 'yes'!

Anyway, I hope you are doing just as well and of course I'll be sending you a wedding invite soon.

Take care,

Mary

Explaining a situation

You should spend about 20 minutes on this task.

You are working for a company. You need to take some time off work and want to ask your manager about this. Write a letter to your manager. In your letter:

- Explain why you want to take time off
- Give details of the amount of time you need
- Suggest how your work could be covered while you are away.

Write at least 150 words

Dear Mr Kent,

I am writing to request that I may take leave without pay starting as soon as possible and until further notice.

Firstly, as you may be aware my father has been very ill recently and it seems his condition is now rather critical. Indeed, I do not expect he shall last much longer.

As stated, I feel as though it would be better for me and the company if I spent as much time with him as possible. At this moment in time it is difficult for me to concentrate on anything else let alone office work. It is for these reasons that I would like to take leave with immediate effect. I do hope you understand and keep my position open for me.

In my absence I suggest that my assistant take on much of the workload but my you will need to keep a close eye on him as he is prone to errors when working under time pressure.

Yours sincerely,

Jenny

Requesting information

You should spend about 20 minutes on this task.

You are planning a trip for you and a group of friends to a resort in a foreign country. Write a letter to the manager of the resort requesting more information. Your letter should include

- When you hope to be staying at the resort
- Ask for suggestions on activities to do
- Ask for advice on places to eat for both vegetarian and family friendly places

Write at least 150 words

Dear Sirs,

I am hoping to bring a group to stay at your hotel in the near future and I am writing to request further information.

Firstly, we are planning to visit your resort from June the 15th until June the 20th. I do hope there are still vacancies at that time for a group of five. We would require a room with a balcony and access to a pool nearby.

The members of our group are all young adults, fit and healthy and love to explore the outdoors. Could you please recommend a few places that might be of interest to us? We would really appreciate it.

Finally, we are all vegetarians so could you also recommend any places we can get a quite vegetarian menu. Preferably, family friendly places as well, as we will also be bringing two toddlers with us. They are not vegetarian and we will be feeding them with food that we bring with us. Thank you for your time with this.

Yours sincerely,

Mr Roberts