

Useful Vocabulary

(IELTS General Writing Task 1)

Making Requests

FORMAL

Could you please let me know what time we can check in?

Would you mind telling me where the meeting shall be held?

Could you please inform me of your arrival and departure dates? Emsa

Would you mind letting me know how many people will be in your group?

I would like to find out the price for a family ticket, could you please let me know?

INFORMAL

Can you tell me/give me...

Providing Information

FORMAL

I resigned from my previous position due to the fact that it was a highly pressurized environment.

I believe I would make a highly efficient employee in your company do to my many years of experience in similar roles.

I attended St. Mary's High School before and rolling at Oxford University from which I graduated from with a first class honours degree.

INFORMAL

I quit my job because it was too difficult.

I think I'd be awesome at this job as I've done it before loads of times.

I went to Saint Mary's High School before starting at Oxford uni. I finished from that with a top degree.

Complaining

FORMAL

I am writing to complain about...

I am writing to you regarding the ...

As you can appreciate it is difficult to...

Consequently, it is difficult to...

Therefore, I would appreciate it if you could...

Therefore, I would be grateful if you could...

INFORMAL

I am really not happy with...

I am furious about...

It has mean I can't...

It has caused me...

That is why I want you to...

So, I want you to...

Explaining

FORMAL

We really need you to process the application urgently **due to the fact that** we have important clients waiting for the results of this.

Please accept my formal letter of resignation **as after due consideration** I feel it is time for me to move on to a new challenge.

My son, William, is now receiving medical treatment **owing to the fact that** a driver from your company did not show you care and attention to other road users.

Personally, I think you should refund our rent **in view of the fact** that I am unable to sleep.

INFORMAL

We need you to hurry up with the application **because** we have customers waiting on this.

It is a letter telling you that I am leaving as **after thinking about it** I want to try something different.

My Boy, William, is in hospital **thanks to** a careless driver from your company not looking where they were going.

I demand my money back **as** I haven't slept in days.

Suggesting And Recommending

FORMAL

I highly recommend...

One approach to this would be to...

One way to deal with this would be to...

Perhaps you could...

INFORMAL

I think you should...

You really ought to...

It would be a great idea to...

Don't you think we should...