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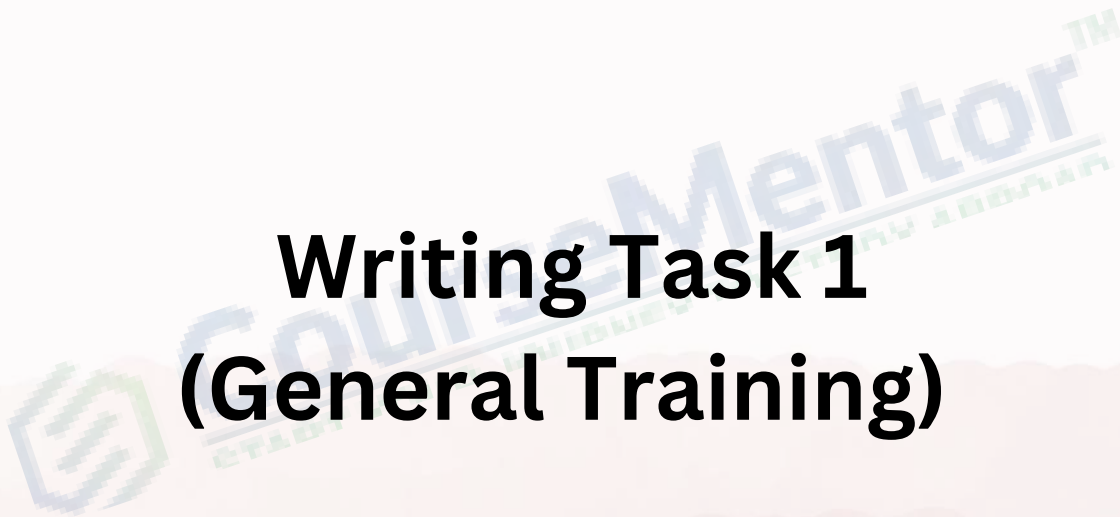
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Some of the material is taken from
[Cambridge.org](https://www.cambridge.org)

Writing Task 1 (General Training)



IELTS Letter Writing / GT Writing Task 1:

Test 1

You should spend about **20 minutes** on this task.

A friend of yours is thinking of going on a camping holiday for the first time this summer. He/She has asked for your advice.

Write a letter to your friend. In your letter,

- explain why you think your friend would enjoy a camping holiday
- describe some possible disadvantages
- say whether you would like to go camping with your friend this summer

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Reggie,

It is great to know that you're intending to go for a camping holiday in the coming summer, and also thank you for taking me into confidence for some advice. I think you should take the opportunity and make it this summer.

I think that you should go for a camping holiday because from my past camping experience, I can say that you'll quite enjoy it. After all, this camping holiday will offer you the opportunity to take a long walk in the wilderness and observe nature in its true habitat. You can also go to a nearby lake for fishing or swimming which you have always wanted to do. But, the best thing about this camping holiday will be that it'll actually improve your mood and rejuvenate you like nothing else.

Having said that, there are some disadvantages of such camping holiday as

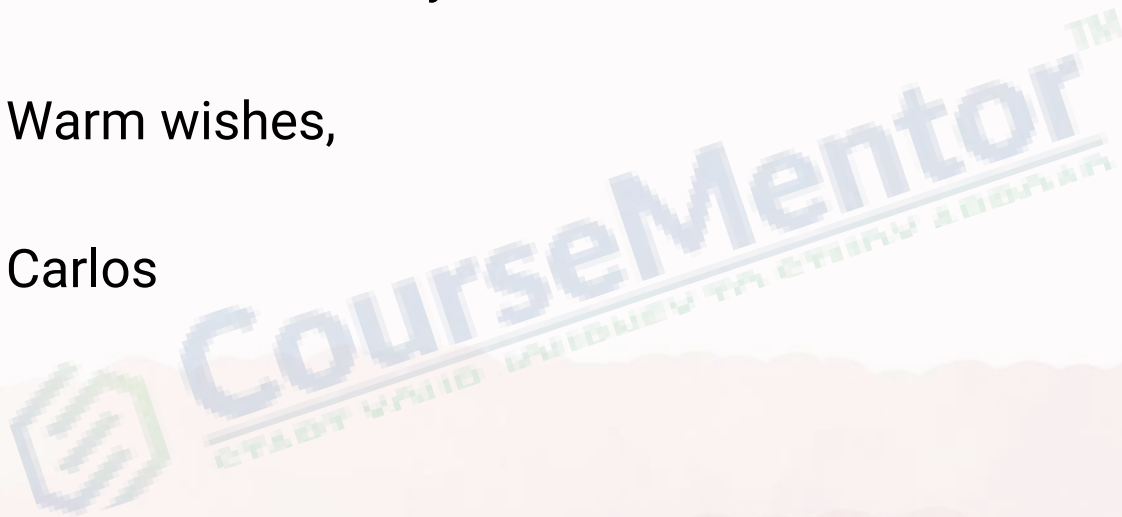
well, such as sharing bathrooms with other people at the campsite, bad weather, and dealing with bug bites and dangerous animals.

Anyway, I also would have loved to go camping with you this summer, but since my cousin is visiting me from abroad this summer, I'll have to give up on that idea.

Take care and stay fine.

Warm wishes,

Carlos



Test 2

You should spend about **20 minutes** on this task.

A friend of yours is thinking about applying for the same course that you did at university. He/She has asked for your advice about studying this subject.

Write a letter to your friend. In your letter,

- give details of the course you took at the university
- explain why you recommend the university
- give some advice about how to apply

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Victor,

Hope this letter finds you in good health and spirit. I sure also would like to thank you for trusting me with such an important matter. So, here is what I've to say in response to your queries about the Pharmacy course at Monash University.

I understand that you also want to pursue a bachelor degree in Pharmacy from Monash University which I attended. By the way, pharmacy is not an easy subject since it involves very complex techniques and skills of preparing and dispensing medicines or drugs, and thus saving human life also. Students attending pharmacy degrees will learn how different types of drugs affect the human body and mind and how they interact when mixed together.

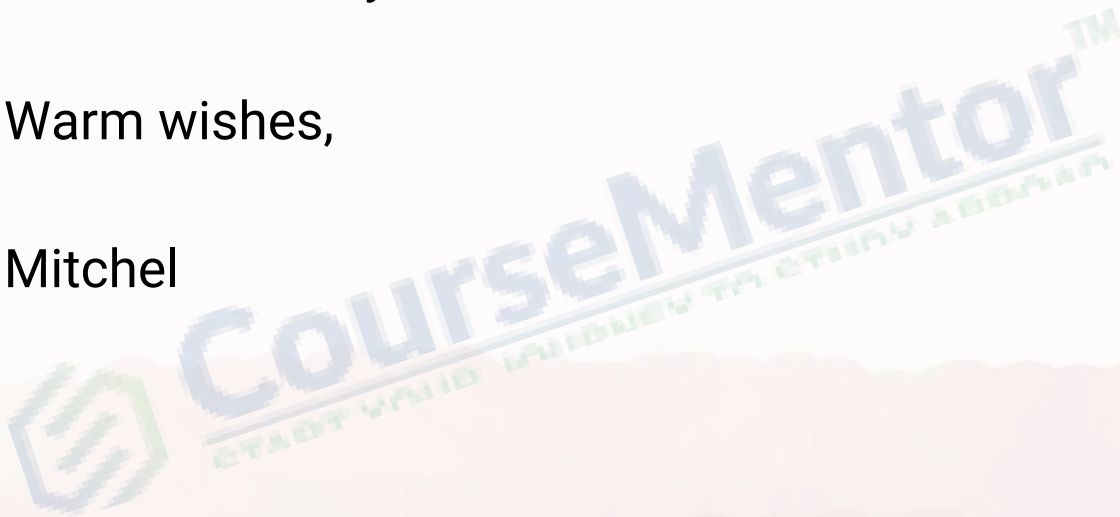
Of course, the good thing is that the university you're choosing has some of the best pharmacy syllabuses, faculty members and laboratory facilities to teach you just what you need to succeed.

So, just visit the university website at www.monash.edu to learn more about how to apply online, or just call the admission officer to ask him or her to send you the admission form and other necessary papers in the mail, if you want to proceed further.

Take care. See you soon.

Warm wishes,

Mitchel



Test 3

You should spend about **20 minutes** on this task.

You have seen an advertisement in an Australian magazine for someone to live with a family for six months and look after their six-year-old child.

Write a letter to the parents. In your letter

- explain why you would like the job
- give details of why you would be a suitable person to employ
- say how you would spend your free time while you are in Australia

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am writing this letter in response to an advertisement, published last week in one of the leading Australian family magazines, where you asked for a short term live-in caregiver for your six-year-old child. I have proper experience to take the best care of your child, and I would like to take the job.

I am confident that I would be able to render a great service in taking care of your child since I have had a good experience in raising a couple of younger siblings as the eldest child of my family. Besides, I love children since I consider them as a bundle of joy, and that is why I took care of some young children as a babysitter in my hometown. In fact, I find children so special that I have taken a short online course on parenting so that I could relate to them in a better way.

By the way, I recently came to visit Australia from my home country at the invitation of my uncle in order to live with him for the next six months or so. And, while I am in Australia, I would also love to explore this beautiful country and learn about the lifestyles and culture of its people in addition to taking care of your child should you choose to offer me the job.

Yours faithfully,

Daria Olga



Test 4

You should spend about **20 minutes** on this task.

You have just read an article in an international travel magazine which contained some information about your town that is incorrect.

Write a letter to the editor of the magazine. In your letter:

- correct the information in the article
- explain why it is important for the magazine to give correct information
- suggest what the magazine should do about this situation

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

A couple of weeks ago, your popular international travel magazine, in its 250th edition, published an article about my hometown in an effort to provide a bit more exposure to the travel-related activities in it. Well, while I appreciate this noble effort of yours, I regret to inform you that there is a factual error in your article that requires immediate correction.

In fact, your article in question says that the migratory birds visit our town during the month of April while the correct information is that they start to visit our hometown from early February.

By the way, correcting this information in your magazine is very important for the livelihood of many people in my hometown because they heavily rely on the tourist spending of the visitors who come to visit our town in order to see these migratory birds.

Therefore, I would like to request you to please issue a correctional notice in your magazine's

next publication about the previous mistake so that the prospective tourists don't get confused about the timing of the migratory birds' visit to my hometown.

Thank you for your consideration in advance.

Yours faithfully,

Antonio Perez



Test 5

You should spend about **20 minutes** on this task.

You recently did a short cookery course. The cookery school has asked for your feedback on this course.

Write a letter to the course director at the cookery school. In your letter,

- describe what you enjoyed about the course
- say how much cooking you've done since the course
- suggest another cookery course you'd like the school to offer

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

Recently, I have taken a short cookery course at your renowned institute, and I am writing this letter to express how happy I am about the course, which I attended about a month ago, in an effort to enhance my culinary arts skills.

I must admit that even though the course was taught intensively for a good period of four weeks, I felt like the time had passed rather quickly since I enjoyed the course so much. By the way, the best thing about the course was that it comprehensively taught me about the art of making some Italian and oriental desserts quickly and easily. Besides, I enjoyed learning about the tricks of chopping meats so nicely.

After finishing the cookery course, I used some of my cooking skills to prepare some delicious desserts for the birthday party of one of my close friends in addition to preparing some of my favourite dishes for my family. Before ending here, I would also like to request you to

introduce a short course at your institute on preparing desserts by using different kinds of tropical fruits and vegetables.

Thank you once again for conducting such a useful course.

Yours faithfully,

Andre Dmitry



Test 6

You should spend about **20 minutes** on this task.

You recently went to a concert and thought one of the singers was very good. You want to tell him/her how you feel.

Write a letter to the singer. In your letter:

- say how you feel about his/her performance
- give details of your music-related/musical activities
- explain how you would like him/her to help you with your music-related/musical activities

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Test 6

You should spend about **20 minutes** on this task.

You recently went to a concert and thought one of the singers was very good. You want to tell him/her how you feel.

Write a letter to the singer. In your letter:

- say how you feel about his/her performance
- give details of your music-related/musical activities
- explain how you would like him/her to help you with your music-related/musical activities

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Amy Horner,

I am a huge fan of your music and writing to congratulate you on a brilliant performance at the City Emporium yesterday evening which I am sure everyone enjoyed to the fullest. It was simply breathtaking and electrifying to me and my friends, who were also present at the concert. I have always dreamt of seeing your performance live and yesterday was one of the best days of my life to have the chance for the first time.

I am an aspiring musician, and I started playing the electric guitar and drums at a very tender age of 9. I can also play the flute besides composing a few songs for the band I am involved in. In fact, I have been a member of a local music band called "Window of Dreams" for the last six years, and we primarily focus on playing pop and rock music. You have always been my idol as a musician and songwriter.

I am sure you are terribly busy, but I am really hoping that you would share some tips and provide some mentorship to help me do better in music. I would really appreciate it if you can spare some of your precious time to guide me which will eventually be a great help for me to further enhance my skills and boost my confidence.

Thank you very much for your contributions to the music world.

Yours sincerely,

Emily Knight

Test 7

You should spend about **20 minutes** on this task.

You work for an international company, and would like to spend six months working in its head office in another country.

Write a letter to your manager. In your letter:

- explain why you want to work in the company's head office for six months
- say how your work could be done while you are away
- ask for his/her help in arranging it

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Mr George,

I am writing to express my interest in working at our company headquarters in the United Kingdom for a few months to further enhance my skills and get exposure to the global market trends of our products so that I can better contribute to my company and carry out my responsibilities more efficiently.

As you know, I have been recently promoted to the assistant product manager post and I am working hard to collaborate with my team to enhance the sales and increase our brand reputation. However, I have been feeling the need to meet and work with our global team members and attend some training sessions that our head office in London arranges frequently. I am quite positive that the opportunity to work in our company's head office for six months will further enhance my knowledge, and give me fabulous exposure to the global market trend.

I have talked to Julian and he has agreed to take up my responsibilities during my absence. Furthermore, I will check my emails daily, and be available for emergency phone calls. Once I get back to the office, I would endeavour to work extra hours in order to catch up on anything I had missed.

Finally, I would need your support to get approval so that I can work in our company's head office for six months and fulfil the objectives.

I look forward to your positive reply.

Yours sincerely,

Charles Hugo

Test 8

You should spend about 20 minutes on this task.

You recently organized an all-day meeting for your company, which took place in a local hotel. In their feedback, participants at the meeting said that they liked the hotel, but they were unhappy about the food that was served for lunch.

Write a letter to the manager of the hotel. In your letter:

- say what the participants liked about the hotel
- explain why they were unhappy about the food
- suggest what the manager should do to improve the food in future

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I would like to thank you for your great support in hosting a corporate meeting for our organisation at your hotel last week. "Eurostars Toledo" hotel has enjoyed some great reputation over the years because of its great service, and this time it was no exception except for that the food quality, which, according to our participants, was not exactly what they expected.

I must mention that we liked pretty much everything about the hotel, including its hygiene and cleanliness, great customer service, large lounge area and high-speed internet service. We also liked the fact that the conference hall of your hotel, where we organized an all-day-long meeting without any trouble, was very spacious and comfortable with all kinds of modern facilities and amenities.

However, when it came to the food that we were

served, I am afraid I cannot say the same, and some of our participants complained about it. Some of your items were not properly cooked. In fact, I felt like the food was cooked by some amateur chef. Besides, the “Croquetas de Jamon” you served tasted like it was heated in the microwave, and as a result, it tasted very stale. Anyway, without getting into any further details, I would like to ask you to tell your chefs to be a bit more careful about the food they serve to your valuable customers.

I am hoping that the food quality will improve in the future. Wishing you a great day.

Yours faithfully,

Roger Rodriguez

Test 9

You should spend about **20 minutes** on this task.

The system used for rubbish/garbage collection in your local area is not working properly. This is causing problems for you and your neighbours.

Write a letter to the local council. In your letter:

- describe how the rubbish collection system is not working properly
- explain how this is affecting you and your neighbours
- suggest what should be done about the problem

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am writing to express a grave situation that the community of "Lake West Spring" is facing due to the faulty and inadequate rubbish management system, especially for the last three to four weeks.

With relation to the problems, the number of rubbish bins installed in the area is insufficient considering the total population. Moreover, for the last couple of weeks, garbage collector's lorries have not been picking up the trash in time, and deposits of all waste have started to scatter around the bins or on the streets.

Since the garbage bins are overflowing with litter, it attracts some street dogs who rampage the rubbish every night. It has also become a breeding ground for mosquitoes, houseflies and other insects which can lead to the spread of infectious diseases. Moreover, the bad odour

from garbage has started reaching our house which hampers our peaceful and healthy living.

I would like to suggest that the local council look into the matter urgently and make sure the garbage lorries come to our community every other day to empty the bins. Besides, for a long-term solution, more large waste bins should be erected in the region as soon as possible and the garbage should definitely be picked up in a timely manner.

I hope you will take immediate measures to solve the problems and consider my suggestions.

Yours faithfully,

Elmina Rose

Test 10

You should spend about **20 minutes** on this task.

A friend you made while you were studying abroad has written to ask you for help in finding a job in your country. You have heard about a job in a local company that might be suitable for him/her.

Write a letter to this friend. In your letter:

- tell your friend about the job and what sort of work it involves
- say why you think the job would be suitable for him/her
- explain how to apply for the job

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Julian,

I'm so glad to hear from you after such a long period of time since we both graduated from university. From your letter, it sounds like you've been quite busy travelling to some parts of Europe and doing a couple of part-time jobs. Your interest in finding a job in Japan is exciting news to me as it would allow us to meet in person whenever we want.

Well, you'd be glad to know that right after receiving your request, I had started to look for an opportunity for you, and I surprisingly found out that there just might be an opportunity for you at a company in my country which is trying to hire some international marketing consultants from abroad, especially, Europe to promote its product in Europe. And given that you have a degree in Marketing Management and excellent communication skills in English, I think that this job would suit you perfectly.

So, please just visit the website of this company called “Mizomi Appliances” and follow the instructions on its “career” page in order to apply for this job.

Best of luck, and I look forward to meeting you soon.

Warm wishes,

Nagamoto



Test 11

You should spend about **20 minutes** on this task.

You work at home and have a problem with a piece of equipment that you use for your job.

Write a letter to the shop or company which supplied the equipment. In your letter,

- describe the problem with the equipment
- explain how this problem is affecting your work
- say what you want the shop or company to do

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am writing to complain about a Wireless Router that I purchased from your store a few months ago. Unfortunately, it has suddenly stopped working and I am unable to connect to the Internet and work from home. I am hoping that you will replace or repair it immediately.

The Netgear - AC1750 Dual-Band Wi-Fi Router that I purchased from you was operational until the end of last week but it is not working at the moment. I cannot find out the exact reason why the device is malfunctioning, but I have tried to do some initial diagnostics without any luck. I tried a similar router that I borrowed from a friend and it worked as expected.

I work from home as a freelancer and my work depends on an uninterrupted Internet connection. I have several ongoing projects and I must meet the deadlines to retain my client base.

As you can see, I am totally dependent on this equipment to get connected to the Internet, so I need to get this router fixed immediately. I suggest that you either replace the device with a new one or repair it within the next two days.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours faithfully,

Denis Brian



Test 12

You should spend about **20 minutes** on this task.

During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants.

Write a letter to this businessman. In your letter,

- remind him when and where you met
- tell him what kind of job you are interested in
- say why you think you would be suitable for the job

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear

Answer:

Dear Mr Barron,

I am Robert Caldwell, who sat next to you on a flight from Brisbane to London on September 18th. You offered me your business card after hearing about my enthusiasm to work in a restaurant. I am writing regarding my keen interest to work in one of your restaurants as an assistant manager.

It was very kind of you to advise me that I should contact you if I ever want to work in a restaurant. As I mentioned briefly during our delightful conversation, I used to work at a restaurant as an assistant manager and took a break from work to complete my Master's degree. Now that I am willing to work again, I would like you to consider me as a potential employee in one of your restaurants in Australia - perhaps as an assistant manager.

I have worked as an assistant manager in a reputed restaurant in Melbourne for about 3 years, and before that, I was in charge of the customer care department in a retail shop. I have completed a course in hotel management from one of the top management schools in Australia. I am positive that my skills and expertise will be useful to your organisation.

If you have any queries, please contact me at the email address or phone number provided on my Curriculum Vitae.

Yours sincerely,

Robert Caldwell

Test 13

You should spend about **20 minutes** on this task.

A large company in your area has decided to spend a certain amount of money, either to sponsor a local children's sports team for two years, or to pay for two open-air concerts. It has asked for feedback from the general public.

Write a letter to the company. In your letter,

- describe the benefits of sponsoring the sports team
- summarise the benefits of paying for the concerts
- say how you think the company should spend the money

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer :

Dear Sir or Madam,

I would like to profoundly thank your organisation for the decision to spend money for the benefit of our community. I deeply appreciate your readiness to sponsor a local junior sports team or alternatively arrange two open-air concerts.

Needless to say, financial support to a children's sports team will be notably advantageous for both the team and your business. With your sponsorship, they will surely get advanced training which will develop their potential in sports, and in parallel, promote your brand. Perhaps, a few of them will bring glory in professional competitions in the future to make us proud as a community.

On the other hand, arranging two open-air concerts is also a great idea as people will immensely enjoy the performance and some

local bands would get the chance to show their talents. It certainly will promote our culture and heritage.

I am positive that either of your initiatives will serve our community greatly. However, supporting the local sports team has a more eminent result than escalating the music fans by sponsoring concerts, I believe. Concerts would be temporary entertainment for the local people, but provision for the young sportsmen will be remembered for a long time and would give us many occasions to celebrate and be proud of.

Once again thank you for a commendable initiative.

Yours faithfully,

Edward Jenkins

Test 14

You should spend about **20 minutes** on this task.

There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

Write a letter to your manager. In your letter,

- describe the complaints that have been made
- say why the reception area is important
- suggest how the reception area could be improved

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear

Answer:

Dear Mr Reynold,

I am writing to you regarding the complaints about our reception area that we have received over the past few months, and to share my opinion about how to address them.

Many visitors stated their dissatisfaction with our reception area and most of the complaints were due to the fact that the place is overcrowded, they often have to wait for a long, and there is no desk to fill in the forms. They also showed their concerns that only one receptionist cannot serve them promptly, and it kills their valuable time waiting and talking to the receptionist.

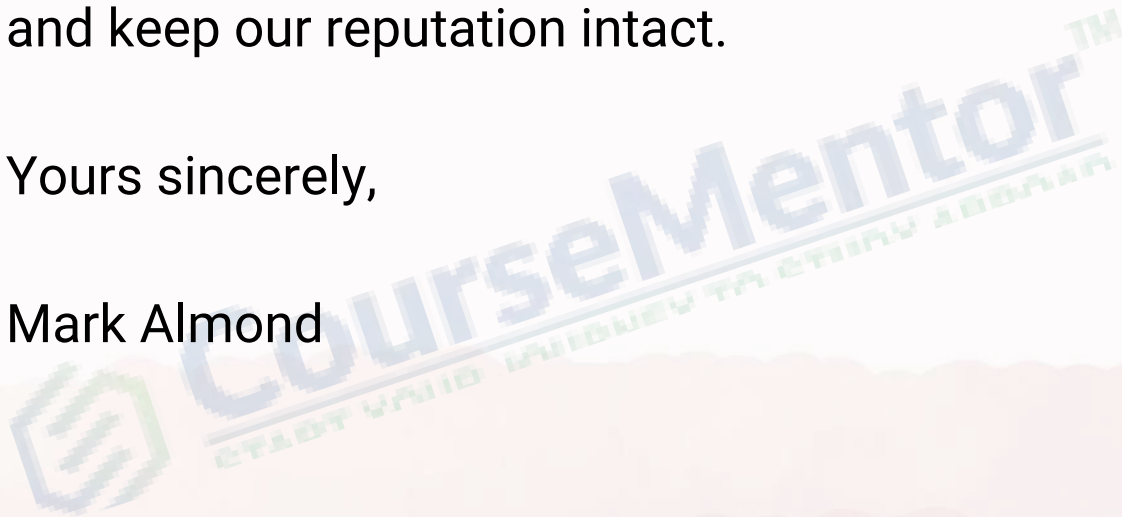
Needless to say, the area where visitors arrive and wait is extremely important as it represents the image of our company and gives the first impression of the organization. Taking this into consideration, it is highly important to enlarge the reception area by annexing the room next to it.

Moreover, it would be a good idea to equip the place with an additional sofa set and a desk for the visitors to use. Finally, hiring a second receptionist would be definitely worthwhile.

I am hoping that you would look into the recently lodged complaints and implement the suggested changes to better serve the visitors and keep our reputation intact.

Yours sincerely,

Mark Almond



Task 15

You should spend about **20 minutes** on this task.

You recently received a letter from a friend asking for advice about whether to go to college or to try to get a job. You think he/she should get a job.

Write a letter to this friend. In your letter:

- say why he/she would not enjoy going to college
- explain why getting a job is a good idea for him/her
- suggest types of job that would be suitable for him/her

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear James,

Hope you're doing great, and thank you for writing to me. You've asked for my advice regarding the next step you should take - either to join a college or get a job. I'd like to suggest that you should gain some work experience before pursuing higher education.

As I personally know you, you'd not enjoy going to college right now because you've always wanted to work and what better time can it be to work than now? I personally feel that getting a job is a better idea for you as it would expose you to the real business world which you can capitalise in your education since you're interested in studying Business Administration. I joined university just after finishing high school and consequently, I couldn't get any job experience in my field which I often regret.

I believe you should not make the same mistake,

and instead take the opportunity to gain some valuable skills such as delegating tasks, managing time, meeting deadlines and working in a team. The job experience will enhance your decision-making and presentation skills. Moreover, it'll open doors for better job opportunities in the future.

I feel you should work in a large retail shop as a salesperson or perhaps join a small company that serves customers directly. It makes sense as it would be easier for you to find such a job in your city and it would let you understand the business frame closely.

I hope my suggestion would help you decide what is best for you.

Warm regards,

Jeffrey

Test 16

You should spend about **20 minutes** on this task.

You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

Write a letter to the manager of the hotel. In your letter,

- say where you think you left the papers
- explain why they are so important
- tell the manager what you want him/her to do

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I have recently attended a business conference at your hotel 'Rosewood London', and regrettably misplaced some important documents in the room I stayed in. I am hoping that you would be kind enough to notify me once you have those documents.

I stayed in your hotel from 24th to 25th October in room 524. And I attended a conference at the Business Meeting Hall on 24th October. I departed the next day and just after I reached Manchester, I noticed that I had left those documents unattended in my hotel room, perhaps inside the drawer that was placed beside my bed. All of those documents are placed inside a blue folder with my name 'Mike Buchanan' written on top of it.

In particular, these documents are extremely important to me. They contain some confidential

financial information about my company, a presentation and some notes that I took during the conference. Without those documents, I would be in great trouble. I need to submit a few of these papers to my company before the end of this month.

I would request you to ask your staff to conduct a thorough search in the room and then hold this folder in your possession. Please give me a call at 0161-508745124578 once you have it. I will arrange for someone to collect it for me or perhaps fly to London to receive it personally.

Thank you in advance for your kind help.

Yours faithfully,

Mike Buchanan

Test 17

You should spend about **20 minutes** on this task.

Your local council is considering closing a sports and leisure centre that it runs, in order to save money.

Write a letter to the local council. In your letter,

- give details of how you and your friends or family use the centre
- explain why the sports and leisure centre is important for the local community
- describe the possible effects on local people if the centre closes

You should write at least **150** words.

You do **NOT** need to write your own addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am a resident of the Alperton, London area, writing to request you to reconsider your decision to close the sport and leisure centre we have in our community. I am hoping that you would weigh the utility of this centre before shutting it down.

As you know, we have more than 8 thousand members in our community and only two such leisure and sporting centres. When we were expecting another recreational centre for the benefit of the community members, the decision to shut down the 'Inner Circle Sports & Leisure Centre' was some shocking news for us. My father and I go to this place to do our daily exercise. Besides, I have noticed many children play there in the evening and local people spend a significant amount of time there. Many teenagers have chosen this place to play some indoor games and spend quality time.

If this place is closed, people would feel dejected and I personally worry that the teenagers who use this centre would get involved in subversive activities. This is not at all accepted. If cutting the cost is the only reason to close this centre, I am sure there are alternatives. I have talked to several other members and all of them are against closing this place.

Please reconsider your decision for the betterment of our community.

Yours faithfully,

Patrick Stuart

Test 18

You should spend about **20 minutes** on this task.

You work for an international company. You have seen an advertisement for a training course which will be useful for your job.

Write a letter to your manager. In your letter,

- describe the training course you want to do
- explain what the company could do to help you
- say how the course will be useful for your job

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear

Answer:

Dear Mr Raynold,

I am writing about a training course titled "Importance of Digital Presence for Global Expansion of Business", that was advertised in a daily newspaper on 14th October. I believe it would be helpful for me and hope to get your permission to participate in it.

In relation to the specifics of the training, it is a four-day intensive session for brand managers and will be held from 20th to 23rd November. Registration (materials and meals included) fee is \$200, and it needs prior booking. Some renowned speakers will conduct the training at the BlueText Seminar Hall, and more than 100 brand managers from different national and multinational companies are expected to participate in it.

Since this is a resourceful training session and would be helpful for us to expand our presence

to a wider variety of digital channels, I am hoping you would exempt me from my duties for that time and consider reimbursing me for this seminar. I will get back to my normal work from 24th November.

It is quite important to take advantage of this opportunity because expanding our digital footprint and social presence for building comprehensive user engagement is the key goal for me this year. This seminar promises to make the participants ready for this challenge. After successful completion of the training, I would be able to put together actionable steps that I can take immediately to start engaging more seriously with our users.

Thank you for giving the matter your attention, and I hope to hear from you soon.

Yours sincerely,

William Brockie

Test 19

You should spend about **20 minutes** on this task.

You recently enjoyed a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service.

Write a letter to the restaurant manager. In your letter,

- give details of your visit to the restaurant
- mention the reason for the celebration
- say what was good about the food and the service

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am writing to you to express my satisfaction with the excellent service and high quality of food that your restaurant provided us last Sunday, on the occasion of my 30th birthday. We were a party of fifteen, which included my family, close friends and colleagues from work. Your staff went out of their way to provide seating arrangements that were easily accessible. The waiters were extremely professional, polite and obviously experienced as they did not encroach too much on the proceeding.

Your current menu offers plenty of choices, as does your wine list, and everything is available. We were very pleased with the quality and quantity of the dishes served. I ordered the rack or mutton ribs, which was deliciously succulent and, if anything, maybe slightly too large! Nevertheless, we managed to finish it.

I was similarly impressed with the variety of local and international wines you served. The wine that was ordered arrived at the correct temperature that each wine should be consumed. The waiters were familiar with the etiquette, and the service was paramount.

All in all, our group enjoyed a delicious meal at your establishment, and I had a very happy birthday.

Thank you once again.

Yours faithfully,

Denis Brian

Test 20

You should spend about **20 minutes** on this task.

You have recently gone to live in a new city. You want to let an English-speaking friend who lives in another country know about it.

Write a letter to your English-speaking friend. In your letter:

- explain why you have gone to live in the new city
- describe the place where you are living
- invite your friend to come and see you

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear

Answer:

Dear Anna,

I hope you're doing great. I'm sorry that I've not been in touch with you lately, and honestly speaking, during the last couple of weeks, I rarely had any time for myself!

I'm very excited to let you know that I moved to Denver a few days ago. As you know, I was expecting a promotion, and last month our office administration promoted me to the Senior Manager position of their new branch in Denver. Therefore, I had to move to Denver which, in my opinion, is a great city to live in.

Situated in the South Platte River Valley, this modern city draws openness from the Great Plains to the east and features spectacular Rocky Mountain views to the west. I've rented a house in the northeast part of the city and it has magnificent surroundings. The house I am living in has two bedrooms, a guest room, a large

kitchen and a garden. I've planted a few flower plants and can't wait to show them to you.

Please arrange some time and visit me sometime next month. I'm sure we will enjoy our time together.

Waiting to see you soon.

Warm wishes,

Emily



Test 21

You should spend about **20 minutes** on this task.

People in your area are having problems with their internet connection. Write a letter to the company which provides the connection.

In your letter,

- describe the problems
- explain how it is affecting people
- say what the company should do to help

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am writing to express my discontent with the internet connection that your company provides in our area. The disruptive internet connection is causing a great problem for us, and I am hoping that you would resolve it as soon as possible. Your company is supposed to provide technology that guarantees an uninterrupted internet connection. However, this does not seem to be the case. For the last couple of weeks, we have been experiencing extremely slow connectivity, and sometimes the internet is totally inaccessible. During peak hours, the internet speed is as slow as a few KB per second only!

Many people in our area, including my husband, work from home, and a disruptive internet connection means they are unable to work. Due to poor connectivity, they can not send finished assignments to their clients on time. Frequent

disconnections also affect people who do video conferencing online. Besides, we are often unable to do online shopping, send important emails and pay utility bills online.

I expected that your staff would deal with the situation with utmost importance without any delay, but no meaningful action was taken so far. So, please send your staff to come over and check if you need to install new cables since they might be fairly old. Take any other measure necessary to resolve the slow connectivity.

We are expecting a prompt resolution from you.

Yours faithfully,

Rebecca Porter

Test 22

You should spend about **20 minutes** on this task.

You have recently moved to a different house, and you want to give the news to an English-speaking friend who lives in another country.

Write a letter to this English-speaking friend. In your letter,

- explain why you have moved
- describe the new house
- invite your friend to come and visit

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Charlotte,

I'm writing to let you know that at last, we've moved to a bigger house! We just couldn't go on living in the two-bedroom bungalow now that the twins are growing up and the new baby has arrived. So we started looking - and one thing led to another and finally, here we're in our new home.

I'm sure you'll like it. We have three bedrooms now and a very modern bathroom and kitchen. The kids are happy because there is more space with the big living room and the garden outside. But John is the happiest of all because he doesn't need to do much decorating.

Why don't you come round this weekend and see what you think of our new place? We would all love to see you. If the weather is favourable, we can even have a barbecue in the garden.

Our new address and phone number are below,
so give us a call and let us know when to expect
you.

With lots of love,

Julia



Test 23

You should spend about **20 minutes** on this task.

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.

Write a letter to your friends. In your letter,

- thank them for the photos and the holiday
- explain why you didn't write earlier
- invite them to come and stay with you

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Mark and Lucy,

Hope you're doing great. I had a great time with you guys. Thank you so much both for the remarkable holiday in your city and for the lovely photos that you sent me yesterday.

Canada is certainly a spectacular country with an extraordinary landscape, vibrant culture and wildlife, particularly up in the area where you are. The holiday is over, but I'll never forget the way you treated me - it was fabulous.

Sorry, it has taken me so long to write back and thank you. Almost as soon as I landed back in Italy, I got extremely busy with my office work. Besides, a severe cold forced me to take a few days off from the office, and I struggled to regain momentum at work and at home.

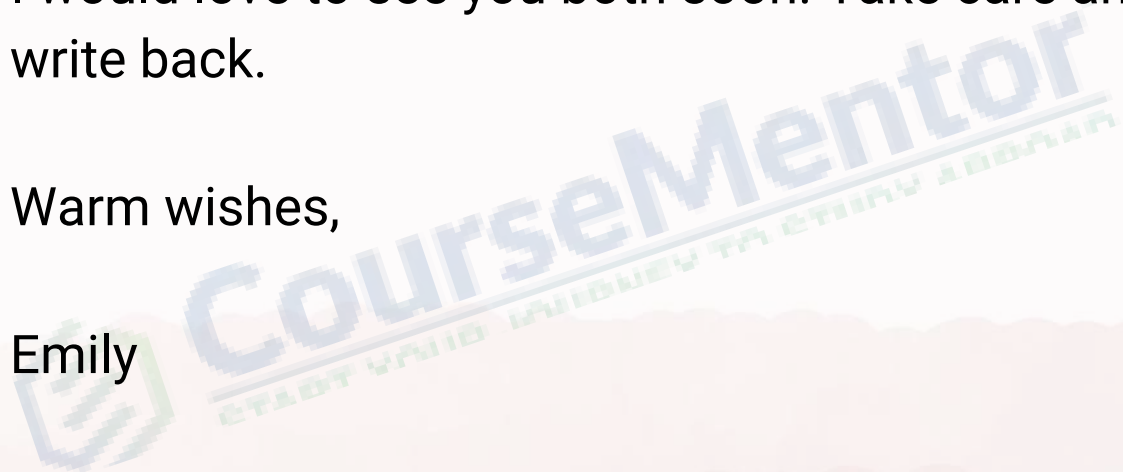
I would like to invite both of you to visit Italy. We'll be celebrating our parent's 40th marriage

anniversary next month, and I expect you on this special occasion. I'll take you to some of the famous places in Italy including Rome. Best known for housing ancient Roman structures and the Vatican City, Rome has stunning cathedrals and Renaissance architecture. I am sure you'll enjoy your time here.

I would love to see you both soon. Take care and write back.

Warm wishes,

Emily



Test 24

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 have changed your job
- describe your new job
- tell him/her your other news

Write at least **150** words.

You do **NOT** need to write your own addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Angela,

I hope you and your family are doing fine, and I'm sorry I haven't been in touch with you recently. I'm writing to let you know that I've resigned from my previous company and took a new job recently.

Do you remember that I was working for a consultancy firm, and I told you how much I was looking forward to changing my job? Well, I joined a travel agency last month, and the new job is exciting. In my previous job, I was working really long hours and, to be honest, the pay wasn't great. So basically I applied for a job at a new company that was looking for people enthusiastic about taking on challenges and are interested in travelling. I thought it was a good fit for my expectation and took the opportunity.

I was a bit nervous in the interview, but in the end, I got the job as a senior travel consultant.

The remuneration in the new job is better, the working conditions are great and I don't have to work long hours anymore. Besides, they offer performance bonuses, and I would be able to travel to different places and explore many places!

I've also enrolled in a diploma course at the University of Edinburgh and started a new travel blog. My parents have come to meet me this week, and I've plans to take them to show them around.

Take care.

With love,

Emma

Test 25

You should spend about **20 minutes** on this task.

You have recently applied for a course at a college and have been accepted. However, you cannot join the course due to some reasons.

Write a letter to the principal of the college. In your letter,

- which course you have applied for
- why you cannot join the course
- ask about the possibility of the course in the future

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am excited to be accepted into the "Advertising and Public Relations" course at your college in the summer semester. However, I regret to inform you that I will not be able to join the course as I was denied a visa from the embassy.

Last March, I applied for a full-time four-year Bachelor of Arts course in "Advertising and Public Relations" and got the acceptance letter on 12th April. I initially planned to enrol in the course from the beginning of June, but unfortunately, my visa application with the UK embassy was rejected. They are yet to send me details for the refusal, but I thought I should inform you without delay as someone else should get the chance. I guess I will have to wait for the next semester to start the course.

I would like to request you to consider me for the next semester. In case this is not possible, I

would like to know the procedure to apply again to the same course.

I am looking forward to hearing from you at your convenience.

Yours faithfully,

Rohit Kumar



Test 26

You should spend about **20 minutes** on this task.

There have been some problems with the public transport you use to commute daily.

Write a letter to the manager of the public transport company.

In your letter:

- describe the problems
- explain how these problems are affecting you and others
- suggest what could be done about it

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am a regular user of your transportation service and take your buses to travel to and from my office on weekdays. I am writing to bring to your attention a few critical issues inflicted upon me and other commuters who use your service. I am hoping you would address these issues promptly.

First, during the last couple of weeks, your buses are making recurring delays and this is affecting our arrival at our workplaces on time. To add more grief, a few buses do not arrive at all. A number of times, I had to wait for more than an hour and then hail a taxi to reach my office.

Finally, some buses are full when they arrive, and as a result, cannot take any more passengers from the Victoria Bus Stand. This situation forces me and many other travellers to either take the congested bus and stand all the way in

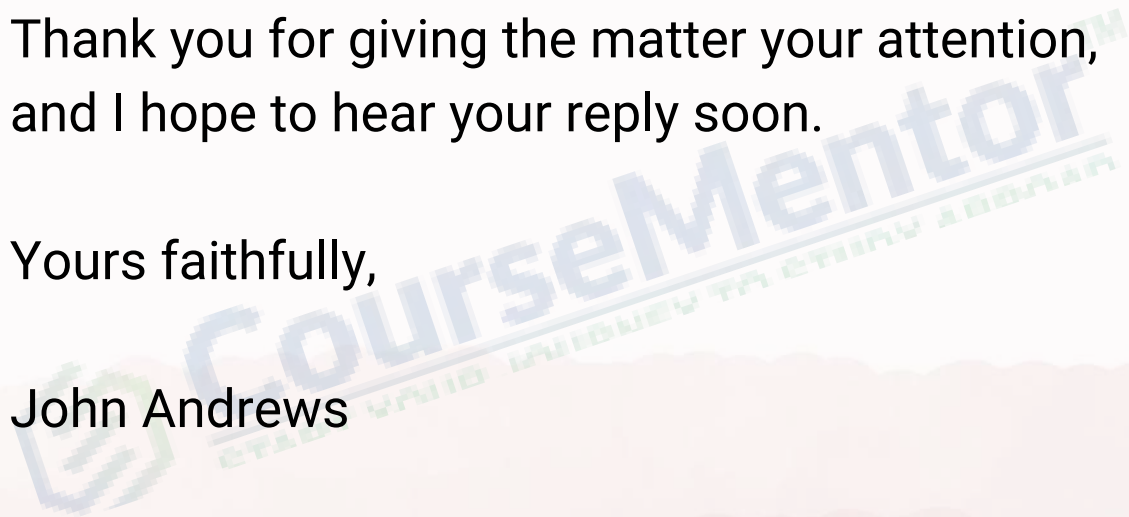
a miserable condition or wait for the next bus. I believe if this keeps happening, it would reduce people's trust in your service.

I suggest that you add a few more modes of transport to accommodate the passengers and manage the timetable rigidly.

Thank you for giving the matter your attention, and I hope to hear your reply soon.

Yours faithfully,

John Andrews



Test 27

You should spend about **20 minutes** on this task.

You have recently moved to a different house. Now you would like to notify one of your English-speaking friends that you have moved to a different house.

Write a letter to this English-speaking friend.

In your letter:

- explain why you have moved
- describe the new house
- invite your friend to come and visit

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Simmons,

Hope you're doing great. I'm still relishing the pleasant memories we had together during our last trip - it was wonderful. I'm writing to let you know that we've moved into a house in Bath, a town set in the rolling countryside of southwest England. I hope you will visit us soon.

As you know, my previous apartment was far away from my office and it was inconvenient both for me and Anna to commute a long distance daily. However, we could not shift our house considering Julie's school location. This summer I transferred her to Kingswood School in Bath and moved here soon after. Now the daily commute is no longer a cause of concern for us.

We moved into this house at the beginning of February and we really like it. A small garden at the front makes it even more beautiful. We now

have enough space to park 3 cars! It has five rooms, a lawn and two large balconies. The best part is that the area is quiet and surrounded by astonishing natural beauty. After living in a flat in a busy area for nearly 8 years, a spacious house seems like a dream come true.

I hope you will visit us soon as I'm really looking forward to having you and Linda with us for a few days. It will be fun.

Hope to meet you soon.

Warm wishes,

Mitchell

Test 28

You should spend about **20 minutes** on this task.

You have an extended family and every year you all get together to go on a family trip for a week. Your uncle is in charge of the plans this year and you would like to suggest a place you have visited lately.

Write a letter to your uncle.

In your letter:

- suggest the place you have visited
- describe your experience about this place
- mention what you could do there

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Wallner,

Hope you and aunt Alecia are doing great. It was a piece of delightful news that we will soon have a family trip together and you are in charge of finalising the arrangements. I am so excited about the upcoming holiday and looking forward to spending some great time with all of you. I have lately been to Vienna, the capital city of Austria, and had a great experience. I think this would be a wonderful destination for us to enjoy our holiday together. Vienna is regarded as the City of Music because of its musical legacy. The historic centre of Vienna is rich in architectural ensembles, grand buildings, monuments and parks. Plenty of spectacular culture and interesting places are within easy reach in this city, and I wish to be there again and witness a city revered by all.

We can enjoy the music film festival on City Hall Square, stroll and taste food in magical

surroundings, visit the Schönbrunn Zoo, the oldest zoo in the world, take a tour to the Ringstrasse by tram, do some shopping and be in a city which is considered one of the best livable cities in the world. I had been there only for a couple of days and my experience was fabulous.

I am quite positive all of us will enjoy our time in this city during our trip. I would like to know your thoughts about it.

Take care and stay fine. See you soon.

Yours truly,

Powell

Test 29

You should spend about **20 minutes** on this task.

A friend who lives in a different city has invited you to his/her daughter's 8th birthday. However, you can not accept the invitation due to some personal reasons.

Write a letter to this friend. In your letter,

- thank him/her for the invitation
- mention why you can not attend the birthday party
- offer to meet him/her some other day

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear

Answer:

Dear Wilson,

It was great to hear from you, and I'm really surprised that Diana has already turned eight! It sounds as if she has grown so fast. I wish her a happy birthday and thank you for inviting me to this special occasion.

I'd love to be at Diana's birthday party but I'm terribly sorry that I can't make it due to some deadlines at my office next week. The problem is that I've been promoted to the assistant manager position a few months ago and the work pressure has skyrocketed since then. The office management has assured me that I'll be given an assistant soon but until that happens, I'll hardly have time for myself.

Perhaps I can visit you sometime next summer when I hope I'll stay with you for a couple of days. Please share some birthday photos on Facebook so that I get a glimpse of the celebration. I owe Diana a birthday gift.

Anyway, I must finish today. So thanks once again for your kind invitation, and I do hope that we can get together sometime in the summer.

Warm wishes,

Harris



Test 30

You should spend about **20 minutes** on this task.

You live in a room in the college hostel which has severe problems. You would like to move into another room and need your hostel super's permission for that.

Write a letter to the hostel super. In your letter,

- introduce yourself
- describe the problems
- explain what type of room you would prefer

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am writing to request you to change my current accommodation arrangement in our college hostel, and let me move into another room which is favourable for studies and pleasant to live in.

I am Erica Garcia, a science major student in your college, and I reside in the college hostel in room F-412. I find it very challenging to live and study in this room. First of all, the room is quite small to accommodate two students. Two beds and other necessary furniture in this room leave no open space, and we hardly get space to walk or move in this room. Because of that, we were hurt several times by the sharp corners of the iron beds. The lack of proper ventilation facilities, and the scarcity of natural sunlight and fresh air are two big issues with this room. We are bound to use the electric light 24 hours a day. It is quite suffocating, and because of this, I can not concentrate on my studies.

Therefore, I humbly request you to allow me any other room where at least a proper ventilation facility is present. I am hoping that you would let me move into another room, preferably a large one, before my semester final in October.

I am looking forward to your positive response.

Yours faithfully,

Erica Garcia



Test 31

You should spend about **20 minutes** on this task.

You borrowed an important textbook during the last term from a classmate. You now realize your classmate has returned home overseas and you still have the book.

Write a letter to him/her. In your letter:

- apologize for the mistake
- find out how important the book is to him/her
- say what you will do

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Francisco,

How are you? I hope you had a safe journey back to Portugal. I'm writing this letter to apologize for not returning your book as promised. I really am sorry that I could not return the book "Advanced Introduction to Behavioral Economics" before you had travelled to your home country.

I borrowed this book from you during the last term, and I'm indebted to you for lending me this book just before the term final exam. It was a great help. I intended to return it within a few days but to my bad, I totally forgot, which I deeply regret.

I'm not quite sure if this book is still important to you. If so, just let me know, and I'll manage to send it to your address. I am ready to bear the courier cost. I can post it via express airmail immediately. Alternatively, I can send you some

money so that you can buy it from your country.
Please let me know what you want me to do.
Please do write to me sometimes and stay fine.

Warm wishes,

Merrill



Test 32

You should spend about **20 minutes** on this task.

You have recently visited a museum. Now write a letter to your friend about the museum you have visited.

Write a letter to him/ her. In your letter, write:

- where you went
- what you saw there
- how you felt about it

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Laura,

I've just returned home from an exciting trip to Australia, and visiting the National Museum of Australia was one of the fabulous activities of this tour. I can't wait to share my experience with you.

We stayed in Australia for a week, and on our second day, we went to the National Museum of Australia, located on Acton Peninsula, next to the Australian National University in Canberra. The museum's innovative use of new technologies is unprecedented. Initially, I thought that it's not going to be a fun time but to my surprise, I actually got fascinated by the fabulous collection the museum has.

The Entrance and the interior blew my mind away. The museum's stunning architecture offered me an extraordinary opportunity to explore the rich and diverse stories of Australia

and its people. From pre-colonial settlement to modern Australia, the museum has it all. The Pearling exhibition was excellent from a historical perspective. The museum is divided into 4 galleries and each has many glass cases filled with stories. The experience was stunning. I wish you had been with me there. I'd absolutely recommend you visit this museum whenever possible.

I would like to meet you soon and tell you stories about my tour. Take care.

Yours truly,

Emma

Test 33

You should spend about **20 minutes** on this task.

A friend has written a letter informing you about his or her plan to visit your country/city.

Write a letter to him/her. In your letter, write:

- what he or she can do in your country/city
- advise him/her about the place he/she could stay at
- suggest to him/her what to pack and bring while coming to travel to your country/city

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Norton,

I'm so delighted to receive your letter and write back to say that I'm fascinated to have you in my country in a few days. I can't wait to receive you at the airport!

I guess this is your first-time visit to Italy, and I'm sure you'll enjoy your stay and take back some excellent memories. Once you finish your official tasks in Rome, you can spend a day or two there to enjoy the capital city, especially the Colosseum, Castel Sant'Angelo, St. Peter's Basilica, Trevi Fountain and the Pantheon. You can stay at the Hotel Palladium Palace if your accommodation is not already arranged by your office.

Then fly directly to Lucca, the city I'm residing in. Give me a call before you reach the airport, and I'll be there. I would like you to stay at my place as long as you wish. If you insist on staying at a

hotel, you can try Villa Corte Degli Dei or Hotel Napoleon. We will enjoy local food, watch a movie and go boating. We can enjoy scenic beauty every evening.

I'd recommend you to bring some warm clothes as the winter is setting in. Do not forget to bring your camera to capture the beauty of the rivers and traditional street views. Also, bring any medicines you take.

Looking forward to having you in my city soon.

Warm wishes,

Marco

Test 34

You should spend about **20 minutes** on this task.

You are going to have a family party in a private room in a hotel.

Write a letter to the hotel manager. In your letter, say:

- why you need to use this private room
- what you need them to provide for the party
- inquire about the price of the food you are ordering

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am a local resident of Melbourne, writing to inquire about the availability of the private gala in your Rendezvous Hotel Melbourne on 27th November.

We will rejoice in our parents' 50th anniversary, a very special occasion for all of us, and have decided to celebrate the event at your hotel's gala. We are expecting approximately 50 guests on the occasion. The ceremony is on 27th November and we are planning a dinner party and would like to rent the venue for the evening.

You should be in charge of a buffet dinner for the guests, drinks, decoration and supervision of the event. We would need a projector and a large screen to share some wonderful memories of our parents at the event. Make sure there is an electricity backup. This is a distinctive event for us and we want to make it remarkable.

Please inform me if the venue is available on that day and how much it would cost to hire it.

Also, specify the menu and drink items in the buffet and their prices including GST. I would appreciate it if you can share your idea of decoration as well.

Yours faithfully,

Sarah Pauline



Test 35

You should spend about **20 minutes** on this task.

You recently saw an advertisement about a business conference that can be helpful for your work.

Write a letter to your manager asking permission to attend the conference.

In your letter, say:

- what the conference is about
- how you know about the conference
- explain to him/her why it is important that you attend this conference

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Mr Billison,

I am Charles Pattison, a junior project coordinator at your organisation, writing to seek your permission to attend a helpful business conference organised by Business Flyer, a prominent human resource development company from the UK.

The conference, as advertised in the Daily Business Insider, will bring together like-minded young business professionals and focus on steps to make a powerful digital footprint. The newspaper mentioned that it would be a three-day-long discussion and aim to develop the leadership skills of the participants so that they can bring innovation and success to their digital marketing effort.

Right after I saw the advertisement, I called the coordinator and he advised me to reserve a seat if I am interested. It will continue from 21st to

23rd August, from 8.00 am to 3.00 pm.
Our company has recently started taking digital marketing seriously, and I believe I can contribute more to it if I gather insights from the conference. The discussion topics are quite up-to-date, and I believe those are actionable content and materials based on a sound curriculum.

I would request you to allow me to participate in the conference and oblige thereby.

Yours sincerely,

Charles Pattison

Test 36

You should spend about **20 minutes** on this task.

The road in front of your house got damaged a long ago and nothing has been done about it.

Write a letter to the municipal authority complaining about the damaged road.

In your letter:

- introduce yourself
- explain the condition of the road
- and suggest what they should do

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am Cory Gardner, a local resident of Ipswich, Queensland, Australia, writing on behalf of the residents of the area to notify you about a dilapidated road which is causing unbearable misery for us.

I work at a local school and teach mathematics to young students. This is the first time I am writing to the municipal office to complain about something. Park Street, the only road we use to get off and in, from the community, was damaged around three months ago when we had a heavy downpour for a week. The roads have many holes, and crumbly places, and are below usable condition with uneven flagstones. We expectantly waited for a month when a team of engineers inspected the road in July. But nothing has been done so far to alleviate our suffering.

I would request you to send a team to probe the condition of the road and take immediate action to have it repaired. We already have had some minor accidents in the past months and would like you to prevent a major one.

Yours faithfully,

Cory Gardner



Test 37

You should spend about **20 minutes** on this task.

You are looking for a part-time job. Write a letter to an employment agency.

In your letter:

- introduce yourself
- explain what sort of job you would like
- say what experience and skills you have

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am Sebastian Holmes, looking for a part-time job in a graphics designing company and would like you to forward my CV to suitable companies.

I have recently finished my high school diploma and would like to gain some professional experience. One of my high school friends, who recently managed a job through your agency, has recommended my agency. I have a graphics design diploma certificate and experience in designing website mockups. I am passionate about designing websites, banners, advertisements, landing pages and logos, and looking forward to working for a company that works in the web designing industry.

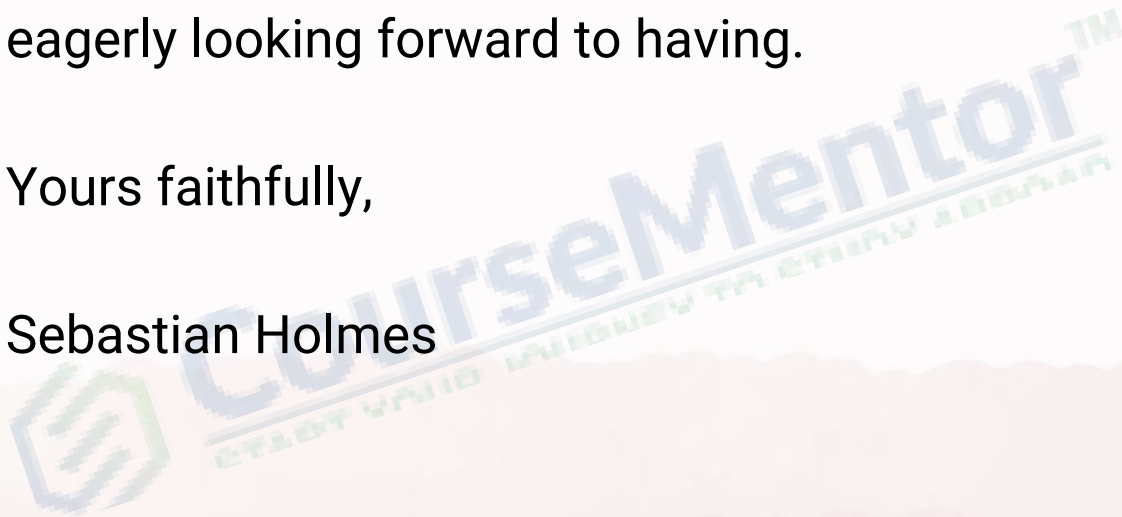
Since experience and not remuneration is my priority, I would like to work for a renowned company that solely works in the web and

graphics designing industry with a credible portfolio. I will get admitted to a college in a month or two, and that is why flexible office time is another aspect I am looking for.

I hope you would have a look at my CV, which I am also sending to you in the same envelope, and help me find a suitable job that I am so eagerly looking forward to having.

Yours faithfully,

Sebastian Holmes



Test 38

You should spend about **20 minutes** on this task.

You are planning a holiday in another country and would like a friend to accompany you.

Write a letter to the friend asking him/her to join you. In your letter, explain:

- why you are taking a holiday
- what your holiday plan is
- why you would like him/her to go with you

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Flemming,

I'd like to thank you for hosting an incredible party last month when I got the chance to meet your parents, who, in my opinion, are exceptional individuals. I'd love to meet them again.

However, I'm writing today to request you to visit Denmark with me.

I had long been planning to visit Denmark, a remarkable country, and have finally decided to travel there on 27th December. I'd rather have you with me than travel alone. You're the best travel companion I can think of, and our last vacation to Malaysia propels me to invite you to be my tour companion again.

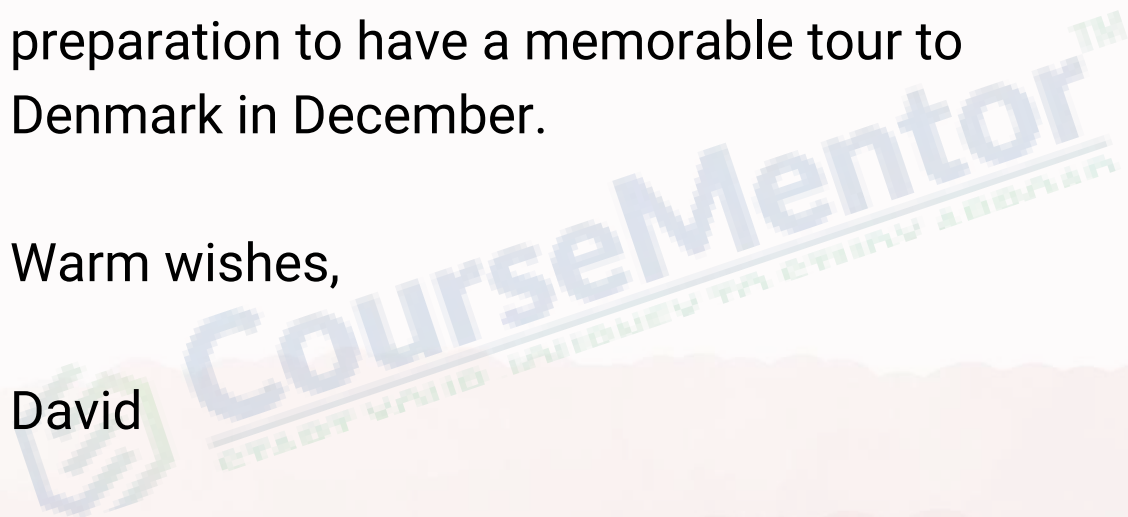
Our semester final is over, and we've two weeks to do something before returning to our classes. I thought travelling to a Scandinavian country would be the best way to spend our holidays. My uncle resides in Copenhagen, and he'll be a great help there.

I plan to visit my uncle and meet his family first. Then we'll visit Roskilde Cathedral, Viking Ship Museum, take a castle tour from Copenhagen and enjoy the countryside. I'm also open to your recommendations about the things to do in Denmark.

I hope you'll not turn me down and finalise your preparation to have a memorable tour to Denmark in December.

Warm wishes,

David



Test 39

You should spend about **20 minutes** on this task.

You have an extra room in your apartment and would like to rent it out to a student.

Write a letter to the university council officer. In your letter:

- describe your apartment and the facilities available
- mention why you want to rent out the room
- say what kind of tenant you would prefer

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am Nathan Adam, a mathematics major at Aura Vincent University. I want to rent out a spare room in my apartment and need your help regarding this.

I want to rent out a room at the Central Library Road, Okalum Berry, AV -14. The apartment is on the 7th floor and has a lift, Wi-Fi internet connection, water heater facilities and an electric cooker. The room is fully furnished and has an attached bathroom.

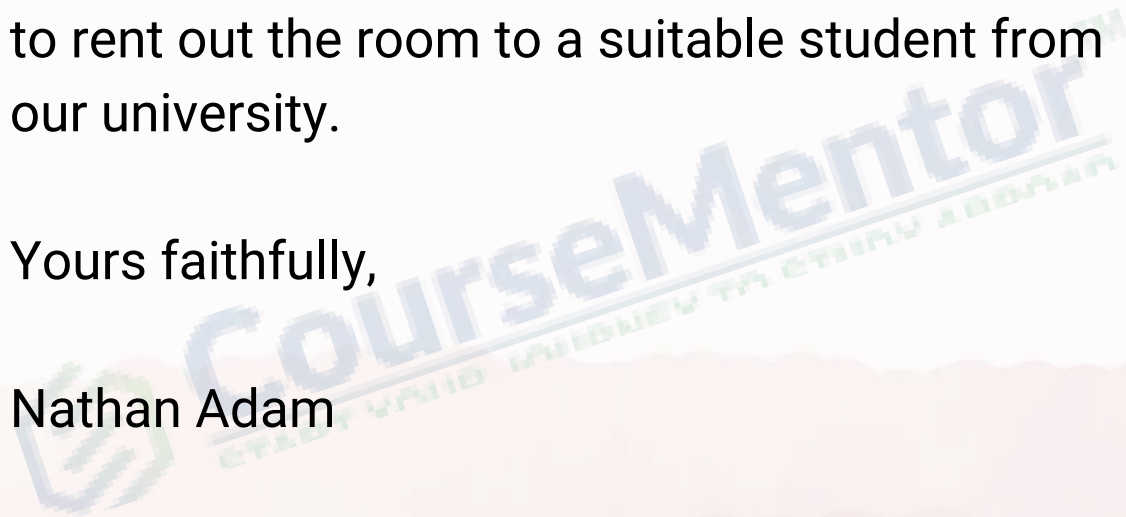
I have a tenant agreement with the flat owner, and I have to pay 200 dollars per week. The apartment has three rooms and one room is completely vacant. I have decided to sublease the room to someone who would share the rent. Moreover, a student from my university would be a good companion for me.

The student who is interested in occupying the room should be a science major. He or she should get in for at least six months and pay two months' advance payment. I am looking for someone who is serious about the study and has a good academic track.

I am really looking forward to getting your help to rent out the room to a suitable student from our university.

Yours faithfully,

Nathan Adam



Test 40

You should spend about **20** minutes on this task.

You live in rented accommodation which was recently damaged due to the bad weather.

Write a letter to the landlord. In your letter:

- explain what caused the damage
- why you need him/her to fix the problem right away
- what needs to be done to fix it

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Mr Albert,

I am Rebecca Paula, a tenant at your Park View Residence, writing to let you know that last night's storm broke a couple of windows at my apartment and those need to be fixed immediately.

I have resided in flat 4B2 on the eighth floor with my family for the last one and a half years. The relentless storm and a heavy downpour last night damaged many dwellings in our area and it is unfortunate that a couple of windows in my apartment have been shattered. The electricity line has been disrupting since then and the continuous chill wind is freely flowing in my apartment. This has become unbearable, especially for my mother-in-law and six years old daughter.

I want you to send someone to inspect how bad the broken windows are and how challenging it is to stay inside the flat.

Please replace the windows as quickly as possible. You can contact a local vendor who provides such repair work. I will assist you in whichever way possible.

Yours sincerely,

Rebecca Paula



Test 41

You should spend about **20 minutes** on this task.

You have purchased some goods from a company and the goods were supposed to be delivered within three days of purchase. Seven days have already gone and you have not received the products yet.

Write a letter to a company manager with whom you arranged the delivery of goods. In your letter:

- inform him/her what items you have purchased
- ask the reason for the delay in delivery
- suggest what can be done about the matter

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

Eight days ago I ordered a smart TV, a mobile phone and some accessories from your outlet. I was excited when I ordered these items and got your assurance that I would receive them in three days, but I am very disappointed not to receive them yet. I am hoping that you will complete the shipment by tomorrow.

In relation to the specifics of the order, I purchased a Sony smart TV, a Samsung mobile phone, a screen protector, a memory card and a pocket router from your outlet 'Gadget and Goods' on July 18th. I paid using my Visa Credit card. The order number is 8683201 and I am attaching a copy of my receipt.

Since you did not have the specific model of the TV and silver colour mobile phone at your outlet, you agreed to send the items to my home address before 21st July.

Unfortunately, eight days have already elapsed, and I did not hear from you. Please explain the reason for this delay.

As a solution, and because I am a regular customer of your store, I am hoping that you will send my products by tomorrow. Otherwise, I would like to cancel my order. I will contact my bank to reverse the credit card payment if I do not hear back from you in regard to this within a day.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours faithfully,

Michael Keaton

Test 42

You should spend about **20 minutes** on this task.

You have a friend who lives in a different country. You will organise a party soon and have thought of using a foreign recipe.

Write a letter to the friend asking for a recipe from his/her country for the party you are organising.

In your letter,

- tell your friend about the party
- ask for the recipe
- explain why you need the recipe from his/her country

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Neha,

Hope you're doing great. I still miss my time with your children who are so adorable and amiable. I must say I had a great time with you last summer. Today I'm writing to ask you for a recipe that I'm planning to include in a party menu.

Last month I moved to a new apartment in Utica, a city in the Mohawk Valley, New York, and I have plans to invite some friends and neighbours to a party I'm thinking of holding in September. It'd be a dinner party and I'll invite around 25 guests. Many of my friends are from India and I'm planning to add a special Indian food item.

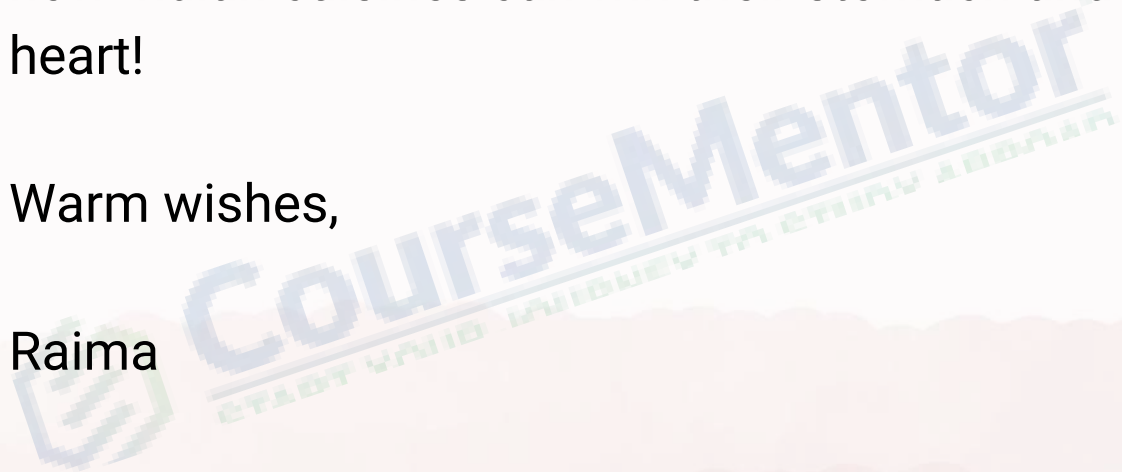
I'm so fond of your Hyderabadi Biryani, you make it really special, and would like you to provide me with the recipe. I've tried it several times but never had a glimpse of the magnificent aroma

and taste that you can bring to it. Would you please send me detailed instructions, ingredient list and cooking method you employ for the celestial Hyderabadi Biryani you make?

I want to give the Indian guests a fabulous experience of the dinner and invite some neighbours to taste it to give an impression of how Indian cuisines can win their stomach and heart!

Warm wishes,

Raima



Test 43

You should spend about **20 minutes** on this task.

Your new neighbours have recently invited you to a party they are holding next Saturday. However, you have other plans on Saturday evening and cannot attend the party.

Write a letter to your neighbours. In your letter:

- thank them for the invitation
- mention what plans you already have
- suggest when you can meet them

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Mr and Mrs,

Answer :

Dear Mr and Mrs Arthur,

I would like to thank you for inviting us to the party you are holding at your home next Saturday. We are honoured to be invited.

However, a pre scheduled plan deters us from attending this much-welcomed party, and I am hoping that we can meet some other day.

We will have to be at the local airport to receive our uncle and his family on that very Saturday evening. They are travelling from Italy to meet us, and they are expected to land at the airport at 7.30 pm. We have assured them that we will be at the airport, and I am afraid we can not change the schedule. They will be visiting Canada for the first time and expecting us to escort them to our house.

I wish we could have been at your home to enjoy the party and get to know some of your relatives. Hopefully, we will do that some other time. We can meet you on a weekend and have some

quality time together. Please let me know when you can do that.

Wishing you a grand party and quality time with your guests.

Sincerely yours,

Martin Cammy



Test 44

You should spend about **20 minutes** on this task.

You have just bought a new mobile phone from a website on the internet. When it was delivered, the phone was faulty.

Write a letter to the company.

In the letter:

- introduce yourself
- explain the situation
- state what action you want to be taken

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am Wesley Phillip from Boston, USA. Three days ago I ordered a Samsung Galaxy J8 smartphone from your online store. I was excited when it arrived earlier today but very disappointed to find that the product was faulty and not the one I ordered! I am hoping you will replace it immediately.

In relation to the specifics of the order, I purchased this mobile phone through your website called Phone and Gadgets on July 17th using my PayPal account. The order number is 56900145 and I am attaching a copy of my receipt.

The issue with the phone is that the front camera does not work and the internal memory is 128 GB, though I ordered a 256 GB phone. The description of the item on your website clearly shows it is a 256 GB phone, so I am sure this is a

mistake made on your side while dispatching the product.

As a solution, and because I really like this specific model, I am hoping that you will agree to replace the phone according to the specification of the order. Otherwise, I would like a full refund and I will be contacting PayPal complaints if I do not hear back from you in regards to this within a week.

Thank you for giving the matter your attention and I hope to hear your reply soon.

Yours faithfully,

Wesley Phillip

Test 45

You should spend about **20 minutes** on this task.

You are doing a three-months' course at a training institute. You have recently been offered a full-time job at a company and you can not continue the course.

Write a letter to the course instructor. In the letter:

- explain why you cannot continue the course
- describe the job you have been offered
- and ask if they have an evening course that you can continue

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Mr Oliver,

I am a participant at your training institute, writing to inform you that I am unable to continue my course as I am due to start a full-time job from next week. I am hoping that you would either let me continue the evening course or permit me to discontinue it.

I am currently enrolled in a three-month-long Graphics Design course at your institution and so far the programme has been proven useful. I have just finished my first two weeks.

Last Monday I got a call from Soft Tech, a reputed IT company, and I am expected to start my new job at the beginning of June. The timing would contradict my classes and hence I would like to know if you have any evening courses that I can join.

As a junior consultant at Soft Tech, I am expected to work from 9.00 AM to 6.00 PM and the new job means a lot to catch up. I, therefore, request you to transfer me to an evening course or permit me to discontinue the course.

Yours sincerely,

Hanson Ariana



Test 46

You should spend about **20 minutes** on this task.

Every year, someone in the company where you work is chosen as the best employee. Your manager has asked staff members to make suggestions about who should be chosen this year.

Write a letter to your manager. In your letter,

- identify a colleague who you think should be the best employee
- explain what the job of this colleague involves
- give reasons why the colleague should be chosen as the best employee

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer:

Dear Mr Alan,

I would like to express my appreciation for the great initiative to take employees' feedback for selecting the employee of the year. Personally, I would recommend Alfred Simmon for the title this year.

Alfred is an achiever and his unparalleled leadership has brought innovation and enviable success to our company. As a project manager, his responsibility is to distribute works to the team members, coordinate them, liaison to the sales team, deliver the projects to the clients in time and everything in between.

His dedication and friendly attitude have inspired many junior employees to work hard and be loyal to the company. He is a leader who sets examples to his subordinates and this is exactly what a project manager in our company should be like.

Nobody, in my opinion, deserves the title more than he does. By choosing him the employee of the year, we can show our recognition to the worthy employees in the office.

Yours sincerely,

Daniel Cabin



Test 47

You should spend about **20 minutes** on this task.

You would like to get enrolled in a qualification course. Write a letter to the person in charge of the course and ask for detailed information regarding the course, fees and prerequisites.

Write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am John Parkinson writing in regard to getting enrolled in a diploma course that your institution has recently invited candidates to apply to. I am hoping that you would provide me with some further details regarding this.

I have learned about the course from a website and require further details to apply to this course. I have recently earned a Bachelor of Arts degree from the University of Edinburgh and hold a diploma in Basic Computing. I would like to enhance my skills in this arena and your course 'Advanced Diploma in Computing' seems a fitting one to me.

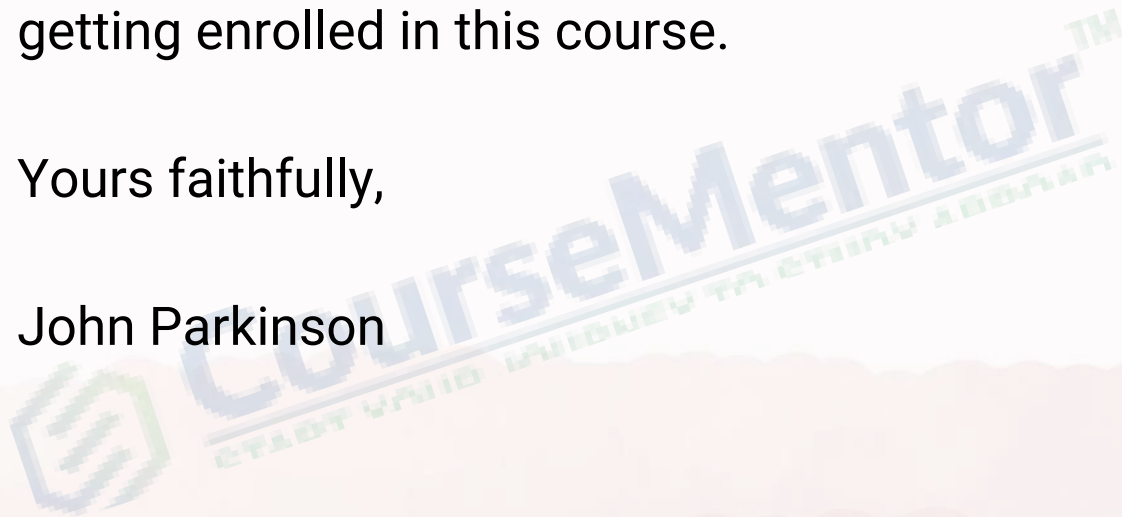
Could you please write back to me with details about the course, particularly what topics it will cover and how long it will take. I need to know the admission process and course fee so please

mention all the costs this course includes and how I should apply.

If there is a special requirement to apply to the course, I should know it beforehand. I would be much obliged if you can provide me with the details at your earliest as I am looking forward to getting enrolled in this course.

Yours faithfully,

John Parkinson



Test 48

You should spend about **20 minutes** on this task.

You have a friend who is about to enter university, and he/she wants you to advise him/her on which subject to specialize in – history, in which he is very interested, or computer science, which offers better job prospects.

Write a response letter to this friend.

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

Answer :

Dear Charles,

I was so delighted to receive your letter yesterday and it was a pleasant surprise to know that you have already completed high school and would get admitted to a university soon. How time flies!

You have asked my opinion on which subject to take as the major. I think you should follow your own instinct and go for something you feel passionate about.

I know you very closely and can advise that you do better when you feel connected to something. From your letter, I can understand that your personal choice is history but your parents want you to follow your elder cousin Ryan's track who is earning a lot from his IT career. Who says you cannot have a great career if you take history?

I can give you many examples when someone from a more demanding subject is doing mediocre while someone from a traditional subject is doing quite excellent.

I guess you personally want to study history, I have got that impression from your letter, and that's why I would advise you to follow your own track and set an example for others instead of blindly walking through a street you do not want to be in.

Warm wishes,

Simmon

Test 49

You should spend about **20 minutes** on this task.

You went to the local hospital's Emergency Department with your young child who had severe stomach pains. You had to wait for almost four hours before your daughter was treated by a doctor and, while you were waiting, you were constantly ignored by the other staff.

Write a letter to the Hospital Registrar, complaining about the service you received.

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

Two days ago I took my younger daughter to your hospital due to her sudden and relentless stomach pains but was very disappointed with the service I received. When my daughter needed emergency care, she and I were continually neglected. I am hoping that you would take the necessary actions so that no other patient and their relatives suffer and feel humiliation the way we did.

In relation to the specifics of the event, my daughter started complaining about a severe stomachache at around 2:30 pm on 24th June. After waiting for a couple of hours her condition worsened and I rushed to the hospital. I took her to the emergency department at your hospital and due to the negligence of the staff, I had to wait more than 4 hours before a doctor saw and treated her.

Though the workers were gossiping, every time I requested them to call a doctor, they told me that they were busy. The type of service I was offered is an example of cruelty and no parent of an ill child deserves it. I have been constantly ignored when my child was crying in pain.

This sort of staff in the emergency department of a hospital is not suitable at all. I request you to take this matter sincerely and try to take the required actions against those who are responsible.

I hope to get a reply from you regarding the action you have taken.

Yours faithfully,

Rebecca Smith

Test 50

You should spend about **20 minutes** on this task.

You have been offered a job, asking you to start next week. You want the job very much but, because of a previous commitment, you want to delay the start for another two weeks.

Write to the Manager, accepting the job, but explaining your situation and asking for the change to your start date.

You should write at least **150** words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Answer:

Dear Sir or Madam,

I am absolutely honoured to learn from your email that you have finalised my joining to your company as an executive. I consider it a great leap towards my future career and I will serve my position with my best effort. However, I am writing to seek your permission for a delay on the joining date.

I am afraid I cannot join on 15th June, the date you expect me to start. After I formally notified my current employer a month ago, they welcomed my decision. However, they have recently requested an extension to hand over the projects I am currently working on and train a colleague. I am already committed to a project with my current employer and I will need another week to finish it. Thus, the new request from my manager forces me to work another two weeks with them.

Therefore, I would request you to delay my joining date and I am absolutely positive about starting with you from the 1st of July. I hope you would allow me to finish my commitment to the current employer and let me join your company on 1st July.

Yours faithfully,

Daren Smith

