

IELTS WRITING

General Training

Informal Letter

যদি instructions এ লেখা থাকে- write a letter 'to your friend', কেবল তবেই আমরা informal letter লিখবো। বাকি সব ক্ষেত্রে formal/ semi-formal letter লিখতে হবে।

Useful Phrases

Stating Purpose -

- I'm just writing to let you know that....
- I'm writing to tell you about....

Apologising -

- I'm very sorry about.....
- I'd like to apologise for....

Asking For Help -

- I'd be really grateful if you could.....
- I was wondering if you would give me a hand with....
- I was wondering if you would do me a favour.

Expressing Satisfaction -

- I was over the moon to hear about....
- I was thrilled to find out that/about.....

Giving Bad News -

- I'm afraid I've a bit of bad news for you.

Ending -

- All the best.
- Keep in touch



NB - Informal letter এ contractions ব্যবহার করতে উৎসাহিত করা হয়।

Discussion essay

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Sample Question

You have recently started work in a new company.

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

- explain why you changed jobs
- describe your new job
- tell him/her your other news



Note - This question is a bit tricky because they want you to write about a work related topic, but when it says 'write a letter to a friend', make sure you always use informal language.

Sample Answer

Dear Tom,

I'm just writing to let you know I quit my old job and found something new.

I was really fed up with being a brain surgeon because it wasn't really much of a challenge anymore. You know me; if I'm not learning new tricks, I get bored too easily and have to find something new.

I'm now teaching English as a foreign language in Vietnam and it suits me down to the ground. I teach two adult classes and a kindergarten class, which is not only challenging but also rewarding too. Can you believe it?

I also have some other amazing news- I'm getting married. She was one of my first ever students and I guess it was love at first sight for both of us. Make sure you keep the first weekend in July free, so you can come and celebrate with us.

Keep in touch.

Yours ever

Chris.